

**GUADALUPE UNION SCHOOL DISTRICT
BOARD OF EDUCATION**

REGULAR SCHOOL BOARD MEETING

Wednesday, May 9, 2018

4:00 pm – Call to Order, Adjournment to Closed Session

6:00 pm – Reconvene to Public Session

LOCATION OF MEETING: MARY BUREN ELEMENTARY SCHOOL
 MULTIPURPOSE ROOM
 1050 PERALTA STREET, GUADALUPE, CA

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Superintendent's Office at (805)343-2114. Notification of 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting.

Any of the materials related to items on this agenda are available for viewing at the Office of the District Superintendent, 4465 Ninth Street, Guadalupe, CA during regular business hours, 8:00 am to 5:00 pm, Monday through Friday; telephone 805-343-2114.

I. Call to Order

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda

II. Adjourn to Closed Session

Closed Session Public Comments: This section of the agenda is intended for members of the public to address the Board of Education on items involving the school district that are being considered **Closed Session**. Such testimony shall be limited to three (3) minutes each person and fifteen (15) minutes each topic. If an answer to a specific question is requested, the Board President will, if appropriate, direct administration to respond in writing.

The Board will consider and may act upon any of the following items in closed session. Any action taken will be reported publicly at the end of closed session.

- A. PUBLIC EMPLOYMENT APPOINTMENT, Government Code section 54957(b) Title: Superintendent (Possible Action)
- B. Certificated and/or Classified Personnel Order 2017/2018-10; Public Employment Discipline/Dismissal/Release/Resignation pursuant to Gov. Code § 54954.5(e) (Possible Action)
- C. Conference with Management: *The Superintendent will update the Board with negotiations information.*
 - 1. Guadalupe Teachers Association
 - 2. CSEA Chapter #546

D. Real Estate Negotiations Pursuant to Government Code §54956.8.

1. The board will be updated on the Purchase and Sale Agreement and the Joint use Agreement with the City of Guadalupe within the Pasadera Development.

III. Reconvene in open session; announce closed session actions.

The Board will announce any action taken on Public Employees Certificated and/or Classified Personnel Order 2017/2018-10 and Conference with Management.

IV. Adoption of Resolutions 2017/2018-23, Retiree Resolution: Mrs. Beatriz Carlon.

The Board will review for consideration the adoption of Resolutions 2017/2018-23, in recognition of 2017/2018 district retirees.

Roll Call will be taken for the adoption of Resolution 2017/2018-23 as presented.

- V. District Service Awards:** At this time, the Board will acknowledge and present Services Awards to Certificated and Classified employees who have served in the district ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35) years, and forty (40) years.

VI. Presentations:

- ★ Certificated Teachers of the Year and Classified Employees of the Year.

Mary Buren Elementary School

Teacher of the Year – Sarah Holland

Classified Employee of the Year – Janet Jauergui

Kermit McKenzie Jr. High School

Teacher of the Year – Erin Van De Roovaart

Classified Employee of the Year – Luis Mendoza

- ★ 2017/2018 Volunteer Appreciation Award – “Chumash Band of Indians Foundation”

- ★ Recognition of St. Joseph High School for their support with the Day of Hope and Test prep.

The Board will take a brief recess at this time.

VII. Open Session – Public Comments

The Board of Trustees will receive comments about items and issues not appearing on tonight's agenda. We ask that those who address the Board limit their remarks to three (3) minutes. Open meeting laws and fairness to other residents who may have an interest in your topic prohibit the Board from taking action or engaging in extended discussion of your concerns. The Board may direct its district staff to meet at a later date with speakers who have specific concerns or needs. The Board may also direct that an issue be placed on a future agenda for discussion and consideration. This permits the Board and staff members to prepare and receive necessary information and for the public to be aware that a topic is being formally considered. We appreciate your cooperation.

Any person may address the Board concerning any item on the agenda and may be granted three (3) minutes to make a presentation to the Board at the time a specific item is under

discussion or, in the case of a closed session item, prior to the Board convening in closed session. A form is available from the Superintendent's secretary that should be completed and returned to her. Please indicate on the form if additional time is requested and state the reason. The president may grant additional time if circumstances permit. The public may address the board on any matter pertaining to the school district that is not on the agenda.

VIII. Superintendent's Report

The Superintendent may report to the Board about various matters involving the district. There will be no board discussion except to ask questions or refer matters to staff, and no action will be taken. The item(s) may be listed on a subsequent agenda.

- Chief of Police, Gary L. Hoving – Will provide an update regarding the stop light

IX. Administrative Staff Reports

Each Administrator/Director may report to the Board about various matters/events within their school site/department. There will be no board discussion except to ask questions or refer matters to staff, and no action will be taken. The item(s) may be listed on a subsequent agenda.

Presentation:

- Mrs. Alejandra Mora – ASES Program Update
- Mrs. Jesely Alvarez & Mrs. Angela Soares – Discipline Data
- Principals Mrs. Alvarez & Mr. Gabriel Solorio will discuss updates on strategies to increase CAASPP results.

X. Board Member Reports

Each member of the Board may report about various matters involving the district. There will be no board discussion except to ask questions or refer matters to staff, and no action will be taken. The item(s) may be listed on a subsequent agenda.

XI. Consent Agenda

The Board will be asked to approve all of the following items by a single vote, unless any member of the board or if the public asks that an item be removed from the consent agenda and considered and discussed separately.

- A. Approval of Minutes of the Regular Meeting April 11, 2018 and Special Meeting of March 19, 2018.
- B. Approval of Warrant Listing Report of Expenditures.

It is being recommended that Consent Agenda Items XI. A and B be approved, as presented.

XII. Items Scheduled for Action

A. General Functions

1. **Adoption of Resolution No. 2017/2018-20; Resolution Ordering Governing Board Members Election and Notice to Consolidate (Education §5000, §5018, §5304, §5322).** Purpose of this resolution is to call the election as ordered in accordance with the designations contained in the Specification of the Election Order made under the authority of Education Code Sections 5304 and 5322.

Roll Call will be taken for the approval and adoption of Resolution 2017/2018-20 – Order of Election, as presented.

2. **Adoption of Resolution No. 2017/2018-21; Candidates' Statements.** The resolution adopts certain policies regarding statements of the candidates who run for office as members of the governing board of the district.

It is being recommended that the Board approve and adopt Resolution No. 2017/2018-21; Candidates' Statements, as presented.

3. **Approval of the Letter of Agreement for Dignity Health, Health Center Services provided by Pacific Central Coast Health Centers, Inc., ("Health Center").** On February 1, 2018, Central Coast Industrial Group became Central Coast Med Plus of Dignity Health. The board is asked to review and approve the Letter of Agreement, as presented.

It is being recommended that the board approve the Letter of Agreement, as presented.

4. **Acceptance of Gifts.** The school district received the following donations for acknowledgement and acceptance:

- Donation of a 40" Television with surround to Kermit McKenzie Jr. High School sound with an estimated value of \$500.00 from the Beatitude House - Guadalupe Catholic Worker.

It is being recommended that the Board acknowledges and accepts the donations and that a letter of appreciation be sent to the donor.

B. Child Nutrition/Food Services

1. **First Reading – Revised Board Policy and Administrative Regulations 0000's – Philosophy, Goals, Objectives & Comprehensive Plans.** The board is asked to review the Board Policies and Administrative Regulations Numbered 0000 through 0520.3.

No action is required at this time.

C. Employees

1. **Adoption of Resolution 2017/2018-22 Authorizing A Teacher To Service in Subject Listed.** Adoption of this resolution is to authorize the holder of a multiple subject teaching credential or standard elementary credential to teach any subject in departmentalized classes to a given class or group of students below grade nine.

Roll Call will be taken for the adoption of Resolution 2017/2018-22, as presented.

2. **Approval of Declaration of Fully Qualified Educators.** The commission on Teacher Credentialing requires the Board to adopt a Declaration of Need for Fully Qualified Educators. The District has a need for issuance for three (3) CLAD Emergency Permits for the 2018/2019 school year. The declaration will remain in force through June 30, 2019.

It is being recommended that the Board adopt the Declaration of Need for Fully Qualified Educators. The District has a need of issuance for three (3) CLAD Emergency Permit 2018/2019.

D. Financial and Business

1. **Approval of the Contract for Auditing provided by Vavrinek, Trine, Day & Co. LLP.** The board is asked to review and consider the adoption of the Contract for Auditing for the Guadalupe Union School District for the years ending in June 30, 2018, 2019 and 2020.

It is recommended that the Board of Trustees approve the contract agreement with Vavrinek, Trine, Day & Co., LLP, Certified Public Accountants for the 2017-2018 through 2019-2020 fiscal years. Total cost for three years is \$31,500.

2. **Public Hearing – Public Disclosure of Proposed Resolution 2017/2018-19, Imposing Statutory Mitigation fees on Residential and Commercial Industrial Development Projects Pursuant to Senate Bill 50, Adoption of School Facilities Fees.** At this time the Board will hear comments regarding the Public Disclosure of the Adoption of School Facilities Fees as presented in the Developer Fees Justification Study.

3. **Adoption of Resolution 2017/2018-19 Imposing Statutory Mitigation Fees on Residential and Commercial Industrial Development Projects Pursuant to Senate Bill 50.** The board is asked to review and adopt Resolution 2017/2018-19 to approve School Facilities after reviewing the 2018 Guadalupe Union School District Developer Fee Justification Study provided by J. Avnit and Associates. At the January 2018 meeting the State Allocation Board increased the residential and commercial/industrial development fees to \$2.62 and \$.042 respectively, as authorized by Government Code 65995. A justification study has been made available to the public and a 10-day notice of time and place of a public hearing and meeting, including a general explanation of the matter to be considered has

been published in the Santa Maria Times. In addition, notices of this meeting were mailed to various government agencies.

Roll Call will be taken for the adoption of Resolution 2017/2018-19, to adopt the School Facilities Fees, as presented.

E. Facilities

1. **Request for the Use of School Property/Equipment/Buildings and Waive of Fees.** The Kiwanis Club of Guadalupe has submitted a request for the use of facilities/properties for the purpose of fundraising events during the Kiwanis Club of Guadalupe Elks Rodeo Queen Campaign 2018. The Kiwanis Club of Guadalupe requests that the Board waive the fees for the use of school facilities/properties.

It is being recommended that the Board approve the use of school facilities/properties request and waiver of fees, as submitted.

XIII. Items Scheduled for Information/Discussion

A. General Functions

1. Williams – Quarterly Report for 2017-2018 Fiscal Year.
2. Designating Kermit McKenzie Jr. High School as an Intermediate School.
3. Draft Strategic Plan Review

B. Curriculum and Instruction

1. School Site Council Meeting Agenda/Minutes: Mary Buren Elementary – Meeting of Wednesday, April 12, 2017; Kermit McKenzie Jr. High School Meeting of April 24, 2018.
2. 2017/2018 Local Control and Accountability LCAP
 - Public Inspection – Friday, June 8, 2018
 - Public Hearing – Wednesday, June 13, 2018
 - LCAP Formal Adoption – Wednesday, June 20, 2018

C. Financial and Business

1. Balance Fund Summary – May 2018.
2. 2017/2018 District Budget Public Inspection/Hearing Dates
 - Public Inspection – Friday, June 8, 2018
 - Public Hearing – Wednesday, June 13, 2018
 - Annual Budget Adoption – Wednesday, June 20, 2018

D. Pupil Personnel

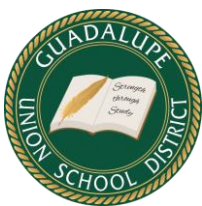
1. Annual J 18-P2 Attendance Reports.
2. Discipline Reports – Mary Buren Elementary School & Kermit McKenzie Jr. High Schools.

XIV. Future Agenda Items

XV. Adjournment

Next Regular Meeting: June 13, 2017, 5:15 p.m. at Mary Buren Elementary School, 1050 Peralta Street, Guadalupe, CA 93434. (*Public Hearing for LCAP and 2017/2018 Budget*)

Special Board Meeting: June 20, 2017, 5:15 pm at Mary Buren Elementary School, 1050 Peralta Street, Guadalupe, CA 93434. (*Formal Adoption of LCAP and 2017/2018 Budget*)



***Guadalupe Union School District
Board of Education
Resolution No. 2017/2018-23***

Whereas, Beatriz B. Carlon has been a member of the Guadalupe Union School District classified staff since February 14, 1996; and

Whereas, Mrs. Carlon has given dedicated service to the Guadalupe Union School District for 22 years; and

Whereas, she has made a positive contribution to the health and welfare of the children of the Guadalupe Union School District; and

Whereas, Mrs. Carlon is leaving our district to begin her retirement.

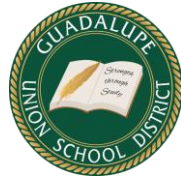
Now Therefore Be It Resolved That the Board of Education of the Guadalupe Union School District commends Mrs. Beatriz B. Carlon for her faithful and conscientious service; and

Be It Further Resolved that on this 9th day of May 2018 a certificate of appreciation be awarded to Mrs. Beatriz B. Carlon with the sincere gratitude of the Board of Education and employees of the Guadalupe Union School District.

Passed and Adopted By The Governing Board of the Guadalupe Union School District this 9th day of May 2018.

Ed Cora, Superintendent

Diana Arriola, President



GUADALUPE UNION SCHOOL DISTRICT
Employee Recognition Program
Length of Employee Service to District and Retirement
May 9, 2018

Ten (10) Years of Service

Oliva Rubalcaba – 8/10/2007
Anita Flores – 12/20/2007
Alejandra Serrato-Mora – 5/27/2008
Norma Cuevas – 12/12/2008

Fifteen (15) Years of Service

Twenty (20) Years of Service

Gonzalo Morales – 1/22/1998

Twenty-Five (25) Years of Service

Agustin Jaime Cuello – 8/25/1993
Amy Zakaria – 8/25/1993

Thirty (30) Years of Service

Catherine Barkley – 8/31/1988

Thirty-Five (35) Years of Service

Manuel Rosas – 8/31/1983

Forty (40) Years of Service

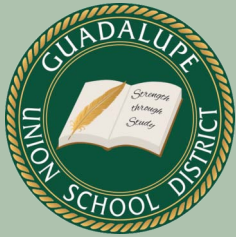
Retiree

Beatriz Carlon – 2/14/1996

Guadalupe Union School District Educational Services

VOLUME 4, ISSUE 7

APRIL 2, 2018



CONTACTS

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ASES Supervisor
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Something to Ponder:

Education is the most powerful weapon you can use to change the world. -

Nelson Mandela



Go
Bobcats!

Pupil Services:

Special Ed:

Referrals for Initial Full Academic Assessments for Special Education 2017/2018

Mary Buren: 13, (one parent refused assessment), 12 qualified

McKenzie: 9, 9 qualified

Referrals for Initial Speech Assessments:

Mary Buren: 11, 11 qualified

Guadalupe Preschool: 13, 13 qualified

Curriculum:

Attainment Curriculum - This standards based curriculum has been purchased for students with cognitive disabilities. Mrs. Geisler and Mrs. Aronie are working with Megan Best and Dr. Leah Wood from Cal Poly School of Education on implementation plans for 2018-2019 school year.

Staffing:

RSP McKenzie: 5th/6th - Ms. Lillard has accepted this position

RSP McKenzie: 6th/7th, **Open**

Mild/Mod McKenzie, 5th-8th, Welcome Erin Davis who joins us from Kern County with an extensive background in serving students with special needs at the high school and middle school levels.

Mod/Sev McKenzie, 5th-8th, **Open**

Speech: Preschool and SDC, **Open**

Preschool: Ms. Pollard "Ms. Brittany" has accepted the position under a Provisional Permit while she continues her studies towards an Early Childhood Education Specialist credential at Brandman University

We are looking into partnering with Brandman University for a School Psychologist Intern for as soon as the 2018-2019 school year. An intern can provide mental health counseling and develop Behavior Intervention Plans and Functional Behavior Assessments for students (with or without IEP's) struggling with behaviors. The Intern would not be an employee, rather he/she would be with us every day students are in session for one entire school year. The cost of an intern is equal to the amount we currently pay for one day a week mental health counseling and 4 days a year BCBA support through the SELPA. Please feel free to contact Anne Rigali if you have any questions about the process of utilizing School Psychologist Interns.

Health:

May Dental Fluoride treatments at Mary Buren, set for May 7th

Big Smiles Visit, May 15-18th at Mary Buren

State Testing began at Kermit McKenzie on the 3rd. The construction seems to be affecting the internet slightly.

The Bobcat News

1050 Peralta Street, Guadalupe, CA 93434

www.maryburen.com T: (805) 343-2411



Upcoming Events

May 7 - 11 Teacher Appreciation

May 9 School Board Meeting 5:15 p.m. in MPR

May 15-18 Big Smiles Dental

May 24 Open House 6:00 p.m.

May 25 Minimum Day &

Student of the Month Assemblies

May 28 Memorial Day-NO SCHOOL

May 30 Field Day

June 7 Minimum Day &

LAST DAY OF SCHOOL

August 9 FIRST DAY OF SCHOOL

Announcements

Open PTO positions for 2018-19: President, Vice President, Co-Secretary, Treasurer, Box Tops Coordinator.

Interested in nominating yourself or a parent for any of the above positions, text PTO at (805) 264-6389. Elections are May 25.

Summer Academy Due to funding Summer Academy will be held for TK/K students only this year. More information for TK/K families will be coming this month.

School Site Council A parent or community member position is open on School Site Council. If interested, please submit a letter of interest to the main office.

Class Assignments will be posted outside of the main office on August 7 at 5:00 p.m.

From the Principal

Dear Bobcat Families,

Thank you for a great year of learning and growing together. Your students are amazing and our staff does a fantastic job of working as a team to support student achievement. I am so proud of what our students and school community have accomplished so far this year.

I look forward to celebrating our students as the year closes and to next school year being filled with continued possibilities and learning for our students. Have a great rest of the year and upcoming summer.

Thank you, *Gracias*,
Mrs. Jesely Alvarez, Principal

Learning Focus

How to be a Great Bobcat Role Model every day...and during Summer Break:

1. Read, read, read—at least 20-30 minutes (or more) every day!
2. Exercise with friends and family—a little bit goes a long way.
3. Practice healthy eating habits—good for growing bodies and minds.
4. Do something you love! Love art? Start a drawing/coloring journal.
5. Be a change maker—ask how you can help at home/community.

Student Council

Thank you Bobcats for a great year of school pride. Your current Student Council ends their term next month. New Student Council and Senator elections will be held the first few weeks of school. Interested students are encouraged to keep doing their best this year and apply for Student Council in the fall.

The applications ask what makes you a great Bobcat role model and what you would do as a member of Student Council to make our school even better! Start thinking about those questions and see if there is anything you can do this year in preparation for that application next year.

DISPOSAL OF MEDICATION

On the last day of school, the office will be cleaning out the student medication drawer. If your child has medication at school, please come by to pick it up. Due to safety regulations, we are unable to send medication home with a student. All medication remaining at the school site after the last day of school in June will be disposed of according to safety regulations.

SWING DANCING INVITATION

We are so fortunate to have an arts grant from the Santa Barbara Foundation this year that brought swing dancing to all students in grades TK-5. Students and staff have enjoyed dancing with artist, Ms. Cynthia Thacker, and learning all about swing.

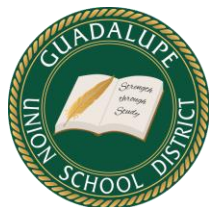
To celebrate, we will host an all school swing dance event where students will be encouraged to dress up swing style and dance. We invite you to come watch and dance with our school on Friday, June 1 at 2:00 p.m. on the playfield. Hope to see you all there!

Board of Trustees Report

McKenzie Jr. High

April 30, 2018

- The annual McKenzie jog-a-thon was held this past Friday April 27. It was our first “color run” and was a big hit and success for staff and students. Many students came prepared in their white t-shirts ready for the deluge of color they were going to get hit with during the run and let me tell you the color throwers did not disappoint! A huge thanks to Ms. Tonascia for organizing this event for the past 15 years! Also to the staff for their support and dedication to our students in helping McKenzie be the best it can be!
- State testing will begin here at McKenzie on May 3rd. The staff has done a good job in preparing our students. Our testing schedule will run for approx.. 3 weeks including make-ups. We are looking forward to some positive results and will continue our quest in ensuring academic success for all students.
- Our spring open house and science fair will take place on Thursday May 17. I look forward to reading about the variety of science projects our students come up with. Please mark the date and look forward to seeing you there!
- Boys and Girls soccer has been keeping many of our student athletes busy these past few weeks. The teams have been playing hard and having fun out on the field. There are still a few matches left so if you have not had time to watch a game now is the time. Good luck to our teams as they finish out the season! Go Bobcats!



GUADALUPE UNION SCHOOL DISTRICT NUTRITION SERVICES

To: Board of Trustees
From: Dena Boortz
CC: Ed Cora
Date: April 30, 2018
Re: Department Update

The Nutrition Services Department has been busy providing meals and snacks to students and guests.

Counts for March 2018	Mary Buren				Kermit McKenzie			
	2018	Avg.	2017	Avg.	2018	Avg.	2017	Avg.
Days of Operation	20		23		20		23	
Breakfast Served	15,694	785	17,635	767	6,145	307	8,131	353
Lunch Served	16,060	803	18,065	785	7,303	365	7,557	329
After-School Snack ¹	1,095		1,826		1,371		705	

¹ Snacks are being served at Mary Buren, Kermit McKenzie, River View, MESA and Homework Club.

Transition to Metal Forks and Spoons at Mary Buren

The use of metal forks and spoons during lunch began at Mary Buren on April 9th. The transition to using metal utensils went extremely smooth. The Student Leaders produced a video which was shown during an assembly about how to properly discard utensil after lunch. The video was great and effective! Student quickly learned to place their utensils on a dish cart. Now we are using significantly less disposable plastic ware!



The Kid's Garden at Mary Buren

The garden continues to be an active location with students participating in planting and maintaining gardening area with Ms. Kathi's support. Currently, we are harvesting and serving lettuce and lemons. There are also small amounts for cauliflower and broccoli being grown.

On April 26th, Ms. Kathi and Mary Buren Elementary Nutrition Staff prepared fruit and vegetable smoothies for students to sample during lunch recess.

Here are some pictures of student's participating in the sampling of smoothies made from bananas, blueberries, strawberries, pineapple, orange juice and "dinosaur" kale.



Mary Buren Nutrition Services Entrée Preference Survey

Nutrition Services conducted an entrée preference survey in March to determine the student's favorite and least favorite entrée at breakfast and lunch. There were 201 respondents. Here are the results:

TOP FIVE BREAKFAST ENTREES	TOP FIVE LEAST FAVORITE BREAKFAST ENTREES
1 Chocolate Chip Muffin	1 Burrito – Egg, Ham & Cheese
2 Oatmeal Chocolate Chip Breakfast Bar	2 Burrito – Egg, Sausage & Cheese
3 Breakfast Pizza	3 Burrito – Bean & Cheese
4 Yogurt & Granola	4 Biscuit w/ Egg Patty & Sausage Patty
5 Mini Cinnis Cinnamon Rolls	5 Mini Waffles
TOP FIVE LUNCH ENTREES	TOP FIVE LEAST FAVORITE LUNCH ENTREES
1 Pepperoni Pizza	1 Arroz Con Pollo
2 Cheese Pizza ozole	2 Burrito – Beef & Bean
3 Hamburgers	3 Corn Dog
4 Pozole w/ Tortilla Chips Nachos with Meat	4 Carnitas w/ Tortilla Chips
5 Corn Dogs	5 French Bread Pizza

Planning for 2018-19

With the retirement of Beatriz Carlon, Cook at Kermit McKenzie, we will have a new Cook there to support Ursula Guerrero. We are adding one position there to facilitate the service of additional students as well as taking over responsibility for the collection of serving trays and tables during lunch service. There will be two serving periods at McKenzie. The 7th and 8th graders are scheduled to dine from 12-12:30 and then the 5th and 6th graders will dine from 12:45 to 1:15.

Additional Information

If you have any questions, please do not hesitate to contact me at dboortz@gusdbobcats.com or 343-1150.

Respectfully submitted,

Dena

**GUADALUPE UNION SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL SCHOOL BOARD MEETING
Monday, March 19, 2018, 5:30 pm**

Board President, Diana Arriola, called the special board meeting of March 19, 2018 to order at 5:31 pm. The flag salute was held at this time.

MEMBERS PRESENT Diana Arriola, MaryLou Sabedra-Cuello, Sheila Cepeda and José Pereyra

ABSENT Mr. Hosking

PRESENT Ed Cora, Superintendent/Board Secretary; Tim Carey, Legal Counsel

MOTION A motion was made by Mrs. Sabedra-Cuello, seconded by Mr. Pereyra and carried to approve the agenda as presented.

Ayes: Diana Arriola, MaryLou Sabedra-Cuello, Sheila Cepeda and José Pereyra

Absent: Mr. Hosking

Closed Session Public Comments None

Closed Session Board adjourned to Closed Session at 5:33 pm. A motion was made by Mr. Pereyra, seconded by Mrs. Sabedra-Cuello, and carried to close the closed session at 6:48 pm.

Ayes: Diana Arriola, MaryLou Sabedra-Cuello, Sheila Cepeda and José Pereyra

Absent: Mr. Hosking

Reconvene Board President, Mrs. Arriola called the special board meeting back to order at 6:49 pm. Mrs. Arriola announced the following action:

- 1.) A motion was made, seconded and passed to accept the resignation submitted by Superintendent Ed Cora.
- 2.) It was the consensus of the board that Dr. Verdugo, LL Leadership and Associates to assist in the Superintendent Search for the Guadalupe Union School District.

Adjournment A motion was made by Ms. Cepeda, seconded by Mr. Pereyra and carried to adjourn the Special School Board Meeting of March 19, 2018 at 6:50 pm.

Next Regular Meeting:

Next Regular Meeting: Wednesday, April 11, 2018, 5:15 p.m. at Mary Buren Elementary School, 1050 Peralta Street, Guadalupe, CA 93434.

**GUADALUPE UNION SCHOOL DISTRICT
BOARD OF EDUCATION**

**REGULAR SCHOOL BOARD MEETING
Wednesday, April 11, 2018**

Board President, Diana Arriola, called the regular board meeting of April 11, 2018 to order at 5:15 pm. The flag salute was held at this time.

MEMBERS PRESENT Diana Arriola, MaryLou Sabedra-Cuello, Sheila Cepeda and David Hosking

ABSENT José Pereyra

PRESENT Ed Cora, Superintendent/Board Secretary; Julie Lopez, Director of Educational Services; Gloria Grijalva, CBO; Anne Rigali, Director of Pupil Services; Jesely Alvarez, Mary Buren Principal; Angela Soares, Assistant Principal; Gabriel Solorio, Jr. High Principal; Dena Boortz, Director of Child Nutrition Services; Alejandra Mora, ASES Supervisor; Sam Duarte, Healthy Start Family Services Coordinator, Peter Bedolla, Operations Lead; Carla Benevedo, Executive Assistant to the Superintendent; Anita Flores, Administrative Assistant.

OTHERS PRESENT Gladis Guzman, Marina Oropeza, Karina Constantino, Arpril Yruegas, Gloria Mendoza, Maria Montaña, Reyna Maciel

MOTION A motion was made by Ms. Cepeda, seconded by Mr. Hosking and carried to approve the agenda as presented.

Ayes: Arriola, Sabedra-Cuello, Cepeda, and Hosking
Absent: José Pereyra

Closed Session Public Comments None

Closed Session Board adjourned to Closed Session at 5:17 pm.

Reconvene Board President, Mrs. Arriola called the regular board meeting back to order at 6:07 pm. Mrs. Arriola announced the following action;

- 1.) in closed session the board voted 4 to 0, 1 absent to deny the request of a classified employee to extend a six month paid discretionary leave
- 2.) the board voted 3 to 1, and 1 absent, denying the request for a leave of absence for the 2018-2019 school year.
- 3.) Certificated and/or Classified Personnel Order 2017/2018-09 was approved with a 4 to 0 vote, 1 absent.

Ayes: Arriola, Sabedra-Cuello, Cepeda, and Hosking
Absent: José Pereyra

Superintendent's Report Mr. Cora reported that the fundraiser to "pie" staff and administrators did very well. Mrs. Alvarez was a good sport and allowed the kids to smash a cream pie in her face. Mr. Cora announced that Summer Academy still has four vacancies. The dates of the Summer Academy have moved from June to July to help students transition into the 2018-2019 school year. Mr. Cora reported on various

events at both school sites. He again thanked Mr. Bauer, Mrs. Tonascia and Mr. Solorio for their patience during the construction of the playfield and commended them for their professional attitude and positivity.

Administrative Staff Reports

Mrs. Jesely Alvarez and Mr. Gabe Solorio each gave an update on CAASPP Test Prep. Mrs. Alvarez said that special day classes will have different accommodations. On April 23 students will have a pep rally. Her staff will send information to parents teaching parents how to help their students at home. They are continuing Prep Fridays as mentioned at the previous board meeting.

Mr. Solorio informed the board that KMJHS will start testing on May 3. He and his staff have focused on mathematics this month and at their latest meeting, staff reported student progress. The staff has communicated with the parents of students at risk of not doing well on the exam. They have recognized the students that are doing well. Almost all the parents came out to congratulate the kids that are doing well this year and who had done well last year.

Mrs. Lopez presented English Language Learners Data to the board. She reported that she, Mr. Solorio and Mr. Cora have been attending the PLN – Professional Learning Network meetings. The meetings are attended by administration and staff from other District's such as Lompoc and Goleta. The participants are able to collaborate and review LCAP goals in order to work on improving data. Mrs. Lopez stated that our students are improving and that the district goal is to improve by 15% each year, she based her assessment on data reviewed. She provided the data in a PowerPoint presentation. The PLN group is working together to plan their next actions. Mrs. Lopez stated that it has been very helpful to meet with other districts that are dealing with the same challenges.

Board Member Report

Mrs. Sabedra-Cuello reported that she attended the ribbon cutting ceremony for the Kermit McKenzie playfield. She stated that the work and wait was well worth it. She asked that cleat usage be monitored to make sure the field is not damaged while it is establishing roots. Mrs. Sabedra-Cuello attended the fourth grade parent meeting and reported that the parents had many great questions and the interpreter did a really great job.

Ms. Cepeda reported that she also attended the ribbon cutting ceremony.

Mrs. Arriola attended the ribbon cutting ceremony at Kermit McKenzie and enjoyed seeing the students' smiles. She reported that the students were very excited. She stated that the playfield looked beautiful. She noticed that an old wood and glass cabinet has been moved to McKenzie's front office, and filled with memorabilia and trophies and was happy to see it restored.

Parent Speaker

The Family Advocate, Marina Oropeza, from (CAC) Community Action Commission's, Preschool Head-Start spoke to advocate the child care center. She reported that the program is considered a school readiness program. The program encourages parent participation in their child's education. For this reason, Ms. Oropez brought parents with her to the board meeting.

Consent Agenda	<p>A motion was made by Mrs. Sabedra-Cuello, seconded by Mr. Hosking and carried to approve the consent agenda items VIII. A, B and C as presented.</p> <p>Ayes: Arriola, Sabedra-Cuello, Cepeda, and Hosking Absent: José Pereyra</p>
ACTION Items	
Resolution	<p>Roll Call was taken for the adoption of Resolution # 2017/2018-18 Fund 49, to Establish a Capital Projects Fund Authorizing the Establishment of Fund 49: Capital Projects Fund for Blended Component Units.</p> <p>Ayes: Arriola, Sabedra-Cuello, Cepeda, and Hosking Absent: José Pereyra</p>
Resolution	<p>Roll Call was taken for the adoption of Resolution 2017/2018-17, to Establish a Capital Projects Fund Authorizing the Establishment of Fund 52: Debt Service Fund for Blended Component Units.</p> <p>Ayes: Arriola, Sabedra-Cuello, Cepeda, and Hosking Absent: José Pereyra</p>
Earth Systems	<p>A motion was made by Ms. Cepeda seconded by Mr. Hosking and carried to ratify the Proposal No.: SMA 18-03-005, DSA File No.: 42-17, DSA Application No.: 03-118403 from Earth Systems for Proposal for Construction Special Inspection and Materials Testing Services for Project: McKenzie Junior High School Classroom Wing Addition 4710 West Main Street, Guadalupe, CA and Work Order Document Number 1803-011.PRP.</p> <p>Ayes: Arriola, Sabedra-Cuello, Cepeda, and Hosking Absent: José Pereyra</p>
GTA Initial Contract	<p>A motion was made by Mrs. Sabedra-Cuello, seconded by Mr. Hosking and carried to approve the Guadalupe Teachers Association, Initial Contract Proposal to the Guadalupe Union School District for the 2018/2019 School Year.</p> <p>Ayes: Arriola, Sabedra-Cuello, Cepeda, and Hosking Absent: José Pereyra</p>
Public Hearing	<p>Board President, Diana Arriola opened the Public hearing at 6:42 pm. No public comments were made. The Public Hearing was closed at 6:43 pm.</p>
GUSD Initial Contract	<p>A motion was made by Mr. Hosking, seconded by Ms. Cepeda and carried to approve the Guadalupe Union School District, Initial Contract Proposal to the Guadalupe Teachers' Association for 2018/2019 School Year.</p> <p>Ayes: Arriola, Sabedra-Cuello, Cepeda, and Hosking Absent: José Pereyra</p>
Public Hearing	<p>Board President, Diana Arriola opened the Public hearing at 6:45 pm. No public comments were made. The Public Hearing was closed at 6:46 pm.</p>
PIP	<p>A motion was made by Ms. Cepeda, seconded by Mr. Hosking and carried to approve the hiring of Brittany Pollard on a Provisional Internship Permit (PIP)</p>

for the Preschool Teacher Position for the remainder of the 2017-2018 school year.

Ayes: Arriola, Sabedra-Cuello, Cepeda, and Hosking
Absent: José Pereyra

Job Description

A motion was made by Ms. Cepeda, seconded by Mrs. Sabedra-Cuello and carried to approve the revised job description for Coordinator of Pupil Services to Director of Pupil Services and an addition of 10 days to the work year calendar.

Ayes: Arriola, Sabedra-Cuello, Cepeda, and Hosking
Absent: José Pereyra

Items Scheduled for Information/Discussion

A. General Functions

1. Quarterly Report on Williams Uniform Complaints (Jan.-March 2018).
2. Board Policy Review – BP 4119.22 Personnel – Dress and Grooming
 1. *There is a GTA meeting in May. Wearing flip flops versus shoes will be addressed at the meeting as a safety concern.*
3. Board Policy Review – BP 1112 Community Relations (Media)
 1. *There was an incident at one on of the sites. Revising the policy to make it specific so it is clear to all guests. We want a registration procedure put into the board policy in order to post signs at each site.*
4. Strategic Plan Update– Input from Board
 1. *Results of last month's survey were discussed. Now, a document will be produced to consolidate the survey in order to embed it into the LCAP at the discretion of the LCAP committee.*

B. Financial and Business

1. GUSD Fund Balance Summary 3/31/2018

C. Curriculum and Instruction

1. School Site Meeting Agendas & Minutes: Mary Buren Elementary School Site Meeting of March 14, 2017;

D. Personnel

E. Pupil Personnel

1. Interdistrict Request Summary – April 2018.
2. Discipline Report – Kermit McKenzie Jr. High School

II. Future Agenda Items

1. Chief Hoving – regarding the stop light.

III. Adjournment

Motion was made by Mrs. Sabedra-Cuello, seconded by Mr. Hosking and carried to adjourn the meeting at 7:17 pm.

IV. Next Regular Meeting: May 9, 2018, 5:15p.m. at Mary Buren Elementary School, 1050 Peralta Street, Guadalupe, CA 93434.

**GUADALUPE UNION SCHOOL DISTRICT
SCHOOL DISTRICT BOARD APPROVAL LIST
May 9, 2018**

WARRANTS ISSUED FROM: 4/1/2018 to 4/30/2018

DISTRICT VENDOR PAYMENTS	416,388.17
CERTIFICATED PAYROLL	682,781.65
CLASSIFIED PAYROLL	254,808.97
PAYROLL BENEFITS	280,162.09

TOTAL WARRANTS ISSUED	1,634,140.88
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The payable and payroll transactions listed above have been issued in accordance with the District's policies and constitute legal claims against the district. It is recommended that the Board of trustees approve them.

Pay Date 04/10/2018 through 04/30/2018

Fiscal Year 2017/18

EARNINGS by Earnings Code	Income	Adjustments
No Gross Pay		4.00
Regular	937,590.62	
TOTAL	937,590.62	4.00

EARNINGS by Group	Income	Adjustments
Base Pay	887,263.08	
Docks	2,760.00	
Miscellaneous	8,935.78	4.00
Overtime	7,168.16	
Stipends	36,983.60	
TOTAL	937,590.62	4.00

EARNINGS	Person Type	Female Employees
Certificated	95	81
Classified	100	71
TOTAL	195	152

Vendor Summary for Pay Date 04/10/2018 thru 04/30/2018

Vendor Checks	45,048.55	20
Vendor Liabilities	587,764.21	84
	632,812.76	104

TAXES	Employee	Employer	Total	Subject Grosses
Federal Withholding	78,820.45		78,820.45	797,425.20
State Withholding	30,686.34		30,686.34	797,425.20
Social Security	14,890.38	14,890.38	29,780.76	240,168.15
Medicare	13,119.63	13,119.63	26,239.26	904,800.45
SUI		452.05	452.05	904,080.45
Workers' Comp		22,819.07	22,819.07	904,800.45
SUBTOTAL	137,516.80	51,281.13	188,797.93	

REDUCTIONS	Employee	Employer	Total	Subject Grosses
PERS	7,493.38	16,625.72	24,119.10	107,048.40
PERS / 62	5,671.63	13,551.60	19,223.23	87,255.11
STRS / 60	56,887.68	80,080.50	136,968.18	555,047.23
STRS / 62	9,670.56	15,159.79	24,830.35	105,057.34
TSA's	27,652.00		27,652.00	
Benefits	31,596.40	7,580.59	39,176.99	
Misc	1,193.77		1,193.77	
SUBTOTAL	140,165.42	132,998.20	273,163.62	

DEDUCTIONS	Employee	Employer	Total	Subject Grosses
Garn	50.00		50.00	
Benefits	14.76	93,951.58	93,966.34	
Misc	13,316.25	1,931.18	15,247.43	145,603.94
Summer Savings	61,587.44		61,587.44	377,373.73
SUBTOTAL	74,968.45	95,882.76	170,851.21	
TOTALS	352,650.67	280,162.09	632,812.76	

Cancel/Reissue for Process Date 04/10/2018 thru 04/30/2018

Reissued
Cancel Checks
Void ACH

Pay Date 04/10/2018 through 04/30/2018

Fiscal Year 2017/18

BALANCING DATA

		584,939.95	Net Pay
Gross Earnings	937,590.62	352,650.67	Deductions
District Liability	280,162.09	280,162.09	Contributions
	<u>1,217,752.71</u>	<u>1,217,752.71</u>	

NET

Direct Deposits	516,731.70	161
Checks	67,709.96	50
Partial Net ACH	369.00	1
Negative Net		
Check Holds	129.29	1
Zero Net		
TOTAL	584,939.95	212

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Board Report

Checks Dated 04/01/2018 through 04/30/2018

Board Meeting Date Wednesday, May 9, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-510775	04/02/2018	Jeffrey R. Foote	01-4310	Reimburse Classroom Teaching Materials		206.85
01-510776	04/02/2018	Amy M. Zakaria	01-4310	GRANT #6606 MB Physical Fitness Items		250.00
01-510777	04/02/2018	Amazon Capital Services	01-4300	Vaccum Bags for Back Pack Vacuum	82.04	
				Unpaid Tax	6.08-	75.96
01-510778	04/02/2018	Aramark Uniform Services Inc.	01-4300	Windshield Towels & Inventory	258.95	
				Maintenance		
			13-5560	Food Service Supplies	408.26	667.21
01-510779	04/02/2018	Berry Man, Inc. dba	13-4700	FFVP Food	1,431.45	
			13-4710	2017-18 Food Service	1,219.70	2,651.15
01-510780	04/02/2018	California Electric Supply Inc	01-4300	Electrical Supplies		112.21
01-510781	04/02/2018	Carquest Auto Parts	01-4300	Auto Parts & Supplies		91.16
01-510782	04/02/2018	Department Of General Services	01-5830	2- Invoices Case Filing & 3 ALJ Hours		880.00
01-510783	04/02/2018	Eagle Energy	01-4370	Fuel for District Vehicles		443.69
01-510784	04/02/2018	Eagle Software	01-5220	Aeries Spring 2018 Conference (V. Barrios)		525.00
01-510785	04/02/2018	Ecolab	13-4790	Cafeteria Cleaning Supplies		155.74
01-510786	04/02/2018	Edna's Bakery	13-4710	Bakery Items for Cafeteria		178.50
01-510787	04/02/2018	Ernest Packing Solutions	01-4300	Custodial Supplies		1,414.65
01-510788	04/02/2018	Federal Express	01-5919	Overnight CalCard Payment		45.44
01-510789	04/02/2018	Ferguson Enterprises Inc.#1350	01-4300	Plumbing Supplies		142.80
01-510790	04/02/2018	Foster Farms Dairy	13-4710	Food Service:Milk		1,535.45
01-510791	04/02/2018	Frontier Communications	01-5590	FSC Internet 310-006-0508-102594-5	104.49	
			01-5910	Phone Service 805-343-1599-092778-5	224.13	
				Phone Service 805-343-6155-071975-5	183.31	
			01-5911	Fiber KM 213-052-1039 #1039	2,150.00	
				Cir40LUX016812		
				Fiber MB 213-055-9238- #9238	1,009.48	3,671.41
				CirLUX016813		
01-510792	04/02/2018	Gold Star Foods	13-4710	Cafeteria: Food Supplies		3,828.94
01-510793	04/02/2018	Jordano's	13-4710	Cafeteria: Food Supplies		1,676.99
01-510794	04/02/2018	Kathi DiPeri	13-5800	GUSD Gardening Services		600.00
01-510795	04/02/2018	NIC Partners Inc.	01-5800	\$1686/License,\$295.4/Trunk,\$1365.97/Dat		3,204.68
				a,79.17VPN		
01-510796	04/02/2018	No Limit Tire	01-5640	Tires/Tire Repairs		250.00
01-510797	04/02/2018	Noble Power Equipment	01-4300	MOT Supplies for Mower & Power Equip		568.59
01-510798	04/02/2018	Ocean Cities Pizza, Inc. dba Domino's Pizza	13-4710	Food Program School Lunch		1,433.45
01-510799	04/02/2018	Office Depot/bus Serv Division	01-4300	Office Supplies District Office	46.28	
				Office Supplies for Curriculum Office	236.31	

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Board Report

Checks Dated 04/01/2018 through 04/30/2018

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-510799	04/02/2018	Office Depot/bus Serv Division		Office Supplies Pupil Seives Rigali	57.49	
				Office Supplies: KM Admin/Instr.	20.62	
			01-4310	Office Supplies: KM Admin/Instr.	119.61	480.31
01-510800	04/02/2018	Office Equip Finance System	01-5615	Copier Rent: MB, KM, DO (Curr.)#0421592		1,384.98
01-510801	04/02/2018	Perma-Bound	01-4210	Books Perma-bound February 13, 2018		217.50
01-510802	04/02/2018	Postmaster	01-4310	Health Office Parent Notification	124.56	
			01-5919	4th & 5th Grade Parent Meeting Flyer Notice	88.40	
				KMJHS Grand Opening Flyers	123.41	
				Postmaster/Q3 Report Cards	124.56	460.93
01-510803	04/02/2018	Price, Postel & Parma LLP	01-5830	Attorney Services		6,911.50
01-510804	04/02/2018	Procare Janitorial Supply	01-4300	Cleaning/Janitorial Supplies		208.83
01-510805	04/02/2018	S&P Global Ratings	01-5800	S&P Rating for COP		11,875.00
01-510806	04/02/2018	State Of California Office Of Food Distr.	13-4710	Cafeteria - Food Supplies		522.60
01-510807	04/02/2018	Wells Fargo Bank Northwest,NA Insight 39001 MAC:U1240-026	22-7438	360 Chromebooks & Mgmnt 3yr Lease: Yr1	222.26	
			22-7439	360 Chromebooks & Mgmnt 3yr Lease: Yr1	2,030.74	2,253.00
01-511585	04/09/2018	Sandra L. Bravo	01-4310	Reimburse Teaching Materials		157.48
01-511586	04/09/2018	Sheila Marie C. Cepeda	01-5210	CSBA Conference Mileage 11-29-17 - 12-2-17		310.30
01-511587	04/09/2018	A.,A.,L.,R,&R Attorneys at Law	35-5830	Attorney Fees for Facilities		3,048.94
01-511588	04/09/2018	Advanced Wireless & Cellular	01-5640	Maintenance & Repairs Phones & 2 way Radios		220.58
01-511589	04/09/2018	All City Management	01-5800	Crossing Guards 2017-18		2,199.12
01-511590	04/09/2018	Aramark Uniform Services Inc.	01-4300	Windshield Towels & Inventory Maintenance	158.33	
			13-5560	Food Service Supplies	301.97	460.30
01-511591	04/09/2018	Berry Man, Inc. dba	13-4700	FFVP Food	905.45	
			13-4710	2017-18 Food Service	2,350.55	3,256.00
01-511592	04/09/2018	Children's Creative Project	01-5800	Children's Art, Music Vocal, Visual Arts		475.00
01-511593	04/09/2018	CSHA	01-5220	CSHA CONF: K. Yingst 03/22-23/18		290.00
01-511594	04/09/2018	Edna's Bakery	13-4710	Bakery Items for Cafeteria		353.00
01-511595	04/09/2018	Ernest Packing Solutions	01-4300	Custodial Supplies		2,998.94
01-511596	04/09/2018	Ewing Irrigation	01-4300	Landscaping Materials 2017-18		615.76
01-511597	04/09/2018	Foster Farms Dairy	13-4710	Food Service:Milk		1,583.36
01-511598	04/09/2018	Gold Star Foods	13-4710	Cafeteria: Food Supplies		6,485.45
01-511599	04/09/2018	Guadalupe Hardware Company Inc	01-4300	Maintenance Supplies		644.02
01-511600	04/09/2018	Home Depot	01-4300	Maintenance Supplies		118.71
01-511601	04/09/2018	Jordano's	13-4710	Cafeteria: Food Supplies		2,189.23

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Board Report

Checks Dated 04/01/2018 through 04/30/2018

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-511602	04/09/2018	Kansas State Bank	01-7438	Chromebooks KM - year 2 of 3 year lease	88.55	
			01-7439	Chromebooks KM - year 2 of 3 year lease	1,233.77	1,322.32
01-511603	04/09/2018	Kathi DiPeri	13-5800	GUSD Gardening Services		600.00
01-511604	04/09/2018	Kenneth S. Klein	01-5800	Media Press Release Services		350.00
01-511605	04/09/2018	Medical Billing Technologies	01-5800	Medical Bill. Serv.:9120MAA,5640LEA		52.23
01-511606	04/09/2018	Ocean Cities Pizza, Inc. dba Domino's Pizza	13-4710	Food Program School Lunch		1,558.42
01-511607	04/09/2018	Office Depot/bus Serv Division	01-4300	Office Supplies District Office	249.87	
				Office Supplies: KM Admin/Instr.	97.80	
			01-4310	Office Supplies: KM Admin/Instr.	75.06	422.73
01-511608	04/09/2018	Office Equip Finance System	01-5615	Copier Rent MB Library UMU057788W101	146.32	
				MB Front Office:Copier Fax Scanner WSB05104BW109	284.02	430.34
01-511609	04/09/2018	PMSM Architects	25-6220	Modular Classroom Building		5,865.00
				PMSM#16155.01		
01-511610	04/09/2018	Santa Barbara Co.educ. Office	01-4210	SBCEO Print Shop February 14, 2018	9.00	
			01-4300	District Forms Printed by SBCEO	258.20	
			01-5220	CONF:J.LopezEL Network 10/13,12/1,2/2,3/23,5/11	300.00	567.20
01-511611	04/09/2018	Southwest School Office Supply	01-4300	Office Supplies	222.34	
				office supplies for lhbt	10.56	
			01-4310	1st Grade Supplies	79.16	
				4th Grade Supplies	71.45	
				5th Grade Supplies	612.03	
				MB Office/Instructional Supplies 2016-17	177.36	
				MB Office/Instructional Supplies 2017-18	69.90	1,242.80
01-511612	04/09/2018	Tech-Time Communications	01-5800	Bell Monitoring/Repairs 5640		2,736.75
01-511613	04/09/2018	Verizon Wireless	01-5910	Verizon Wireless & Mifi District Wide	1,211.35	
			13-5910	Verizon Wireless & Mifi District Wide	149.49	1,360.84
01-512556	04/16/2018	Gloria Grijalva	01-5220	CASBO Conf. Reimburse		191.84
01-512557	04/16/2018	Burnham Benefits Ins. Services	01-3901	Full-Service Consulting 17/18		2,333.33
01-512558	04/16/2018	Calif School Management Consul	01-5800	Erate Program Services		1,250.00
01-512559	04/16/2018	City Of Guadalupe	01-5530	Water Service:GUA-0002/MB	75.62	
				Water Service:GUA-0003/MB	352.08	
				Water Service:GUA-0015/MB	550.39	
				Water Service:GUS-0001/FSC	75.62	
				Water Service:MCK-0003/KM	260.61	
			13-5530	Water Service:GUA-0016/Cafe	1,037.03	2,351.35

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Board Report

Checks Dated 04/01/2018 through 04/30/2018

Board Meeting Date Wednesday, May 9, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-512560	04/16/2018	Clay's Septic & Jetting Inc.	01-5640	Septic Maintenance & Repairs KM		570.00
01-512561	04/16/2018	Culligan	01-5530	Bottled Water Unit:FSC		58.09
01-512562	04/16/2018	Eagle Energy	01-4370	Fuel for District Vehicles		457.65
01-512563	04/16/2018	Ewing Irrigation	01-4300	Landscaping Materials 2017-18		554.10
01-512564	04/16/2018	Ferguson Enterprises Inc.#1350	01-4300	Plumbing Supplies		141.80
01-512565	04/16/2018	Frontier Communications	01-5910	Dist.WideAcc.Line 213-003-0371-091004-5		492.28
01-512566	04/16/2018	GUSD - Revolving Acct.	01-4300	SBCEO Sch Brd Dinner		175.00
01-512567	04/16/2018	J.Appleseed	01-4210	Library Books J. Appleseed	17.23	
				Unpaid Tax	1.28-	15.95
01-512568	04/16/2018	Liebert Cassidy Whitmore	01-5830	SBC Legal Consortium		2,218.50
01-512569	04/16/2018	Office Depot/bus Serv Division	01-4300	Office Supplies: KM Admin/Instr.	75.36	
			01-4310	Storage Containers for Core Lit. Books	466.17	541.53
01-512570	04/16/2018	Office Equip Finance System	01-5615	Canon Copier RentDO#JWH16181	204.12	
				Copier Lease DO #QTW13043	116.88	
				Copier Rent MB Library UMU057788W101	143.45	
				Copier Rent: MB, KM, DO (Curr.)#0421592	1,384.98	
				MB Front Office:Copier Fax Scanner	286.89	2,136.32
				WSB05104BW109		
01-512571	04/16/2018	P G & E 0055322415-5	01-5520	Electricity MB 0055322415		1,333.35
01-512572	04/16/2018	P G & E 4794541299-8	01-5520	Electricity MB Peralta 4794541299-8		2,232.60
01-512573	04/16/2018	P G & E 5461621090-9	01-5520	Electric Service (FSC)		185.57
01-512574	04/16/2018	P G & E 5888676235-8	01-5520	Electric MB Peralta&10th 5888676235-8		1,317.80
01-512575	04/16/2018	P G & E 6377505170-7	01-5520	Electricity (KM) 6377505170-7		2,855.68
01-512576	04/16/2018	P G & E 6544954354-8	01-5520	Electric MB Peralta&11th 6544954354-8		488.27
01-512577	04/16/2018	Peoples'self-Help Housing Corp	01-5800	After School Program ASES		3,182.40
01-512578	04/16/2018	Price, Postel & Parma LLP	01-5830	Attorney Services		4,970.50
01-512579	04/16/2018	Rayne Water Conditioning	13-4300	Cafeteria:Soft Water Service		133.00
01-512580	04/16/2018	Ready Refresh by Nestle	01-5530	Water D.O., Breakroom, Curriculum	138.32	
				Water Mary Buren	38.87	
				Water McKenzie	71.90	
			13-4300	Water Mary Buren Cafeteria	62.92	312.01
01-512581	04/16/2018	Santa Barbara Co.Educ. Office	01-5220	ELPAC Training (Cathy Farrell)		195.00
01-512582	04/16/2018	Santa Maria Car Wash	01-5800	Bus & Car Wash		51.85
01-512583	04/16/2018	Select Staffing	01-5800	Ana Alcarez Covering Front Office MB		1,993.27
01-512584	04/16/2018	So.cal Gas Co. 113-414-6400	01-5510	Natural Gas Service:Utility 4681 11th		41.65
				St.FSC		
01-512585	04/16/2018	So.cal. Gas Co. 161-314-9900	01-5510	Natural Gas Service:Utility 1050 Peralta		276.99

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Board Report

Checks Dated 04/01/2018 through 04/30/2018

Board Meeting Date Wednesday, May 9, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-512586	04/16/2018	So.cal.gas Co. 159-214-9900	01-5510	Natural Gas Sevice:Utility 1050 Peralta		503.03
01-512587	04/16/2018	So.cal.gas Co. 178-315-3500	01-5510	Natural Gas Service:Utility 4710 Main		524.67
01-512588	04/16/2018	Southwest School Office Supply	01-4310	MB Office/Instructional Supplies 2016-17		57.57
01-512589	04/16/2018	Stanley Convergent Security So	01-5640	Alarm System Monitoring: MB & KM		158.00
01-512590	04/16/2018	Townsend Public Affairs, Inc	01-5800	Legislative & Funding Advocacy		3,000.00
01-512591	04/16/2018	Trinity Landscape Center	01-4300	Landscaping Supplies 2017/18		865.62
01-512592	04/16/2018	Vernon Edwards	22-6100	Kermit McKenzie Playfields Project		28,280.67
01-512593	04/16/2018	Waste Management - H S S	01-5570	Waste Removal/Recycling (FSC)	261.37	
			20074-25001			
				Waste Removal/Recycling KM	1,529.62	
			60078-05001			
				Waste Removal/Recycling MB/DO	515.80	
			60080-05007			
			13-5570	Waste Removal/Recycling Cafe MB	1,654.73	
			60079-85003			
				Waste Removal/Recycling KM	102.00	4,063.52
			60078-05001			
01-512594	04/16/2018	Wells Fargo Vendor Fin Serv	22-7438	Apple Ipads, TVs, Set-up, Services Yr1-3yr Lease	219.52	
			22-7439	Apple Ipads, TVs, Set-up, Services Yr1-3yr Lease	4,499.15	4,718.67
01-513565	04/23/2018	Access Information Protected	01-5570	Document Shredding Service		117.16
01-513566	04/23/2018	American Cleaners & Laundry	13-5560	Nutrition Services Supplies		334.25
01-513567	04/23/2018	Aramark Uniform Services Inc.	13-5560	Food Service Supplies		195.68
01-513568	04/23/2018	Attainment Company	01-4110	Early Curriculum Eng./Math./Sci. SPED		5,722.32
01-513569	04/23/2018	Berry Man, Inc. dba	13-4700	FFVP Food	1,465.55	
			13-4710	2017-18 Food Service	733.50	2,199.05
01-513570	04/23/2018	Boys & Girls Club Of Sm Valley	01-5800	Services Provided - M.Buren & Mc Kenzie		9,959.01
01-513571	04/23/2018	Casa Pacifica Centers	01-5800	Counseling Services 2016/17 Per Contract 7 Hrs/Wk		2,001.90
01-513572	04/23/2018	Child Abuse Listen. Med., Inc.	01-5800	Calm Costs & Indirect Costs		7,200.00
01-513573	04/23/2018	Foster Farms Dairy	13-4710	Food Service:Milk		2,864.35
01-513574	04/23/2018	Frontier Communications	01-5910	Phone Service 805-343-0961-071975-5	169.59	
				Phone Service 805-343-2911-081099-5	62.42	
			01-5911	Fiber KM 213-052-1039 #1039	1,075.00	1,307.01
				Cir40LUX016812		
01-513575	04/23/2018	Gold Star Foods	13-4710	Cafeteria: Food Supplies		1,108.84
01-513576	04/23/2018	Granite Telecommunications Client ID#311	01-5590	Phone Service 2017/18 Year	53.86	

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Board Report

Checks Dated 04/01/2018 through 04/30/2018

Board Meeting Date Wednesday, May 9, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-513576	04/23/2018	Granite Telecommunications Client ID#311	01-5910	Phone Service 2017/18 Year	212.87	266.73
01-513577	04/23/2018	Houghton Mifflin Harcourt	01-4110	Houghton Inv# 710097530		183.43
01-513578	04/23/2018	Jordano's	13-6500	Replacement Warmer (Proofer Cabinet) KM		2,643.40
01-513579	04/23/2018	JR Barto	01-5800	HVAC heating cycle service.		230.00
01-513580	04/23/2018	Julie Avnit	40-5800	Facilities Coordinator -40 & Prop 39 -6230		4,830.00
01-513581	04/23/2018	Kathi DiPeri	13-5800	GUSD Gardening Services		600.00
01-513582	04/23/2018	Medical Billing Technologies	01-5800	Medical Bill. Serv.:9120MAA,5640LEA		398.10
01-513583	04/23/2018	Nagsco	13-5640	Cafeteria Filters for Kitchen Hood		45.00
01-513584	04/23/2018	Nursecore	01-5800	Covering Vacation & Sick Days: School Nurse Dept		815.23
01-513585	04/23/2018	Ocean Cities Pizza, Inc. dba Domino's Pizza	13-4710	Food Program School Lunch		1,957.40
01-513586	04/23/2018	Pearson Clinical	01-4300	Rating Scales for Psychologist-K. Andrechek		194.96
01-513587	04/23/2018	Santa Barbara County Selpa	01-5220	D. Hyde Non Violent Crisis Int. Training		15.00
01-513588	04/23/2018	Self-Insured Schools Of Ca	67-9510	April 2018 Health Insurance Premium		116,573.80
01-513589	04/23/2018	Southwest School Office Supply	01-4310	2nd Grade Supplies	138.55	
				3rd Grade Supplies	67.60	
				5th Grade Supplies	53.37	259.52
01-513590	04/23/2018	Stanley Convergent Security So	01-5590	Alarm System Monitoring: MB & KM		129.73
01-513591	04/23/2018	Student Transport.of America	01-5800	Student Transportation 2017-2018		11,249.25
01-513592	04/23/2018	U.S. Bank	01-4300	Amazon: Student Incentives Jogathon	36.00	
				Amazon: Student Incentives Read Across America	31.31	
				Costco/Cleaning Towels for Buses.	16.19	
				Google: Domain Registration	12.00	
				La Fuente Deli: Board Meeting Snacks	14.93	
				Walmart/Store KM Band Equipment.	104.11	
				WALMART Closet for KM Band Equipment	30.11	
				WALMART Closet for KM Band Equipment-Returned	30.11-	
			01-4310	Costco: Lunch SPED Staff Training	42.97	
				Costco:Snacks Student Recognition	24.97	
				IIRP Bookstore:Restorative Posters	202.28	
				Little Ceasers:Student Recognition	113.40	
			01-4312	101 Blue Prints/Blue prints KM 8 Plex	349.48	

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Board Report

Checks Dated 04/01/2018 through 04/30/2018

Board Meeting Date Wednesday, May 9, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-513592	04/23/2018	U.S. Bank	01-4400 4-	Sanp+Core,S/L App License Download	539.97	
				K. Yingst		
				Best Buy: Computer for S.Duarte	377.98	
				Floor Stand Sign Holder Amazon	183.70	
			01-5220 76	Station: Fuel ACSA Pupil Services	53.97	
				Academy		
				ACSA C&I Academy March 2018 Alvarez	53.99	
				Chevron		
				ACSA C&I Academy March 2018 Alvarez	169.62	
				Marriott Hotels		
				CASBO CONF: Gloria Grijalva CBO	865.00	
				Mentorship		
				DoubeTree:Aeries Conference Barrios	364.80	
				Doubletree:CASBO Conf.GloriaG.	440.83	
				FoodsCo: Fuel ACSA Pupil Services	25.94	
				Academy		
				Homewood Suites: Lodging ACSA Pupil	350.06	
				Services Academy		
				Marriott Anaheim: Cancellation	230.40-	
				Marriott Monterey Bay: Invalid Charge	10.50-	
				Subtracted		
				Paypal: Conf: Shell Beach Labor Negotiations	460.00	
				SchoolServices: CONF-Grijalva May	175.00	
				Revision Wkshp		
				US Bank Factwise Math Interv. Barrett	24.95	
				US Bank Factwise Math Interv. Jevens	24.95	
				US Bank Factwise Math Interv. Kerr	24.95	
				US Bank Factwise Math Interv. Miller	24.95	
				US Bank Factwise Math Interv. Rivera	24.95	
				US Bank Factwise Math Interv. Ross	24.95	
				US Bank Restorative Justice March 28,	400.00	
				2018 Geronimo		
			01-5630	Wallmart/Storage Container KM Band	288.00	
				Equip.		
			01-5840	ACSA: Ad to Recruit Asst. Sup.	720.00	
			01-5919	Stamps.com: Stamps	24.99	
				USPS Return iPads	9.85	
				USPS: Stamps	250.00	
			13-4710	Nutrition Services Supplies	54.33	

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Board Report

Checks Dated 04/01/2018 through 04/30/2018

Board Meeting Date Wednesday, May 9, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-513592	04/23/2018	U.S. Bank		SMART N FINAL Nutrition Services Supplies	79.45	
			13-4790	Nutrition Services Supplies	46.55	
				Party City Supplies Nutrition Services Supplies	6.99	
			13-5220	Conference-New Meal Pattern Training	211.90	
				Fuel for RAV 4	29.71	
				YK Market: Fuel	33.80	
				Unpaid Tax	31.26-	7,041.61
01-513593	04/23/2018	Western Exterminator Co.	01-5800	Gopher Extermination & Pest Control		113.00
01-514668	04/30/2018	All City Management	01-5800	Crossing Guards 2017-18		1,995.84
01-514669	04/30/2018	American Cleaners & Laundry	13-5560	Nutrition Services Supplies		61.55
01-514670	04/30/2018	Aramark Uniform Services Inc.	01-4300	Windshield Towels & Inventory Maintenance		57.71
01-514671	04/30/2018	Armstrong's Lock And Key	01-4300	Lock/Key Supplies		57.24
01-514672	04/30/2018	B43 Productions	01-5800	GUSD Video Update Project		2,000.00
01-514673	04/30/2018	Bendele Electric Inc.	01-5800	Electrical Work & Repairs		1,036.00
01-514674	04/30/2018	Berry Man, Inc. dba	13-4700	FFVP Food	2,657.60	
			13-4710	2017-18 Food Service	3,644.20	6,301.80
01-514675	04/30/2018	Boys & Girls Club Of Sm Valley	01-4310	2018 Soccer League Registration		600.00
01-514676	04/30/2018	Cannon Plumbing	01-5640	Plumbing Repairs & Service MNOP		546.00
01-514677	04/30/2018	Eagle Energy	01-4370	Fuel for District Vehicles		611.66
01-514678	04/30/2018	Ecolab	13-4790	Cafeteria Cleaning Supplies		841.59
01-514679	04/30/2018	Edna's Bakery	13-4710	Bakery Items for Cafeteria		130.20
01-514680	04/30/2018	Enterprise Rent-A-Car	01-5220	ACSA Alvarez Rental Car	100.57	
				ACSA Soares Rental Car	135.12	
				CALSA Cora Rental Car	131.02	366.71
01-514681	04/30/2018	Ernest Packing Solutions	01-4300	Custodial Supplies		642.31
01-514682	04/30/2018	Ewing Irrigation	01-4300	Landscaping Materials 2017-18		1,727.91
01-514683	04/30/2018	Fence Factory Inc.	01-4400	Fencing Supplies - ONLY (No Labor)		222.33
01-514684	04/30/2018	Ferguson Enterprises Inc.#1350	01-4300	Plumbing Supplies		133.03
01-514685	04/30/2018	Foster Farms Dairy	13-4710	Food Service:Milk		980.38
01-514686	04/30/2018	Frontier Communications	01-5590	FSC Internet 310-006-0508-102594-5	101.98	
			01-5910	Phone Service 805-343-1599-092778-5	223.92	
				Phone Service 805-343-2124-071975-5	185.95	511.85
01-514687	04/30/2018	Gold Star Foods	13-4710	Cafeteria: Food Supplies		10,796.25
01-514688	04/30/2018	Happy Chef	13-4790	Uniforms Cafeteria Staff		202.45
01-514689	04/30/2018	Hayward Lumber Company	01-4300	Maintenance Supplies		370.54

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Checks Dated 04/01/2018 through 04/30/2018

Board Meeting Date Wednesday, May 9, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
01-514690	04/30/2018	Jordano's	13-4710	Cafeteria: Food Supplies		1,426.42
01-514691	04/30/2018	Kathi DiPeri	13-5800	GUSD Gardening Services		400.00
01-514692	04/30/2018	Kenco Construction Services	22-5800	Inspctr for Installation-KM Mod 8plex		4,420.00
01-514693	04/30/2018	KYA Sevices, LLC	01-4400	Replace Broken Playground Equipment Kinder		1,410.00
01-514694	04/30/2018	Liebert Cassidy Whitmore	01-5830	SBC Legal Consortium		1,741.00
01-514695	04/30/2018	Marborg Industries	01-5800	Temporary Fence For KM Playfield		176.48
01-514696	04/30/2018	Mesa Grande Nursery	01-4300	Plants For KM Front Garden		472.11
01-514697	04/30/2018	Mid-Coast Fire Protection Inc	22-5800	Hydrant test/ 8-Plex		500.00
01-514698	04/30/2018	Mil-tek USA Recycling & Waste	13-4790	9mm Banding for Cardboard Baler		243.81
01-514699	04/30/2018	More Office Solutions	01-4312	Copiers MB/KM/DO/LHBTP		4,201.46
01-514700	04/30/2018	Nagsco	13-5640	Cafeteria Filters for Kitchen Hood		45.00
01-514701	04/30/2018	NIC Partners Inc.	01-5800	\$1686/License,\$295.4/Trunk,\$1365.97/Dat a,79.17VPN		3,204.68
01-514702	04/30/2018	Ocean Cities Pizza, Inc. dba Domino's Pizza	13-4710	Food Program School Lunch		819.95
01-514703	04/30/2018	Office Depot/bus Serv Division	01-4300	Office Supplies: KM Admin/Instr.	161.18	
			01-4310	Office Supplies: KM Admin/Instr.	705.78	866.96
01-514704	04/30/2018	PMSM Architects	25-6220	Modular Classroom Building PMSM#16155.01		13,330.00
01-514705	04/30/2018	School Nurse Supply, Inc.	01-4300	School Nurse Supplies		690.96
01-514706	04/30/2018	Southwest School Office Supply	01-4310	5th Grade Supplies		380.01
01-514707	04/30/2018	State Of California Office Of Food Distr.	13-4710	Cafeteria - Food Supplies		353.60
01-514708	04/30/2018	Sterno Prodcuts, LLC	13-6500	Breakfast Carts-Replace and Refurbish		4,537.26
01-514709	04/30/2018	Tech-Time Communications	01-5640	Bell Monitoring/Repairs 5640	88.89	
			01-5800	Bell Monitoring/Repairs 5640	223.11	312.00
Total Number of Checks					172	416,349.55

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	122	160,559.45
13	Cafeteria Spec Rev Fund	47	72,008.64
22	Building Fund 2 - Measure N	5	40,172.34
25	Capital Facilities Fund	2	19,195.00
35	Cnty Schl Facilities Fund 1	1	3,048.94
40	Spec Resv Cap Outlay Proj 1	1	4,830.00
67	Self-Insurance Fund 1	1	116,573.80

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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ORDER OF ELECTION

(Education Code Sections 5000, 5018, 5304, 5322)

RESOLUTION ORDERING GOVERNING BOARD MEMBER ELECTION & NOTICE TO CONSOLIDATE

WHEREAS, the regular biennial election of governing board members is ordered by law pursuant to section 5000 of the Education Code to fill offices of members of the governing board of Guadalupe Union School District School/Community College District of Santa Barbara County; and

WHEREAS, pursuant to Section 5340 of the Education Code, said election must be consolidated with any other school or community college district governing board elections in the same area on the same day; and

WHEREAS, pursuant to section 10400 of the Elections Code, said election may be consolidated with other elections to be held on the same day;

NOW, THEREFORE, BE IT RESOLVED that Dr. Susan Salcido, Santa Barbara County Superintendent of Schools, call the election as ORDERED and in accordance with the designations contained in the following Specifications of the Election Order made under the authority of Education Code Sections 5304 and 5322.

SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 6, 2018

The purpose of the election¹ is to elect three (3) members of the governing board of Guadalupe Union School/Community College District

² Indicate if any offices are for two-year terms: n/a

IT IS FURTHER ORDERED that the clerk or secretary of the district shall deliver, not less than 123 days prior to the date set for the election, two copies of this Resolution and Order to the county superintendent of schools, and one copy to the officer conducting the election.³

THE FOREGOING RESOLUTION AND ORDER was adopted by a formal vote of the governing board of the Guadalupe Union School/Community College District of Santa Barbara County, being the board authorized by law to make the designations therein contained, on May 9, 2018.

(Signed) _____
Clerk/Secretary of the Governing Board

Instructions

¹ If election is called under ECS 5018, insert:

Another purpose is whether the number of members of the governing board of _____ District shall be increased from three to five.

Another purpose of the election shall be to elect two additional members of the governing board of _____ District to serve if the above measure is approved.

² Indicate if any offices are for two-year terms (as opposed to four-year terms)

³ After the Order of Election is adopted by the board, the clerk or secretary should sign the Order and deliver two copies to the county superintendent of schools and one to the officer conducting the election not less than 123 days prior to the date set for the election (ECS 5322). One of these copies is to be delivered by the county superintendent to the county clerk or registrar of voters, with a copy of the Notice of Election, at least 124 days prior to the date of election (ECS 5324).

NOTICE OF ELECTIVE OFFICES TO BE FILLED IN THE Guadalupe Union School District

DISTRICT NAME

TO: Joseph E. Holland, County Clerk, Recorder and Assessor & Registrar of Voters, County of Santa Barbara

You are hereby notified that at the **Consolidated General Election** to be held in the above district on **November 6, 2018**, the elective office(s) listed below are to be filled.

OFFICE OF DISTRICT DIRECTOR, TRUSTEE, OR GOVERNING BOARD MEMBER

HOW ELECTED	NUMBER TO BE ELECTED
Please specify below one of the following options: AT LARGE / BY DIVISION / TRUSTEE AREA	Please specify in the space below the number of district directors, trustees, or board members to be elected in this election. Number to be Elected: <u>3</u>

DISTRICT INCUMBENTS COMING UP FOR ELECTION (Please attach a sheet if more space is needed):

NAME Please print incumbents' names and Division or TA number if applicable (Ex. John Doe – TA # 1)	RESIDENCE ADDRESS (NO PO Boxes)	TERM OF OFFICE Check One Below	
		Full (4 yrs)	Short (2 yrs)
Diana Arriola	351 Campodonico Avenue, Guadalupe, CA 93434	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MaryLou Sadebra-Cuello	4484 Cedar Street, Guadalupe, CA 93434	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sheila Marie S. Cepeda	5204 La Purisma Street, Guadalupe, CA 93434	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

You are further notified that if a candidate files a **candidate statement of qualifications** pursuant to Elections Code Section 13307, the **cost of printing and handling** of the statement shall be **paid by** the:

Guadalupe Union School District

PRINT "CANDIDATE" OR "DISTRICT"

Executed on: May 9, 2018

District Seal

SIGNATURE OF DISTRICT SECRETARY

Guadalupe Union School District

DISTRICT NAME

CANDIDATES' STATEMENTS OF QUALIFICATIONS

WHEREAS, Section 13307 of the Elections Code of the State of California requires this board to adopt certain policies in regard to statements of candidates who run for office as members of the governing board of the district;

NOW, THEREFORE, BE IT RESOLVED that this governing board does hereby determine:

1. That the cost of printing, handling, and mailing candidates' statements of qualifications shall be charged to the:

District

CANDIDATE OR DISTRICT

2. That the candidates' statement of qualifications shall not exceed:

200

"200" OR "400" WORDS

3. That the candidates not be permitted to submit additional materials to be sent to the voter with the County Voter Information Guide.
4. That the County of Santa Barbara Registrar of Voters be directed to give a copy of these regulations to each candidate, or his or her representative, at the time that nomination documents are received.

BE IT FURTHER RESOLVED that these policies shall remain in full force and effect until rescinded by this Board.

PASSED AND ADOPTED by the Governing Board of Guadalupe Union School District of the

Guadalupe Union School District

DISTRICT NAME

this 9 day of May, 2018.

Ayes:

Noes:

Absent:

SIGNATURE OF DISTRICT SECRETARY

DISTRICT AND ELECTED OFFICIALS INFORMATION

DISTRICT CONTACT INFORMATION

DISTRICT NAME: Guadalupe Union School District
STREET ADDRESS: 4465 Ninth Street, Guadalupe, CA 93434
MAILING ADDRESS: (If different than above) P.O. Box 788, Guadalupe, CA 93434
TELEPHONE NUMBER: 805-343-2114
FAX NUMBER: 805-343-6155
EMAIL: cbenevedo@gusdbobcats.com

DISTRICT SECRETARY

NAME: Carla Benevedo

DISTRICT SUPERINTENDENT/MANAGER

NAME: Ed Cora
TITLE: Superintendent

DISTRICT CONTACT FOR THIS ELECTION

NAME: Carla Benevedo
TITLE: Executive Assistant to the Superintendent

ELECTED OFFICIAL'S SALARY REPORT

(Please Check One)

☐

Elected officials of this district receive a salary of **less than a \$200.00 per month** and therefore are not required to file semi-annual campaign disclosure reports, unless they receive or make any contributions, or make any expenditures pursuant to Government Code Section 84200(2).

☒

Elected officials of this district receive a salary of **\$200.00 or more per month** and therefore must file semi-annual campaign expenditure reports in compliance with the reporting requirements of Government Code Section 84200(a).

Central Coast Med Plus

340 E. Betteravia Rd. Suite C
Santa Maria, CA 93454
805.922.0561

Dear Human Resources Professional;

We are excited to announce we are expanding our services and will soon upgrade our facilities to better serve you and your employees.

Over the past 10 years we have made great strides in growing our occupational medical staff, equipment and processes to meet the Workers' Compensation needs of our area's employers and employees.

Our goals have always been to provide quick and effective treatment of work place injuries with extended hours and concise timely communication with employers and insurance adjusters.

For the last few years we have been working at near capacity while seeking ways to improve the number of patients we can accommodate and to do so while decreasing wait times. That is why it made perfect sense for us to become part of Dignity Health's network of health care centers, Pacific Central Coast Health Centers (PHC).

PHC is a non-profit clinic organization comprised of more than 30 community health centers located in cities throughout Northern Santa Barbara County and San Luis Obispo County. PHC's experienced doctors and family health centers provide a wide range of health care services that include family care, walk-in care as well as a number of specialty health care services.

The goals of our two organizations aligned perfectly with our mission: dedication to providing compassionate, high-quality, and affordable patient-centered care.

As of February 1, 2018 our Occupational Medicine center has become **Central Coast Med Plus**.

Be assured, Central Coast Med Plus has the same doctors and all the other familiar faces that you have trusted throughout the years to take care of your employees work related health care needs. Only the name has changed.

The billing and other paperwork will look different now that we are part of the Dignity Health family, but phone numbers, website and staff you speak with on the phone and in person remain the same.

On behalf of myself, Dr. Thomas Caruso, Susan Berban and our entire staff, we thank you for your continued trust and look forward to helping you and yours stay healthy in 2018!

Sincerely yours,



Mark Pomerantz, MD

If you have any question please contact our Occupational Medicine Coordinator, **Susan Berban** at: (805) 614-9000 Ext.24 or Susan.Berban@DignityHealth.org

RECEIVED MAR 21 2018

DIGNITY HEALTH
Letter of Agreement for Health Center Services
Provided by
Pacific Central Coast Health Centers, Inc., ("Health Center")

Effective Date:

Employer ("Purchaser"):

Address:

Services Covered Under this Agreement ("Services"): All pre-authorized medical services. See attached Exhibit A as an example of a pre-authorization form that can be used by the purchaser.

Rates for Services to Purchaser ("Reimbursement"): See attached Exhibit B

Remit Payment to Health Center:

PCCHC - Commercial
P. O. Box 748573
Los Angeles, CA 90074-8573

Health Center Tax ID: 77-0447575

1. Health Center shall provide Services to Purchaser's employees. Purchaser shall pay Health Center pursuant to the Reimbursement set forth in Exhibit B.
2. Health Center is duly licensed, certified or accredited to provide the Services, and shall assure that the Services are provided by duly licensed, certified or otherwise authorized or accredited personnel. Services shall be provided in accordance with and Health Center shall comply with: (a) generally accepted standards prevailing in the applicable professional community at the time of treatment; and (b) all federal, state, and local statutes, regulations, ordinances and requirements and accreditation requirements applicable.
3. Health Center shall use its best efforts to submit a claim within ninety (90) days. In the event that Health Center disagrees with a payment amount or denial from Purchaser, Health Center may appeal that payment or denial to Purchaser. Health Center shall submit all appeals and disputes to Purchaser within three hundred sixty-five (365) calendar days from the date of receipt of the payment or denial at issue. All appeals and disputes shall be in writing and will identify the Member and the claim involved, and set forth the basis on which Health Center believes the payment amount or denial was incorrect. Health Center shall not be barred from seeking any remedies it may be entitled to under applicable law.
4. Purchaser shall reimburse Health Center per Rates outlined in Exhibit B. Any claims paid by Purchaser beyond sixty (60) calendar days from Purchaser's receipt of a claim shall accrue interest at the rate of 15% per annum. Purchaser shall submit any disputes regarding a claim in writing to Health Center within thirty (30) calendar days of receipt of the claim.
5. There shall be no retrospective reviews for medical necessity. All services will be authorized by the purchaser using the pre-authorization form. See Exhibit A.
6. Health Center shall maintain medical records in such form and containing such information as required by State and Federal laws, regulations and regulatory agencies, and Health Center shall maintain the confidentiality of such records in accordance with all applicable laws.

7. Health Center shall not under any circumstances, including without limitation, breach of this Agreement, bill, charge, collect a deposit from, or receive any form of payment, compensation or reimbursement from, or have any recourse against a Purchaser's Employee for Services provided under this Agreement.
8. Each party indemnifies and holds the other party, its parents and subsidiaries, officers, directors, attorneys, employees and agents harmless, individually and collectively, from and against and with respect to any and all claims, demands, judgments, settlements, losses, costs, expenses, liabilities, actions, damages, penalties, attorneys' fees and other costs incurred, directly or indirectly, as a result of the acts or failure to act of the indemnifying party.
9. This Agreement shall commence as of the date of signature by both parties. This Letter of Agreement may be terminated without cause by either party at any time upon 30 days prior written notice to the other party.
10. This Agreement constitutes the entire written agreement between the parties with respect to the subject matter hereof. This Agreement may be amended by the parties only upon mutual written consent. The parties agree to keep the terms of this Agreement confidential and not disclose such terms to any third party.
11. This Agreement may not be assigned to any third party without the express written consent of the other party.
12. The parties are independent contractors and each is solely responsible for all compensation, withholdings and benefits for its own employees and agents.
13. Should either party institute any action or proceeding in connection with this Agreement or any provision hereof, the prevailing party in any such action or proceeding shall be entitled to receive from the other party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in connection with such action or proceeding.
14. The validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.
15. Any notices required under this Agreement shall be sent to the following addresses noted in the execution section of this Letter of Agreement.

The parties enter into this Agreement by execution below by authorized representatives of the parties.

Employer

Address

Address

Attn: Title

Pacific Central Coast Health Centers

504 E Plaza Drive

Santa Maria, CA 93454

Attn: Sue Andersen, VP/CFO

Signature: _____

Printed Name _____

Title: _____

Date: _____

Signature: _____

Printed Name: _____

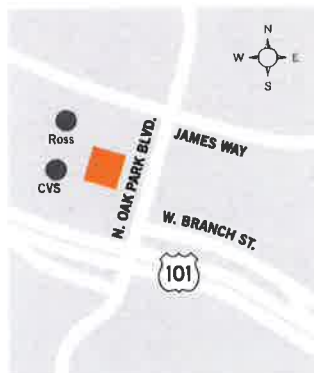
Title: _____

Date: _____

Injured at Work?

We now have two locations to cover your workers compensation and occupational medicine needs.

Med Plus Health Center—Pismo Beach



877 Oak Park Blvd.
Pismo Beach, California
93449

- Walk-Ins welcome
- Extended hours:
Monday-Friday
8:00 am to 6:00 pm;
Saturday
9:00 am to 3:00 pm

For more information, please call **805.474.8450**

Central Coast Med Plus—Santa Maria



340 East Betteravia Road
Santa Maria, California
93454

- Walk-Ins welcome
- Extended hours:
Monday-Friday
8:00 am to 6:00 pm;
Saturday
9:00 am to 3:00 pm

For more information, please call **805.614.9000**

Services at both locations include but are not limited to:

- X-ray and Laboratory Services Onsite
- Comprehensive and Efficient Case Management
- Most Insurance Plans Accepted
- Courteous, Bilingual Staff

Work Related Injuries and Illnesses

- Back and Neck
- Lacerations and Burns
- Eye Injuries
- Extremity Injuries
- All Minor Trauma

Work Related Physicals

- Pre-Placement and Annual Physicals
- Haz-Mat Physicals

- Respirator Exams
- DOT Physical Exams
- Fitness for Duty Exams
- Pre-Placement and Random Drug Screening

Testing Services

- Pulmonary Function
- Vision
- Grip Strength
- Tuberculosis Screening

Vaccinations

- Hepatitis A and B
- Flu
- Tetanus



Dignity Health™
Pacific Central Coast
Health Centers

For more information, please visit:

Dignityhealth.org/phc

NOTE: The CSBA comprehensive index is a standard index system designed to provide a table of contents for this manual while at the same time accommodating future policies/regulations. This manual contains only those Board policies (BP), administrative regulations (AR) and/or exhibits (E) specified in the right-hand column.

	CODE		
0. Vision.....	0000	BP	AR
1. Philosophy	0100	BP	
2. Goals for the School District.....	0200	BP	
A. Goals for Student Learning.....	0210	BP	
3. Objectives/Goal Indicators for School District.....	0300		
4. Comprehensive Plans.....	0400	BP	
A. Nondiscrimination in District Programs and Activities	0410	BP	
B. School Plans/Site Councils	0420	BP	
1. [Future Topic]	0420.1		
2. School Improvement Program.....	0420.2		
3. [Future Topic]	0420.3		
4. Charter School Authorization.....	0420.4	BP	AR
a. Charter School Oversight.....	0420.41	BP	E
b. Charter School Renewal.....	0420.42	BP	
c. Charter School Revocation	0420.43	BP	
5. School-Based Decision Making	0420.5		
C. Comprehensive Local Plan for Special Education.....	0430	BP	AR
D. District Technology Plan	0440	BP	AR
E. Comprehensive Safety Plan.....	0450	BP	AR
F. Local Control and Accountability Plan.....	0460	BP	AR
5. Accountability.....	0500	BP	
A. School Accountability Report Card	0510	BP	
B. Intervention for Underperforming Schools.....	0520		
C. [Future topic]	0520.1		
D. Title I Program Improvement Schools	0520.2	BP	AR E
E. Title I Program Improvement Districts.....	0520.3	BP	AR

VISION

In order to provide a clear focus for district programs, activities and operations, the Board of Trustees shall adopt a long-range vision that sets direction for the district which is focused on student learning and describes what the Board wants its schools to achieve. This vision may be incorporated in various documents, including the district's mission or purpose statement, philosophy, long-term goals, short-term objectives, and/or comprehensive plans.

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 9000 - Role of the Board)

The Superintendent or designee shall recommend an appropriate process for establishing and/or reviewing the district's vision statement which is inclusive of parents/guardians, students, staff and community members.

The Board shall review the district vision statements at least every three years or whenever a new Board member or Superintendent joins the district. Following these reviews the Board may revise or reaffirm the direction it has established for the district.

The Superintendent or designee shall communicate the district's vision to staff, parents/guardians and the community and shall regularly report to the Board regarding district progress toward the vision.

(cf. 0500 - Accountability)

(cf. 1100 - Communication with the Public)

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Vision, 1996

WEB SITES

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

VISION

The Superintendent or designee shall establish a process for developing and regularly reviewing the district's vision and direction which includes:

1. Clearly defined procedures, timelines and responsibilities
2. Identification of the strengths and needs of the district
3. Input from parents/guardians, students, staff and community members through procedures which may include surveys, focus groups, advisory committees and/or public meetings and forums

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 6020 - Parent Involvement)

4. Board adoption of district vision statements at a public meeting

As part of this process, the Superintendent or designee shall provide the Board of Trustees with relevant district documents and data, including current district mission and vision statements, if any, and information about student demographics, student achievement, student enrollment patterns, current programs and recent program cuts, staffing and professional development needs, budget trends, facilities, technology and emerging educational issues.

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

PHILOSOPHY

As part of its responsibility to establish a guiding vision for the district, the Board of Trustees shall develop and regularly review a set of fundamental principles which describes the district's beliefs, values or tenets. The Board and district staff shall incorporate this philosophy in all district programs and activities.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 9000 - Role of the Board)

It is the philosophy of the district that:

1. All students can learn and succeed.
2. Every student in the district, regardless of gender, special needs, or social, ethnic, language or economic background has a right to a high-quality education that challenges the student to achieve to his/her fullest potential.
3. The future of our nation and community depends on students possessing the skills to be lifelong learners and effective, contributing members of society.
4. A safe, nurturing environment is necessary for learning.
5. Parents/guardians have a right and an obligation to participate in their child's schooling.
6. The ability of children to learn is affected by social, health and economic conditions and other factors outside the classroom.
7. Early identification of student learning and behavioral difficulties contribute to student success.
8. Students and staff respond positively to high expectations and recognition for their accomplishments.
9. Continuous school improvement is necessary to meet the needs of students in a changing economy and society.
10. The diversity of the student population and staff enriches the learning experience for all students.
11. A highly skilled and dedicated staff has a direct and powerful influence on students' lives and learning.
12. A high level of communication, trust, respect and teamwork among Board members and the Superintendent contributes to effective decision making.

PHILOSOPHY (continued)

13. The community provides an essential resource to the educational program.
14. Effective communication with all stakeholders helps build support for the schools.
15. Accountability for the district's programs and operations is shared by the entire educational community, with the ultimate accountability resting with the Board as the basic embodiment of representative government.

Legal Reference:

EDUCATION CODE

51002 *Local development of programs based on stated philosophy and goals*

51019 *Definition of philosophy*

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Vision, 1996

GOALS FOR THE SCHOOL DISTRICT

As part of the Board of Trustees responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 9000 - Role of the Board)

In developing goals and identifying strategies to achieve those goals, the Board and Superintendent shall solicit input and review from key stakeholders. The Board shall also review and consider quantitative and/or qualitative data, including data disaggregated by student subgroup and school site, to ensure that district goals are aligned with student needs.

Goals shall be established for all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the Board. These goals shall be incorporated into the district's local control and accountability plan (LCAP). (Education Code 52060, 52062, 52063; 5 CCR 15497.5)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6159 - Individualized Education Program)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

The LCAP shall include a clear description of each goal, one or more of the state or local priorities addressed by the goal, any student subgroup(s) or school site(s) to which the goal is applicable, and expected progress toward meeting the goal for the term of the LCAP and in each year. (5 CCR 15497)

Each year the district's update to the LCAP shall review progress toward the goals and describe any changes to the goals. (Education Code 52060-52061)

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

In addition to the goals identified in the LCAP, and consistent with those goals, the district and each school site may establish goals for inclusion in another district or school plan or for any other purpose. Such goals may address the improvement of governance, leadership, fiscal integrity, facilities, community involvement and collaboration, student wellness and other conditions of children, and/or any other areas of district or school operations. As appropriate, each goal shall include benchmarks or short-term objectives that can be used to determine progress toward meeting the goal.

GOALS FOR THE SCHOOL DISTRICT (continued)

(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 0440 - District Technology Plan)
(cf. 5030 - Student Wellness)
(cf. 6171 - Title I Programs)
(cf. 7110 - Facilities Master Plan)

Legal Reference:

EDUCATION CODE

17002 State School Building Lease-Purchase Law, including definition of good repair
42238.01-42238.07 Local control funding formula
44258.9 County superintendent review of teacher assignment
51002 Local development of programs based on stated philosophy and goals
51020 Definition of goal
51021 Definition of objective
51041 Evaluation of the educational program
51210 Course of study for grades 1-6
51220 Course of study for grades 7-12
52050-52059 Public Schools Accountability Act, especially:
52052 Academic Performance Index; numerically significant student subgroups
52060-52077 Local control and accountability plan
60119 Sufficiency of textbooks and instructional materials; hearing and resolution
64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

15497 Local control and accountability plan template

UNITED STATES CODE, TITLE 20

6311 Accountability, adequate yearly progress
6312 Local educational agency plan

Management Resources:

CSBA PUBLICATIONS

State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013

WEB SITES

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

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

GOALS FOR STUDENT LEARNING

The Board of Trustees believes that a quality education provides an opportunity for each student to develop:

1. The concept of self-worth and the ability to exercise self-discipline.
2. A positive attitude toward responsible citizenship.
3. Mastery of the basic skills in mathematics, computers, reading, language arts (including reading, oral and written communication), the sciences, foreign languages and fine arts.
4. Skills and other competencies leading toward economic independence consistent with the individual's interests and basic potential.
5. An awareness and understanding of our country's history and ideals and its diverse ethnic, racial and cultural heritage.
6. An awareness and understanding of the heritage, ideals and contribution of other cultures, races and countries.
7. The opportunity to develop the capability of students to appreciate beauty in literature, art, music and nature.
8. A recognition of the importance of physical and mental health.
9. An ability to adapt and participate constructively in a changing society.
10. An understanding of the relationship of people and his/her environment.
11. Moral and ethical values based on the rights and responsibilities of individuals and their relationships to each other.

COMPREHENSIVE PLANS

The Board of Trustees believes that careful planning is essential to effective implementation of district programs and policies. Comprehensive plans shall identify cohesive strategies for school improvement and provide stability in district operations.

The Superintendent or designee shall develop comprehensive plans for the implementation of the district's vision and goals, on specific policy topics and on other areas as required by law. As appropriate, comprehensive plans may describe, but not be limited to, anticipated short- and long-term needs, measurable outcomes, priorities, activities, available resources, timelines, staff responsibilities, and strategies for internal and external communications regarding the plan.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0500 - Accountability)
(cf. 1112 - Media Relations)
(cf. 2140 - Evaluation of the Superintendent)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3543 - Transportation Safety and Emergencies)
(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)
(cf. 6171 - Title I Programs)
(cf. 6190 - Evaluation of the Instructional Program)
(cf. 7110 - Facilities Master Plan)

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

The process for developing comprehensive plans shall invite broad participation of school and community representatives. Committees may be appointed to assist in the development of plans. Comprehensive plans shall be available to the public and shall be reviewed at regular intervals as specified within the plan.

(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 6020 - Parent Involvement)
(cf. 9130 - Board Committees)

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

(cf. 0420 - School Plans/Site Councils)

COMPREHENSIVE PLANS (continued)

Legal Reference:

EDUCATION CODE

35035 Powers and duties of Superintendent

35291 Rules (power of governing board)

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Vision, 1996

WEB SITES

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

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

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

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

Similarly, Government Code 12940 provides protections for employees, job applicants, unpaid interns, and volunteers against unlawful discrimination and harassment. For policy language addressing these protections as they relate to volunteers, see BP 1240 - Volunteer Assistance, and in relation to employees, unpaid interns, and job applicants, see BP 4030 - Nondiscrimination in **Employment**.

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

(cf. 1240 - Volunteer Assistance)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4033 - Lactation Accommodation)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)
(cf. 6178 - Career Technical Education)
(cf. 6200 - Adult Education)

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

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

Note: Pursuant to Education Code 221.5, a district is required to permit a student to participate in sex-segregated school programs and activities, including athletic teams and competitions, and to use facilities consistent with the student's gender identity, regardless of his/her gender as listed on his/her educational records. See BP/AR 5145.3 - Nondiscrimination/Harassment. For further information, see CSBA's policy brief [Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students](#) and its [Updated Legal Guidance: Protecting Transgender and Gender-Nonconforming Students Against Sex Discrimination](#).

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

(cf. 1330 - Use of Facilities)

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

(cf. 1312.3 - Uniform Complaint Procedures)

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

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

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

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

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

(cf. 5145.6 - Parental Notifications)

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

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

Access for Individuals with Disabilities

Note: Pursuant to the ADA and its implementing regulations, 28 CFR 35.150 and 35.151, district facilities must be accessible to and usable by individuals with disabilities. Compliance methods may include equipment redesign, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternate accessible sites, and alteration of existing facilities and construction of new facilities. In achieving compliance, a district need not make structural changes to existing facilities if other methods are effective and the district can demonstrate that the structural change would result in a fundamental alteration in the nature of the activity or an undue financial or administrative burden. However, pursuant to 28 CFR 35.151, all newly constructed facilities must comply with the 2010 ADA Standards for Accessible Designs issued by the U.S. Department of Justice.

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

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

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

(cf. 6163.2 - Animals at School)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

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

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

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

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

(cf. 6020 - Parent Involvement)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

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

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

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

(title or position)

(address)

(telephone number)

(email)

Legal Reference: (see next page)

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination*

48985 *Notices to parents in language other than English*

51007 *Legislative intent: state policy*

GOVERNMENT CODE

11000 *Definitions*

11135 *Nondiscrimination in programs or activities funded by state*

11138 *Rules and regulations*

12900-12996 *Fair Employment and Housing Act*

54953.2 *Brown Act compliance with Americans with Disabilities Act*

PENAL CODE

422.55 *Definition of hate crime*

422.6 *Interference with constitutional right or privilege*

CODE OF REGULATIONS, TITLE 5

4600-4687 *Uniform complaint procedures*

4900-4965 *Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

1400-1482 *Individuals with Disabilities in Education Act*

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

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

6311 *State plans*

6312 *Local education agency plans*

UNITED STATES CODE, TITLE 29

794 *Section 504 of the Rehabilitation Act of 1973*

UNITED STATES CODE, TITLE 42

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

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

2000h-2000h-6 *Title IX*

12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 *Americans with Disabilities Act*

36.303 *Auxiliary aids and services*

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 *Nondiscrimination in federal programs, effectuating Title VI*

104.1-104.39 *Section 504 of the Rehabilitation Act of 1973*

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

106.9 *Dissemination of policy*

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

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

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

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment

Management Resources continued: (see next page)

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

Management Resources: (continued)

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

Dear Colleague Letter: Transgender Students, May 2016

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

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

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

Notice of Non-Discrimination, January 1999

Protecting Students from Harassment and Hate Crime, January 1999

Nondiscrimination in Employment Practices in Education, August 1991

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

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

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

WEB SITES

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

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

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

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

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

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

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

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

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

SCHOOL PLANS/SITE COUNCILS

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

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

Each district school shall establish a school site council in accordance with Education Code 52852 and the accompanying administrative regulation to develop, review, and approve school plans.

For any school that participates in specified state and/or federal categorical programs, the school site council or other schoolwide advisory committee shall consolidate the plans required for those categorical programs into a single plan for student achievement (SPSA). (Education Code 64001)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1431 - Waivers)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Language Learners)

(cf. 6190 - Evaluation of the Instructional Program)

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

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

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

SCHOOL PLANS/SITE COUNCILS (continued)

Whenever the Board does not approve a school's SPSA, it shall communicate its specific reasons for disapproval of the plan to the school site council or committee. The school site council or committee shall then revise and resubmit the SPSA to the Board for its approval. (Education Code 52855)

The Superintendent or designee shall ensure that school administrators and school site council members receive training on the roles and responsibilities of the site council.

Legal Reference:

EDUCATION CODE

52-53 *Designation of schools*
33133 *Information guide for school site councils*
35147 *Open meeting laws exceptions*
41540-41544 *Targeted instructional improvement block grants*
52060-52077 *Local control and accountability plan*
52176 *Advisory committees*
52852 *School site councils*
54000-54028 *Educationally Disadvantaged Youth Programs*
54425 *Advisory committees (compensatory education)*
56000-56867 *Special education*
64000 *Categorical programs included in consolidated application*
64001 *Single school plan for student achievement, consolidated application programs*

CODE OF REGULATIONS, TITLE 5

3930-3937 *Compliance plans*

UNITED STATES CODE, TITLE 20

6311 *Accountability, adequate yearly progress*
6312 *Title I local educational agency plans*
6421-6472 *Programs for neglected, delinquent, and at-risk children and youth*
6601-6651 *Teacher and Principal Training and Recruitment program*
6801-7014 *Limited English proficient and immigrant students*
7101-7165 *Safe and Drug-Free Schools and Communities*
7341-7355c *Rural Education Initiative*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council, February 2014

WEST ED PUBLICATIONS

California Healthy Kids Survey
California School Climate Survey

WEB SITES

California Department of Education, Single Plan for Student Achievement:

<http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>

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

WestEd: <http://www.wested.org>

Policy
adopted:

GUADALUPE UNION SCHOOL DISTRICT
Guadalupe, California

SCHOOL PLANS/SITE COUNCILS

School Site Councils

Each school shall have a school site council composed of the following: (Education Code 52852)

1. The principal
2. Teachers selected by the school's teachers
3. Other school personnel selected by the school's other personnel
4. Parent/guardian representatives, who may include parents/guardians of students attending the school and/or community members, selected by parents/guardians of students attending the school

Half of the school site council membership shall consist of school staff, the majority of whom shall be classroom teachers. For an elementary school site council, the remaining half shall be parent/guardian representatives. For a secondary school site council, the remaining half shall be equal numbers of parent/guardian representatives and students. (Education Code 52852)

A district employee may serve as a parent/guardian representative on the school site council of the school his/her child attends, provided the employee does not work at that school. (Education Code 52852)

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

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

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

(cf. 1220 - Citizen Advisory Committees)

Single Plan for Student Achievement

Any district school that shall participate in any state or federal categorical program specified in Education Code 64000 on an ongoing basis shall have a school site council which shall approve and annually review and update a single plan for student achievement (SPSA). If the school does not have a school site council, these responsibilities shall be fulfilled by a schoolwide advisory group or school support group conforming to the composition requirements of the school site council listed in the section "School Site Councils" above. (Education Code 64001)

SCHOOL PLANS/SITE COUNCILS (continued)

(cf. 1431 - Waivers)
(cf. 6020 - Parent Involvement)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6184 - Continuation Education)

The SPSA shall be developed with the review, advice, and certification of any applicable school advisory committees. (Education Code 64001)

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

(cf. 0460 - Local Control and Accountability Plan)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 6190 - Evaluation of the Instructional Program)

The SPSA shall be aligned with the district's LCAP and school goals for improving student achievement. School goals shall be based on an analysis of verifiable state data identified pursuant to law, and may consider any other data developed by the district to measure student achievement. (Education Code 52062, 64001)

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

The SPSA shall, at a minimum: (Education Code 64001)

1. Address how funds provided to the school through specified categorical programs will be used to improve the academic performance of all students to the level of the performance goals established by law
2. Identify the means of evaluating the school's progress toward accomplishing those goals
3. Identify how state and federal law governing the categorical programs will be implemented

SCHOOL PLANS/SITE COUNCILS (continued)

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

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

1. Analyze student achievement data. Using measures of student academic performance, the school shall identify significant patterns of low performance in particular content areas, student groups, and/or individual students and determine which data summaries to include in the plan as most informative and relevant to school goals.
2. Assess the effectiveness of the school's instructional program in relation to the analysis of student data.
3. Identify a limited number of achievement goals and key improvement strategies to achieve the goals. School goals shall reflect the needs identified at the school site while aligning with goals identified in federally required district plans. The school shall specify the student group(s) on which each goal is focused, the methods or practices that will be used to reach the goal, and the criteria that will be used to determine if the goal is achieved.
4. Define timelines, personnel responsible, proposed expenditures, and funding sources to implement the SPSA.

The school site council or other schoolwide group shall approve the proposed SPSA at a meeting for which public notice has been posted and then submit the SPSA to the Board of Trustees for approval. (Education Code 35147, 64001)

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

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

CHARTER SCHOOL AUTHORIZATION

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

One or more persons may submit a petition for a start-up charter school to be established within the district. In addition, an existing district school may be converted to a charter school when deemed beneficial by the district and community or when state or federal law requires restructuring of the school because of low performance.

(cf. 0520.2 - Title I Program Improvement Schools)

Any petition for a start-up charter school or conversion charter school shall include all components and signatures required by law and shall be submitted to the Board.

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

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

(cf. 9320 - Meetings and Notices)

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

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

Approval of Petition

The Board shall approve the charter petition if doing so is consistent with sound educational practice. In granting charters, the Board shall give preference to schools best able to provide comprehensive learning experiences for academically low-achieving students according to standards established by the California Department of Education (CDE) under Education Code 54032. (Education Code 47605)

CHARTER SCHOOL AUTHORIZATION (continued)

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

(cf. 0420.42 - Charter School Renewal)

(cf. 0420.43 - Charter School Revocation)

The Board shall ensure that any approved charter contains adequate processes and measures for holding the school accountable for fulfilling the terms of its charter. These shall include, but not be limited to, fiscal accountability systems, multiple measures for evaluating the educational program, and regular reports to the Board.

(cf. 0420.41 - Charter School Oversight)

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

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

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

Denial of Petition

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

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

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the number of signatures required.

CHARTER SCHOOL AUTHORIZATION (continued)

4. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).

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

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

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

Legal Reference: (see next page)

CHARTER SCHOOL AUTHORIZATION (continued)

Legal Reference:

EDUCATION CODE

220 Nondiscrimination

17078.52-17078.66 Charter schools facility funding; state bond proceeds

17280-17317 Field Act

17365-17374 Field Act, fitness for occupancy

41365 Charter school revolving loan fund

42238.51-42238.53 Funding for charter districts

44237 Criminal record summary

44830.1 Certificated employees, conviction of a violent or serious felony

45122.1 Classified employees, conviction of a violent or serious felony

46201 Instructional minutes

47600-47616.7 Charter Schools Act of 1992

47640-47647 Special education funding for charter schools

47650-47652 Funding of charter schools

51745-51749.3 Independent study

52052 Numerically significant student subgroup, definition

53300-53303 Parent Empowerment Act

56026 Special education

56145-56146 Special education services in charter schools

CORPORATIONS CODE

5110-6910 Nonprofit public benefit corporations

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

CODE OF REGULATIONS, TITLE 5

4800-4808 Parent Empowerment Act

11700.1-11705 Independent study

11960-11969 Charter schools

CODE OF REGULATIONS, TITLE 24

101 et seq. California Building Standards Code

UNITED STATES CODE, TITLE 20

6316 Program improvement

7223-7225 Charter schools

COURT DECISIONS

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

ATTORNEY GENERAL OPINIONS

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

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

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

Management Resources: (see next page)

CHARTER SCHOOL AUTHORIZATION (continued)

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

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

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample Copy of a Memorandum of Understanding

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

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Charter Schools Program, July 2004

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

WEB SITES

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

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

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

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

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

CHARTER SCHOOL AUTHORIZATION

Petition Signatures

A petition for the establishment of a start-up charter school must be signed by either of the following: (Education Code 47605)

1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the school for its first year of operation
2. A number of teachers equivalent to at least one-half of the total number of teachers that the charter school estimates will be employed at the school during its first year of operation

If the charter petition calls for an existing public school to be converted to a charter school, the petition must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

(cf. 4116 - Permanent/Probationary Status)

In circulating a petition, the petitioners shall include a prominent statement explaining that a parent/guardian's signature means that the parent/guardian is meaningfully interested in having his/her child attend the charter school or, in the case of a teacher's signature, that the teacher is meaningfully interested in teaching at the charter school. The proposed charter shall be attached to the petition. (Education Code 47605)

Advisory Committee

At his/her discretion, the Superintendent or designee may establish a staff advisory committee to evaluate the completeness of a petition or the merits of a proposed educational program and to identify any concerns that should be addressed by the petitioners. The Superintendent or designee shall also consult with legal counsel, as appropriate, regarding compliance of the charter proposals with legal requirements.

(cf. 2230 - Representative and Deliberative Groups)

Components of Charter Petition

The charter petition shall include affirmations of the conditions described in Education Code 47605(d) as well as reasonably comprehensive descriptions of: (Education Code 47605, 47611.5)

1. The educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

CHARTER SCHOOL AUTHORIZATION (continued)

The petition shall include a description of annual goals for all students and for each numerically significant subgroup of students identified pursuant to Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. These goals shall be aligned with the state priorities listed in Education Code 52060 that apply to the grade levels served or the nature of the program operated by the charter school. The petition also shall describe specific annual actions to achieve those goals. The petition may identify additional priorities established by the charter school, goals aligned with those priorities, and specific annual actions to achieve those goals.

(cf. 0420.41 - Charter School Oversight)

(cf. 0460 - Local Control and Accountability Plan)

If the proposed school will serve high school students, the petition shall describe the manner in which the charter school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "a-g" admissions criteria may be considered to meet college entrance requirements.

2. The measurable student outcomes identified for use by the charter school. *Student outcomes* means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program, including outcomes that address increases in student academic achievement both schoolwide and for each numerically significant subgroup of students served by the charter school. The student outcomes shall align with the state priorities identified in Education Code 52060 that apply for the grade levels served or the nature of the program operated by the charter school.
3. The method by which student progress in meeting the identified student outcomes is to be measured. To the extent practicable, the method for measuring student outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.

(cf. 0510 - School Accountability Report Card)

4. The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement.
5. The qualifications to be met by individuals to be employed by the school.

CHARTER SCHOOL AUTHORIZATION (continued)

6. The procedures that the school will follow to ensure the health and safety of students and staff, including the requirement that each school employee furnish the school with a criminal record summary as described in Education Code 44237.
7. The means by which the school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the district's territorial jurisdiction.
8. Admission requirements, if applicable.
9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the Board of Trustees's satisfaction.
10. The procedures by which students can be suspended or expelled.
11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.
12. The public school attendance alternatives for students residing within the district who choose to not attend the charter school.
13. A description of the rights of any district employee upon leaving district employment to work in the charter school and of any rights of return to the district after employment at the charter school.
14. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions.
15. A declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.
16. The procedures to be used if the charter school closes, including, but not limited to: (5 CCR 11962)
 - a. Designation of a responsible entity to conduct closure-related activities
 - b. Notification to parents/guardians, the Board, the county office of education, the special education local plan area in which the school participates, the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:

CHARTER SCHOOL AUTHORIZATION (continued)

- (1) The effective date of the closure
 - (2) The name(s) and contact information of the person(s) to whom reasonable inquiries may be made regarding the closure
 - (3) The students' districts of residence
 - (4) The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements
- c. Provision of a list of students at each grade level, the classes they have completed, and their districts of residence to the responsible entity designated in accordance with item #16a above
 - d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with item #16a above, except for records and/or assessment results that the charter may require to be transferred to a different entity
 - e. Transfer and maintenance of personnel records in accordance with applicable law
 - f. Completion of an independent final audit within six months after the closure of the school that includes an accounting of all financial assets and liabilities pursuant to 5 CCR 11962 and an assessment of the disposition of any restricted funds received by or due to the school
 - g. Disposal of any net assets remaining after all liabilities of the school have been paid or otherwise addressed pursuant to 5 CCR 11962
 - h. Completion and filing of any annual reports required pursuant to Education Code 47604.33
 - i. Identification of funding for the activities identified in item #16a-h above

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

CHARTER SCHOOL AUTHORIZATION (continued)

1. The facilities to be used by the school, including where the school intends to locate
(*cf. 7160 - Charter School Facilities*)
2. The manner in which administrative services of the school are to be provided
3. Potential civil liability effects, if any, upon the school and district
4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation

Location of Charter School

Unless otherwise exempted by law, the charter petition shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

A charter school that is unable to locate within the district's jurisdictional boundaries may establish one site outside district boundaries but within the county, provided that: (Education Code 47605, 47605.1)

1. The district is notified prior to approval of the petition.
2. The County Superintendent of Schools and Superintendent of Public Instruction are notified before the charter school begins operations.
3. The charter school has attempted to locate a single site or facility to house the entire program but such a facility or site is unavailable in the area in which the school chooses to locate, or the site is needed for temporary use during a construction or expansion project.

A charter school may establish and locate a resource center, meeting space, or other satellite facility in an adjacent county if both of the following conditions are met: (Education Code 47605.1)

1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school.
2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

CHARTER SCHOOL OVERSIGHT

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

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

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

(cf. 0420.4 - Charter School Authorization)

(cf. 0500 - Accountability)

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

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

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

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

CHARTER SCHOOL OVERSIGHT (continued)

The Superintendent or designee shall attend meetings of the charter school board whenever possible and shall periodically meet with a representative of the charter school.

Waivers

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

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

(cf. 1431 - Waivers)

Provision of District Services

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

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

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

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

CHARTER SCHOOL OVERSIGHT (continued)

Material Revisions to Charter

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

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

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

Monitoring Charter School Performance

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

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

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

Education Code 47605 requires that the charter petition include methods for measuring the charter school's progress toward achieving student outcomes. Although the measures of the school's progress may vary, Education Code 47605 requires that charter schools conduct any statewide assessments applicable to other public schools. In addition, Education Code 47604.32 and 47604.33, as amended by SB 828 (Ch. 29, Statutes of 2016), require the district to ensure that the charter school submits an annual update of its LCAP as required by Education Code 47606.5. Education Code 47606.5 requires that the charter school's LCAP

CHARTER SCHOOL OVERSIGHT (continued)

include a review of progress toward its goals, an assessment of the effectiveness of the specific actions described in the charter toward achieving the goals, and a description of changes in the specific actions that the charter school will make as a result of the review and assessment.

The Board shall monitor each charter school to determine whether it is achieving, both schoolwide and for all groups of students served by the school, the measurable student outcomes set forth in the charter. This determination shall be based on the measures specified in the approved charter and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP).

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

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

The district may charge up to one percent of a charter school's revenue for the actual costs of supervisory oversight of the school. However, if the district is able to provide substantially rent-free facilities to the charter school, the district may charge up to three percent of the charter school's revenue for actual costs of supervisory oversight or, if the facility is provided under Education Code 47614, the pro-rata share facilities costs calculated pursuant to 5 CCR 11969.7. If the district charges the pro-rata share, it may also charge one percent of the charter school's revenue in oversight fees. (Education Code 47613)

(cf. 7160 - Charter School Facilities)

Technical Assistance/Intervention

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

1. Shall provide technical assistance to the charter school using an evaluation rubric adopted by the SBE pursuant to Education Code 52064.5

CHARTER SCHOOL OVERSIGHT (continued)

2. May request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074

Note: As amended by the Every Student Succeeds Act (P.L. 114-95), 20 USC 6311 provides for a new system of school support and improvement for Title I schools beginning in the 2017-18 school year. Until then, charter schools that have been identified for program improvement (PI) for failure to make "adequate yearly progress" for two or more consecutive years must continue to implement their improvement plans. However, because of the repeal of 20 USC 6316 by P.L. 114-95, schools in the second year of PI or beyond are no longer required to arrange for supplemental educational services from an approved service provider. Instead, the CDE has elected to require the provision of alternative supports, defined and administered by the school, to eligible students beginning with the 2016-17 school year; see the CDE's Every Student Succeeds Act 2016-17 School Year Transition Plan (April 2016).

If a charter school receiving federal Title I funding has been identified for program improvement, it shall implement improvement strategies in accordance with its existing school improvement plan.

(cf. 0520.2 - Title I Program Improvement Schools)

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

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

(cf. 0420.42 - Charter School Renewal)

(cf. 0420.43 - Charter School Revocation)

Complaints

Note: Pursuant to Education Code 52075, charter schools are required to establish policies and procedures addressing complaints of noncompliance with Education Code 47606.5 (annual update of school goals, actions, and related expenditures) or 47607.3 (technical assistance or intervention based on the school's failure to improve student outcomes). See AR 1312.3 - Uniform Complaint Procedures for applicable procedures.

Each charter school shall establish and maintain policies and procedures to enable any person to file a complaint, in accordance with the uniform complaint procedures as specified in 5

CHARTER SCHOOL OVERSIGHT (continued)

CCR 4600-4687, alleging the school's noncompliance with Education Code 47606.5 or 47607.3. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

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

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

School Closure

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

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

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

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

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

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

Legal Reference: (see next page)

CHARTER SCHOOL OVERSIGHT (continued)

Legal Reference:

EDUCATION CODE

215 Suicide prevention policy
 220 Nondiscrimination
 221.9 Sex equity in competitive athletics
 222 Lactation accommodations for students
 17280-17317 Field Act
 17365-17374 Field Act, fitness for occupancy
 35330 Field trips and excursions; student fees
 38080-38086 School meals
 39831.3 Transportation safety plan
 39843 Disciplinary action against bus driver; report to Department of Motor Vehicles
 42100 Annual statement of receipts and expenditures
 44030.5 Reporting change in employment status due to alleged misconduct
 44237 Criminal record summary
 44691 Information on detection of child abuse
 44830.1 Certificated employees, conviction of a violent or serious felony
 45122.1 Classified employees, conviction of a violent or serious felony
 47600-47616.7 Charter Schools Act of 1992
 47634.2 Nonclassroom-based instruction
 47640-47647 Special education funding for charter schools
 48000 Minimum age of admission for kindergarten; transitional kindergarten
 48010-48011 Minimum age of admission (first grade)
 48850-48859 Educational placement of foster youth and homeless students
 48907 Students' exercise of free expression; rules and regulations
 48950 Student speech and other communication
 49011 Student fees
 49061 Student records
 49110 Authority of issue work permits
 49414 Epinephrine auto-injectors
 49475 Health and safety, concussions and head injuries
 51224.7 Mathematics placement policy
 51225.6 Instruction in cardiopulmonary resuscitation
 51745-51749.3 Independent study
 52051.5-52052 Academic performance index, applicability to charter schools
 52060-52077 Local control and accountability plans
 52075 Uniform complaint procedures
 56026 Special education
 56145-56146 Special education services in charter schools
 60600-60649 Assessment of academic achievement
 60850-60859 High school exit examination
 69432.9 Cal Grant program; notification of grade point average

CORPORATIONS CODE

5110-6910 Nonprofit public benefit corporations

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers
 3540-3549.3 Educational Employment Relations Act
 81000-91014 Political Reform Act of 1974

Legal Reference continued: (see next page)

CHARTER SCHOOL OVERSIGHT (continued)

Legal Reference: (continued)

HEALTH AND SAFETY CODE

104420 Tobacco Use Prevention Education grant program

104559 Tobacco-free schools

LABOR CODE

1198.5 Personnel records related to performance and grievance

PENAL CODE

667.5 Definition of violent felony

1192.7 Definition of serious felony

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

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

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

11700.1-11705 Independent study

11960-11969 Charter schools

15497.5 Local control and accountability plan template

CODE OF REGULATIONS, TITLE 24

101 et seq. California Building Standards Code

UNITED STATES CODE, TITLE 20

6311 State plan

7221-7221j Charter schools

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.78 Accountability

COURT DECISIONS

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

ATTORNEY GENERAL OPINIONS

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

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

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

CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS

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

Management Resources:

CSBA PUBLICATIONS

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

California School Accounting Manual

Sample Copy of a Memorandum of Understanding

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

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

U.S. DEPARTMENT OF EDUCATION GUIDANCE

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

CHARTER SCHOOL OVERSIGHT (continued)

Management Resources: (continued)

WEB SITES

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

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

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

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

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

CHARTER SCHOOL OVERSIGHT

REQUIREMENTS FOR CHARTER SCHOOLS

Charter schools shall be subject to the terms of their charters, any memorandum of understanding with their chartering authority, and other legal requirements that expressly include charter schools, including, but not limited to, requirements that each charter school:

1. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)
2. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)
3. Not charge tuition (Education Code 47605)
4. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools
5. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)
6. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)
7. Serve students with disabilities in the same manner as such students are served in other public schools (Education Code 47646, 56145)
8. Admit all students who wish to attend the school, according to the following criteria and procedures:
 - a. Admission to the charter school shall not be determined according to the student's place of residence, or that of his/her parents/guardians, within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within the school's former attendance area. (Education Code 47605)

If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admissions preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

CHARTER SCHOOL OVERSIGHT (continued)

- b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing. However, preference shall be extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)
 - c. Other admissions preferences may be permitted by the chartering district on an individual school basis consistent with law. (Education Code 47605)
- 9. Immediately enroll a homeless student, except where such enrollment would conflict with Education Code 47605(d) (Education Code 48850; 42 USC 11431-11435)
- 10. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)
- 11. If the school offers a kindergarten program: (Education Code 48000)
 - a. Offer a transitional kindergarten (TK) program to students whose fifth birthday is from September 2 through December 2
 - b. Ensure that any credentialed teacher first assigned to teach a TK class after July 1, 2015 meets the qualifications specified in Education Code 48000 by August 1, 2020
- 12. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)
- 13. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on their behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)
- 14. Not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by law (Education Code 44830.1, 45122.1)
- 15. Report to the CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code 44030.5)

CHARTER SCHOOL OVERSIGHT (continued)

16. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)
17. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
18. If the school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy, with specified components (Education Code 51224.7)
19. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605, 60850-60859)
20. Until July 31, 2018, grant a high school diploma to any student who completed grade 12 in the 2003-04 school year or a subsequent school year and who has met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 60851.6)
21. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 46201.2, 47612.5)
22. If the school provides independent study, meet the requirements of Education Code 51745-51749.3, except that the school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)
23. Identify and report to the Superintendent of Public Instruction (SPI) any portion of its average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)
24. If the school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)
25. If the school offers an athletic program, annually provide an information sheet about concussion and head injury to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the

CHARTER SCHOOL OVERSIGHT (continued)

remainder of the day and shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider and receives written clearance to return to the activity. (Education Code 49475)

26. On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs (Education Code 47605)
27. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)
28. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
29. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)
30. Electronically submit the grade point average of all students in grade 12 to the Student Aid Commission each academic year for use in the Cal Grant program, after notifying the students and their parents/guardians as applicable, by October 15 of each year, of the opportunity to opt out of being deemed a Cal Grant applicant within a specified period of time of at least 30 days (Education Code 69432.9)
31. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)
 - a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.
 - b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.
32. Provide reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding (Education Code 222)

CHARTER SCHOOL OVERSIGHT (continued)

33. Ensure the availability and proper use of emergency epinephrine auto-injectors by: (Education Code 49414)
 - a. Providing school nurses or other voluntary, trained personnel with at least one regular and one junior device for elementary schools and, for secondary schools, one regular device if there are no students who require a junior device
 - b. Distributing a notice at least once per school year to all staff requesting volunteers and describing the training that volunteers will receive
 - c. Providing defense and indemnification to volunteers for any and all civil liability from such administration
34. Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding the school's financial records (Education Code 47604.3)
35. Annually prepare and submit financial reports to the district Board of Trustees and the County Superintendent of Schools in accordance with the following reporting cycle:
 - a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)
 - b. By July 1 each year, an update of the school's goals and the actions to achieve those goals as identified in the charter, developed using the local control and accountability plan template in 5 CCR 15497.5. This report shall include a review of the progress toward the goals, an assessment of the effectiveness of the specific actions toward achieving the goals, a description of changes the school will make to the specific actions as a result of the review and assessment, and a listing and description of expenditures for the fiscal year implementing the specific actions. (Education Code 47604.33, 47606.5; 5 CCR 15497.5)

When conducting this review, the governing body of the school may consider qualitative information including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. To the extent practicable, data shall be reported in a manner consistent with how information is reported on a school accountability report card. The update shall be developed in consultation with teachers, principals, administrators, other school personnel, parents/guardians and students. (Education Code 47606.5)

CHARTER SCHOOL OVERSIGHT (continued)

- c. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)
 - d. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)
 - e. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)
 - f. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the state Controller and the California Department of Education. (Education Code 47605)
36. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)
37. Annually adopt a school accountability report card (Education Code 47612; California Constitution, Article XVI, Section 8.5)

In addition, charter schools shall comply with the state and federal constitutions, applicable federal laws, and state laws that apply to governmental agencies in general, such as the Brown Act requirements in Government Code 54950-54963 and the conflict of interest laws in Government Code 1090-1099 and 87100-91014.

CHARTER SCHOOL RENEWAL

The Board of Trustees believes that the ongoing operation of a charter school established within the district should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition thoroughly and in a timely manner.

(cf. 0420.4 - Charter School Authorization)

(cf. 0420.41 - Charter School Oversight)

(cf. 0420.43 - Charter School Revocation)

(cf. 0500 - Accountability)

Each renewal granted by the Board shall be for a period of five years. (Education Code 47607)

Submission of Renewal Petition

A charter school seeking renewal of its charter is encouraged to submit its petition for renewal to the Board sufficiently early before the term of the charter is due to expire.

The signature requirement applicable to new charter petitions is not applicable to petitions for renewal. (5 CCR 11966.4)

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. The petition also shall include documentation that the charter school meets at least one of the criteria for academic performance specified in Education Code 47607(b), as listed in item #5 in the section "Criteria for Granting or Denying Renewal" below. (Education Code 47607; 5 CCR 11966.4)

Criteria for Granting or Denying Renewal

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. The Board shall consider the past performance of the charter school's academics, finances, and operations in evaluating the likelihood of future success, along with plans for improvement, if any. (Education Code 47607; 5 CCR 11966.4)

In determining whether to grant a charter renewal, the Board shall consider increases in academic achievement for all "numerically significant" groups of students served by the charter school, as defined in Education Code 52052, as the most important factor. (Education Code 47607)

The Board shall deny a renewal petition only if it makes a written factual finding setting forth specific facts to support one or more of the following grounds: (Education Code 47605, 47607; 5 CCR 11966.4)

CHARTER SCHOOL RENEWAL (continued)

1. The charter school presents an unsound educational program for the students enrolled in the school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
4. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).
5. The charter school has failed to meet at least one of the following criteria of academic performance:
 - a. Attainment of its Academic Performance Index (API) growth target in the prior year or in two of the last three years, both schoolwide and for all numerically significant groups of students served by the charter school as defined in Education Code 52052.
 - b. An API ranking in deciles 4-10 in the prior year or in two of the last three years.
 - c. An API ranking in deciles 4-10 for a demographically comparable school in the prior year or in two of the last three years.
 - d. Academic performance at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school. In determining whether the charter school satisfies this criterion, the Board shall base its decision on:
 - (1) Documented clear and convincing data
 - (2) Student achievement data from assessments, including, but not limited to, the Standardized Testing and Reporting Program, for demographically similar student populations in comparison schools
 - (3) Information submitted by the charter school

CHARTER SCHOOL RENEWAL (continued)

Whenever the Board makes a determination based on this criterion, the Superintendent or designee shall submit copies of supporting documentation and a written summary of the basis for the Board's determination to the Superintendent of Public Instruction.

(cf. 6162.51 - State Academic Achievement Tests)

- e. Qualification for an alternative accountability system pursuant to Education Code 52052(h)

Timelines for Board Action

Within 30 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input.

If the charter school submits documentation pursuant to item #5d in the section "Criteria for Granting or Denying Renewal" above, the Board shall not grant a renewal until at least 30 days after the submission of such documentation. (Education Code 47607)

Within 60 days of receiving the renewal petition, or within 90 days if extended by mutual written agreement of the Board and the charter school, the Board shall either grant or deny the request to renew the charter. (Education Code 47607; 5 CCR 11966.4)

If the Board fails to make a written factual finding pursuant to items #1-5 in the section "Criteria for Granting or Denying Renewal" above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition. (5 CCR 11966.4)

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. If the County Board then fails to deny or grant the petition within 60 days of receiving the petition, or within 90 days if extended by written mutual agreement of the charter school and the County Board, the charter school may submit the petition to the State Board of Education. (Education Code 47605, 47607.5)

CHARTER SCHOOL RENEWAL (continued)

Legal Reference:

EDUCATION CODE

47600-47616.7 *Charter Schools Act of 1992*

52052 *Alternative accountability system; definition of numerically significant student subgroup*

56145-56146 *Special education services in charter schools*

60600-60649 *Assessment of academic achievement*

CODE OF REGULATIONS, TITLE 5

11960-11969 *Charter schools*

UNITED STATES CODE, TITLE 20

7223-7225 *Charter schools*

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2012

WEB SITES

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

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

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

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

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

CHARTER SCHOOL REVOCATION

The Board of Trustees expects any charter school it authorizes to provide a sound educational program that promotes student learning and to carry out its operations in a manner that complies with law and the terms of its charter.

(cf. 0420.4 - Charter School Authorization)
(cf. 0420.41 - Charter School Oversight)
(cf. 0420.42 - Charter School Renewal)
(cf. 0500 - Accountability)

The Board may revoke a charter before the date it is due to expire whenever the Board makes a written factual finding, supported by substantial evidence, that the charter school has done any of the following: (Education Code 47607)

1. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter
2. Failed to meet or pursue any of the student outcomes identified in the charter
3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement
4. Violated any provision of law

The Board shall also consider revocation of a charter whenever the California Collaborative for Educational Excellence (CCEE), after providing advice and assistance to the charter school pursuant to Education Code 47607.3, submits to the Board either of the following findings: (Education Code 47607.3)

1. That the charter school has failed or is unable to implement the recommendations of the CCEE
2. That the inadequate performance of the charter school, as based on an evaluation rubric adopted by the State Board of Education (SBE), is so persistent or acute as to require revocation of the charter

In determining whether to revoke a charter, the Board shall consider increases in student academic achievement for all "numerically significant" groups of students served by the charter school, as defined in Education Code 52052, as the most important factor. (Education Code 47607, 47607.3)

At least 72 hours prior to any Board meeting at which the Board will consider issuing a Notice of Violation, the Board shall provide the charter school with notice and all relevant documents related to the proposed action. (5 CCR 11968.5.2)

(cf. 9320 - Meetings and Notices)

CHARTER SCHOOL REVOCATION (continued)

If the Board takes action to issue a Notice of Violation, it shall deliver the Notice of Violation to the charter school's governing body. The Notice of Violation shall identify: (Education Code 47607; 5 CCR 11965, 11968.5.2)

1. The charter school's alleged violation(s)
2. All evidence relied upon by the Board in determining that the charter school committed the alleged violation(s), including the date and duration of the alleged violation(s). The Notice shall show that each alleged violation is both material and uncured and that it occurred within a reasonable period of time before the Notice of Violation is issued.
3. The period of time that the Board has concluded is a reasonable period of time for the charter school to remedy or refute the identified violation(s). In identifying this time period, the Board shall consider the amount of time reasonably necessary to remedy each identified violation, which may include the charter school's estimation as to the anticipated remediation time.

By the end of the remedy period identified in the Notice of Violation, the charter school's governing body may submit to the Board a detailed written response and supporting evidence addressing each identified violation, including the refutation, remedial action taken, or proposed remedial action. (5 CCR 11968.5.2)

Within 60 calendar days of the conclusion of the remedy period, the Board shall evaluate any response and supporting evidence provided by the charter school's governing body and shall take one of the following actions: (5 CCR 11968.5.2)

1. Discontinue revocation of the charter and provide timely written notice of such action to the charter school's governing body
2. If there is substantial evidence that the charter school has failed to remedy a violation identified in the Notice of Violation or to refute a violation to the Board's satisfaction, continue revocation of the charter by issuing a Notice of Intent to Revoke to the charter school's governing body

If the Board issues a Notice of Intent to Revoke, it shall hold a public hearing concerning the revocation on the date specified in the notice, which shall be no later than 30 days after providing the notice. Within 30 calendar days after the public hearing, or within 60 calendar days if extended by written mutual agreement of the Board and the charter school, the Board shall issue a final decision to revoke or decline to revoke the charter. (Education Code 47607; 5 CCR 11968.5.2)

CHARTER SCHOOL REVOCATION (continued)

If the Board fails to meet the timelines specified above for issuing a Notice of Intent to Revoke or a final decision, the revocation process shall be deemed terminated. (5 CCR 11968.5.2)

Within 10 calendar days of the Board's final decision, the Superintendent or designee shall provide a copy of the final decision to the California Department of Education (CDE) and the County Board of Education. (Education Code 47604.32; 5 CCR 11968.5.2)

Severe and Imminent Threat

The procedures specified above shall not be applicable when the Board determines, in writing, that any violation under Education Code 47607 constitutes a severe and imminent threat to the health or safety of students. In such circumstances, the Board may immediately revoke the school's charter by approving and delivering a Notice of Revocation by Determination of a Severe and Imminent Threat to Pupil Health or Safety to the charter school's governing body, the County Board, and the CDE. (Education Code 47607; 5 CCR 11968.5.3)

Appeals

If the Board revokes a charter, the charter school may, within 30 days of the Board's final decision, appeal the revocation to the County Board. Either the charter school or the district may subsequently appeal the County Board's decision to the SBE. However, a revocation based upon the findings of the CCEE pursuant to Education Code 47607.3 may not be appealed. (Education Code 47607, 47607.3; 5 CCR 11968.5.3-11968.5.5)

Legal Reference: (see next page)

CHARTER SCHOOL REVOCATION (continued)

Legal Reference:

EDUCATION CODE

47600-47616.7 *Charter Schools Act of 1992, especially:*

47607 *Charter renewals and revocations*

52052 *Numerically significant student subgroups; definition*

CODE OF REGULATIONS, TITLE 5

11960-11969 *Charter schools, especially:*

11968.5-11968.5.5 *Charter revocations*

COURT DECISIONS

Today's Fresh Start, Inc. v. Los Angeles County Office of Education, (2013) 57 Cal.4th 197

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2012

WEB SITES

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

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

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

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

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

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION

The Board of Trustees desires to provide a free appropriate public education to all individuals with disabilities, aged 3 to 21 years, who reside in the district, including children who have been suspended or expelled or placed by the district in a nonpublic, nonsectarian school.

Students shall be referred for special education instruction and services only after the resources of the regular education program have been considered, and where appropriate, utilized. (Education Code 56303)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)
(cf. 6159 - Individualized Education Program)
(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)

The special education local plan area (SELPA) shall administer a local plan and administer the allocation of funds. (Education Code 56195)

(cf. 1220 - Citizen Advisory Committees)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 3541.2 - Transportation for Students with Disabilities)
(cf. 4112.23 - Special Education Staff)

In order to meet the needs of individuals with disabilities and employ staff with adequate expertise for this purpose, the district participates as a member of the SELPA.

The Superintendent or designee shall extend the district's full cooperation to the SELPA. The policies and procedures of the SELPA shall be applied as policies and regulations of this district, with the exception of those that apply to complaints, unless the SELPA plan specifically authorizes the district to operate under its own policies and regulations.

Legal Reference: (see next page)

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)

Legal Reference:

EDUCATION CODE

56000-56001 *Education for individuals with exceptional needs*
56020-56035 *Definitions*
56040-56046 *General provisions*
56048-56050 *Surrogate parents*
56055 *Foster parents*
56060-56063 *Substitute teachers*
56170-56177 *Children enrolled in private schools*
56190-56194 *Community advisory committees*
56195-56195.10 *Local plans*
56205-56208 *Local plan requirements*
56213 *Special education local plan areas with small or sparse populations*
56240-56245 *Staff development*
56300-56385 *Identification and referral, assessment, instructional planning*
56440-56447.1 *Programs for individuals between the ages of three and five years*
56500-56508 *Procedural safeguards, including due process rights*
56520-56524 *Behavioral interventions*
56600-56606 *Evaluation, audits and information*
56836-56836.05 *Administration of local plan*

GOVERNMENT CODE

7579.5 *Surrogate parent, appointment, qualifications, liability*
95000-95029 *California Early Intervention Services Act*

WELFARE AND INSTITUTIONS CODE

361 *Limitations on parental control*
726 *Limitations on parental control*

CODE OF REGULATIONS, TITLE 5

3000-3089 *Regulations governing special education*

UNITED STATES CODE, TITLE 20

1400-1482 *Individuals with Disabilities Education Act*

UNITED STATES CODE, TITLE 29

794 *Rehabilitation Act of 1973, Section 504*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 34

99.10-99.22 *Inspection, review and procedures for amending education records*
104.1-104.39 *Section 504 of the Rehabilitation Act of 1973*
300.1-300.818 *Assistance to states for the education of children with disabilities, including:*
300.500-300.520 *Due process procedures for parents and children*
303.1-303.654 *Early intervention program for infants and toddlers with disabilities*

Management Resources:

WEB SITES

California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>
U.S. Department of Education, Office of Special Education Programs:
<http://www.ed.gov/about/offices/list/osep/osep>

Policy
adopted:

GUADALUPE UNION SCHOOL DISTRICT
Guadalupe, California

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION

Definitions

Free appropriate public education (FAPE) means special education and related services that are provided at public expense, under public supervision and direction, and without charge; meet the standards of the California Department of Education, including the requirements of 34 CFR 300.1-300.818; include appropriate preschool, elementary school, or secondary school education for individuals between the ages of 3 and 21; and are provided in conformity with an individualized education program (IEP) that meets the requirements of 34 CFR 300.320-300.324. (34 CFR 300.17, 300.101, 300.104; Education Code 56040)

FAPE applies to students who are suspended or expelled or placed by the district in a nonpublic, nonsectarian school. (34 CFR 300.17, 300.101, 300.104)

Least restrictive environment means that, to the maximum extent appropriate, students with disabilities, including individuals in public or private institutions or other care facilities, be educated with individuals who are nondisabled, including the provision of nonacademic and extracurricular services and activities. Special classes, separate schooling, or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in the regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. (34 CFR 300.107, 300.114, 300.117; Education Code 56040.1)

Special education means specially designed instruction, provided at no cost to the parent/guardian, to meet the unique needs of individuals with disabilities including a full continuum of program options including instruction conducted in the classroom, in the home, in hospitals and institutions, and other settings, and instruction in physical education to meet the educational and service needs in the least restrictive environment. (Education Code 56300, 56031)

Special education may include each of the following if the services otherwise meet the definition in the above paragraph: (Education Code 56031)

1. Speech language pathology services, or any other designated instruction and service or related service, pursuant to Education Code 56363, if the service is considered special education rather than designated instruction and service or related service under state standards
2. Travel training
3. Career technical education
4. Transition services for students with disabilities in accordance with 34 CFR 300.43 if provided as specially designed instruction, or a related service, if required to assist a student with disabilities to benefit from special education

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)

Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the student that result from the student's disability and to ensure access of the student to the general curriculum, so that the student can meet the educational standards that apply to all students in the district. (34 CFR 300.39)

Surrogate parent means an individual assigned to act as a surrogate for the parent/guardian. The surrogate may represent an individual with disabilities in matters relating to identification, assessment, instructional planning and development, educational placement, reviewing and revising the IEP, and in other matters relating to the provision of FAPE to the individual with disability. (34 CFR 300.519; Education Code 56050)

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

Elements of the Local Plan

The local plan developed by the special education local plan area (SELPA) shall include, but not be limited to, the following: (Education Code 56205, 56206)

1. Assurances that policies, procedures, and programs, consistent with state law, regulation, and policy, are in effect as specified in Education Code 56205(a)(1-22) and in conformity with 20 USC 1412(a), 20 USC 1413(a)(1), and 34 CFR 300.201
2. An annual budget plan and annual service plan adopted at a public hearing held by the SELPA
3. A description of programs for early childhood special education from birth through five years of age
4. A description of the method by which members of the public, including parents/guardians of individuals with disabilities who are receiving services under the plan, may address questions or concerns pursuant to Education Code 56205
5. A description of a dispute resolution process
6. Verification that the plan has been reviewed by the community advisory committee in accordance with Education Code 56205
7. A description of the process being utilized to refer students for special education instruction pursuant to Education Code 56303
8. A description of the process being utilized to oversee and evaluate placements in nonpublic, nonsectarian schools and the method for ensuring that all requirements of each student's IEP are being met

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)

9. A description of how specialized equipment and services will be distributed within the local plan area in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environment

The local plan, annual budget plan, and annual service plan shall be written in language that is understandable to the general public. (Education Code 56205)

Each entity providing special education shall adopt policies for the programs and services it operates, consistent with agreements adopted pursuant to Education Code 56195.1 and 56195.7. (Education Code 56195.8)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 3542 - School Bus Drivers)

(cf. 4112.23 - Special Education Staff)

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

(cf. 6159 - Individualized Education Program)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

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

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

(cf. 6164.41 - Children with Disabilities Enrolled by Their Parents in Private School)

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

DISTRICT TECHNOLOGY PLAN

The Board of Trustees recognizes that technological resources can enhance student achievement by increasing student access to information, supporting teacher effectiveness, and facilitating the administration of student assessments. Effective use of technology can also increase the efficiency of the district's noninstructional operations and governance.

(cf. 6162.51 - State Academic Achievement Tests)

The Superintendent or designee shall develop, for Board approval, a comprehensive three-year technology plan based on an assessment of current uses of technology in the district and an identification of future needs. The Superintendent or designee may appoint an advisory committee consisting of a variety of staff and community stakeholders to assist with the development of the technology plan.

(cf. 0400 - Comprehensive Plans)

(cf. 1220 - Citizen Advisory Committees)

(cf. 9140 - Board Representatives)

The plan shall be integrated into the district's vision and goals for student learning and shall contain research-based strategies and methods for the effective use of technology. When required for state or federal grant programs in which the district participates, the plan shall also address all components required for receipt of such grants.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6000 - Concepts and Roles)

The Superintendent or designee shall ensure that any use of technological resources in the district protects the private and confidential information of students and employees in accordance with law.

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

(cf. 5125 - Student Records)

Legal Reference: (see next page)

DISTRICT TECHNOLOGY PLAN (continued)

Legal Reference:

BUSINESS AND PROFESSIONS CODE

22584-22585 Student Online Personal Information Protection Act

EDUCATION CODE

10550-10555 Telecommunications standards

11800 K-12 High Speed Network grant program

49060-49085 Student records

51006 Computer education and resources

51007 Programs to strengthen technological skills

51865 California distance learning policy

51870-51871.5 Educational technology planning

60010 Instructional materials, definition

66940 Distance learning

PENAL CODE

502 Computer crimes, remedies

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1232h Protection of Pupil Rights Amendment

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

Part 312 Children's Online Privacy Protection Rule

CODE OF FEDERAL REGULATIONS, TITLE 34

Part 99 Family Educational Rights and Privacy

CODE OF FEDERAL REGULATIONS, TITLE 47

54.500-54.523 Universal service support for schools

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California K-12 Education Technology Plan Template, Criteria, and Guiding Questions, November 2014

Empowering Learning: A Blueprint for California Education Technology 2014-2017, April 2014

FEDERAL COMMUNICATIONS COMMISSION PUBLICATIONS

E-rate Modernization Order, July 11, 2014

WEB SITES

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

California Department of Education, Education Technology Office: <http://www.cde.ca.gov/ls/et>

California Educational Technology Professionals Association: <http://www.cetpa.net>

Computer-Using Educators: <http://www.cue.org>

Federal Communications Commission: <http://www.fcc.gov>

ON[the]LINE, digital citizenship resources: <http://www.onthelineca.org>

Technology Information Center for Administrative Leadership: <http://www.portical.org>

DISTRICT TECHNOLOGY PLAN

The district's technology plan shall address, at a minimum, the following components:

1. Background Information: A guide to the district's use of technology for the next three years, including:
 - a. Specific starting and ending dates of the plan
 - b. An overview of the district's location and demographics
 - c. A description of how stakeholders from the district and community were involved in the planning process
 - d. A description of the relevant research behind the strategies and/or methods in the plan and how the research supports the plan's curricular and professional development goals
2. Curriculum: Clear goals and realistic strategies for using telecommunications and information technology to improve educational services, including:
 - a. A description of teachers' and students' current access to instructional technology and current use of digital tools, including district policies or practices to ensure equitable technology access for all students
 - b. Goals and an implementation plan, including annual activities, for:
 - (1) How technology will be used to improve teaching and learning, how these goals align with district curricular goals and other plans, how the district budget and local control and accountability plan support these goals, and whether future funding proposals or partnerships may be needed for successful implementation
 - (2) How and when students will acquire the technology skills and information literacy skills needed for college and career readiness
 - (3) Internet safety and the appropriate and ethical use of technology in the classroom

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6162.54 - Test Integrity/Test Preparation)

DISTRICT TECHNOLOGY PLAN (continued)

(cf. 6162.6 - Use of Copyrighted Materials)

(cf. 6163.4 - Student Use of Technology)

3. Professional Development: A professional development strategy to ensure that staff understands how to use new technologies to improve education services, including:
 - a. A summary of teachers' and administrators' current technology proficiency and integration skills and needs for professional development
 - b. Goals and an implementation plan, including annual activities, for providing professional development opportunities based on district needs assessment data and the curriculum component of the technology plan

(cf. 4040 - Employee Use of Technology)

(cf. 4131 - Staff Development)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

4. Infrastructure, Hardware, Technical Support, Software, and Asset Management: An assessment of the telecommunication services, hardware, software, asset management, and other services that will be needed to improve education services, including:
 - a. A description of existing hardware, Internet access, electronic learning resources, technical support, and asset management in the district
 - b. A description of technology hardware, electronic learning resources, networking and telecommunications infrastructure, physical plant modifications, technical support, and asset management needed by district teachers, students, and administrators to support the activities in the curriculum and professional development components of the plan

(cf. 3100 - Budget)

(cf. 7000 - Facilities Master Plan)

5. Monitoring and Evaluation: An evaluation process that enables the school to monitor progress toward the specific goals and mid-course corrections in response to new developments and opportunities as they arise, including:
 - a. The process for evaluating the plan's overall progress and impact on teaching and learning

DISTRICT TECHNOLOGY PLAN (continued)

- b. The schedule for evaluating the effect of plan implementation and a description of the process and frequency of communicating evaluation results to technology plan stakeholders

(cf. 0500 - Accountability)

- 6. Noninstructional Uses of Technology: A description of how technology will be used to improve district governance, district and school site administration, support services, and communications

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 3580 - District Records)

- 7. Cost: An estimate of the cost for each year of the plan and each of its major components

COMPREHENSIVE SAFETY PLAN

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 3515.3 - District Police/Security Department)
(cf. 3515.7 - Firearms on School Grounds)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5136 - Gangs)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

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

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)

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

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

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

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

COMPREHENSIVE SAFETY PLAN (continued)

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

Tactical Response Plan

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

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

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

(cf. 9011 - Disclosure of Confidential/Privileged Information)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Public Access to Safety Plan(s)

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

(cf. 1340 - Access to District Records)

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

Legal Reference: (see next page)

COMPREHENSIVE SAFETY PLAN (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

35294.10-35294.15 School Safety and Violence Prevention Act

48900-48927 Suspension and expulsion

48950 Speech and other communication

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

67381 Violent crime

PENAL CODE

422.55 Definition of hate crime

626.8 Disruptions

11164-11174.3 Child Abuse and Neglect Reporting Act

CALIFORNIA CONSTITUTION

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

CODE OF REGULATIONS, TITLE 5

11987-11987.7 School Community Violence Prevention Program requirements

11992-11993 Definition, persistently dangerous schools

UNITED STATES CODE, TITLE 20

7111-7122 Student Support and Academic Enrichment Grants

7912 Transfers from persistently dangerous schools

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

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

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

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

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

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Safe Schools: A Planning Guide for Action, 2002

FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

Management Resources continued: (see next page)

COMPREHENSIVE SAFETY PLAN (continued)

Management Resources: (continued)

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

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

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

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004

WEB SITES

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

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

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

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

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

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

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

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

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

COMPREHENSIVE SAFETY PLAN

Development and Review of Comprehensive School Safety Plan

The school site council shall consult with local law enforcement in the writing and development of the comprehensive school safety plan. When practical, the school site council also shall consult with other school site councils and safety committees. (Education Code 32281, 32282)

(cf. 0420 - School Plans/Site Councils)

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

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

(cf. 1220 - Citizen Advisory Committees)

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

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

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

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

(cf. 1230 - School-Connected Organizations)

COMPREHENSIVE SAFETY PLAN (continued)

4. A representative of each teacher organization at the school

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

5. A representative of the school's student body government

6. All persons who have indicated that they want to be notified

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

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations

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

Content of the Safety Plan

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

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

(cf. 0500 - Accountability)

(cf. 0510 - School Accountability Report Card)

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

1. Child abuse reporting procedures consistent with Penal Code 11164

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Routine and emergency disaster procedures including, but not limited to:

- a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

(cf. 6159 - Individualized Education Program)

COMPREHENSIVE SAFETY PLAN (continued)

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

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.3 - Earthquake Emergency Procedure System)

- c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 1330 - Use of School Facilities)
(cf. 3516.1 - Fire Drills and Fires)
(cf. 3516.2 - Bomb Threats)
(cf. 3516.5 - Emergency Schedules)
(cf. 3543 - Transportation Safety and Emergencies)

- 3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations

(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

- 4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

(cf. 4158/4258/4358 - Employee Security)

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

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

(cf. 5132 - Dress and Grooming)

COMPREHENSIVE SAFETY PLAN (continued)

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

(cf. 5142 - Safety)

8. A safe and orderly school environment conducive to learning

(cf. 5137 - Positive School Climate)

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

(cf. 5144 - Discipline)

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

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

(cf. 5138 - Conflict Resolution/Peer Mediation)

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

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

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5131 - Conduct)

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

(cf. 6142.3 - Civic Education)

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

(cf. 6142.8 - Comprehensive Health Education)

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

COMPREHENSIVE SAFETY PLAN (continued)

(cf. 1240 - Volunteer Assistance)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

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

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

(cf. 1020 - Youth Services)

7. District policy related to possession of firearms and ammunition on school grounds

(cf. 3515.7 - Firearms on School Grounds)

8. Measures to prevent or minimize the influence of gangs on campus

(cf. 5136 - Gangs)

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

(cf. 5116.1 - Intradistrict Open Enrollment)

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

(cf. 1250 - Visitors/Outsiders)
(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police/Security Department)
(cf. 3530 - Risk Management/Insurance)
(cf. 5112.5 - Open/Closed Campus)
(cf. 5131.5 - Vandalism and Graffiti)

COMPREHENSIVE SAFETY PLAN (continued)

11. Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:
 - a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement
 - b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support
 - c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity
12. Strategies for suicide prevention and intervention
(cf. 5141.52 - Suicide Prevention)
13. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff
(cf. 3515.2 - Disruptions)
14. Crisis prevention and intervention strategies, which may include the following:
 - a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate
(cf. 3515.5 - Sex Offender Notification)
(cf. 5131.4 - Student Disturbances)
 - b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
 - c. Assignment of staff members responsible for each identified task and procedure

COMPREHENSIVE SAFETY PLAN (continued)

- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- e. Coordination of communication to schools, Board of Trustees members, parents/guardians, and the media

(cf. 1112 - Media Relations)
(cf. 9010 - Public Statements)

- f. Development of a method for the reporting of violent incidents
- g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

- 15. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

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

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

(cf. 3510 - Green School Operations)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 3514.2 - Integrated Pest Management)

LOCAL CONTROL AND ACCOUNTABILITY PLAN

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

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

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

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

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

The Board shall adopt a districtwide local control and accountability plan (LCAP), following the template provided in 5 CCR 15497.5, that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and subsequent two fiscal years. (Education Code 52060; 5 CCR 15497.5)

(cf. 3100 - Budget)

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" and other underperforming students.

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

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

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

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

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

(cf. 0420 - School Plans/Site Councils)

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

(cf. 0400 - Comprehensive Plans)

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5030 - Student Wellness)

(cf. 6171 - Title I Programs)

(cf. 7110 - Facilities Master Plan)

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

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

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

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

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

5 CCR 15495 defines what it means to consult with students, including unduplicated students and other numerically significant student subgroups, and gives examples of methods that may be used for this consultation. Pursuant to Education Code 52052, a numerically significant subgroup includes ethnic subgroups, students with disabilities, socioeconomically disadvantaged students, English learners, foster youth, and homeless students, when there are at least 30 students in the subgroup (or 15 foster youth or homeless students) in the school or district. For schools or districts with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction (SPI) with approval of the SBE.

State regulations do not provide examples of consultation with groups other than students, but consultations might include the establishment of an advisory committee consisting of representatives of all the specified groups, solicitation of feedback from the groups after a draft plan is available, discussion of the LCAP at staff meetings, and communication with parent organizations, student councils, school site councils, or other established committees or organizations.

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

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

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 6020 - Parent Involvement)

Public Review and Input

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

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

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

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

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

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

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

(cf. 5145.6 - Parental Notifications)

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

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

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

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

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

(cf. 9320 - Meetings and Notices)

Adoption of the Plan

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

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

Submission of Plan to County Superintendent of Schools

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

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

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

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**Monitoring Progress**

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

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

(cf. 0500 - Accountability)

Technical Assistance/Intervention

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

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

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

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

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

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

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

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

Legal Reference: (see next page)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Legal Reference:

EDUCATION CODE

305-306 English language education

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

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

41020 Audits

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning pilot program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

60811.3 Assessment of language development

64001 Single plan for student achievement

99300-99301 Early Assessment Program

CODE OF REGULATIONS, TITLE 5

15494-15497.5 Local control and accountability plan and spending requirements

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

Management Resources:

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

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Every Student Succeeds Act - Update #6, January 18, 2017

LCFF Frequently Asked Questions

WEB SITES

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

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

LOCAL CONTROL AND ACCOUNTABILITY PLAN

Goals and Actions Addressing State and Local Priorities

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

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:

- a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3517 - Facilities Inspection)
(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

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

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

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

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

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

- (1) Statewide assessments of student achievement

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

- (2) Academic Performance Index
- (3) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
- (4) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
- (5) The English learner reclassification rate
- (6) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
- (7) The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

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

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

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

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

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

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

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

(cf. 6143 - Courses of Study)

(cf. 6159 - Individualized Education Program)

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

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

(cf. 0200 - Goals for the School District)

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

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

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

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

(cf. 0510 - School Accountability Report Card)

Increase or Improvement in Services for Unduplicated Students

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

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

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

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

Annual Updates

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

1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Goals and Actions Addressing State and Local Priorities" above
2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the goals, and a description of changes to the specific actions the district will make as a result of the review and assessment
3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Availability of the Plan

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

(cf. 1113 - District and School Web Sites)

Regulation
approved:

GUADALUPE UNION SCHOOL DISTRICT
Guadalupe, California

ACCOUNTABILITY

The Board of Trustees recognizes its responsibility to ensure accountability to the public for the performance of district schools. The Board shall regularly review the effectiveness of the district's programs, personnel, and fiscal operations, with a focus on the district's effectiveness in improving student achievement. The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 2140 - Evaluation of the Superintendent)
(cf. 3460 - Financial Accountability and Reports)
(cf. 4115 - Evaluation/Supervision)
(cf. 4215 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)
(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6190 - Evaluation of the Instructional Program)
(cf. 9400 - Board Self-Evaluation)

Indicators of district progress in improving student achievement shall include, but are not limited to, the state Academic Performance Index (API) and the measures of "adequate yearly progress" (AYP) required under the federal accountability system.

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

Alternative schools serving high-risk student populations, including continuation high schools, opportunity schools, and community day schools, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction. (Education Code 52052)

The district and each district school shall demonstrate comparable improvement in academic achievement, as measured by the API, for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth or homeless students. (Education Code 52052)

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the local control and accountability plan (LCAP).

ACCOUNTABILITY (continued)

(cf. 0460 - Local Control and Accountability Plan)
(cf. 0510 - School Accountability Report Card)
(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support and assistance, awarding incentives or rewards, and establishing other performance-based consequences.

(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)
(cf. 4141/4241 - Collective Bargaining Agreement)

Legal Reference:

EDUCATION CODE

33127-33129 *Standards and criteria for fiscal accountability*
33400-33407 *California Department of Education evaluation of district programs*
44660-44665 *Evaluation of certificated employees*
51041 *Evaluation of the educational program*
52052-52052.1 *Academic Performance Index*
52055.57-52055.59 *Districts identified or at risk of identification for program improvement*
52060-52077 *Local control and accountability plan*

CODE OF REGULATIONS, TITLE 5

1068-1074 *Alternative schools accountability model, assessments*
15440-15463 *Standards and criteria for fiscal accountability*

UNITED STATES CODE, TITLE 20

6311 *Accountability, adequate yearly progress*
6312 *Local educational agency plan*
6316 *School and district improvement*

CODE OF FEDERAL REGULATIONS, TITLE 34

200.13-200.20 *Adequate yearly progress*
200.30-200.53 *Program improvement*

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education, Accountability: <http://www.cde.ca.gov/ta/ac>
U.S. Department of Education: <http://www.ed.gov>

Policy
adopted:

GUADALUPE UNION SCHOOL DISTRICT
Guadalupe, California

SCHOOL ACCOUNTABILITY REPORT CARD

The Board of Trustees recognizes its responsibility to inform parents/guardians and the community about the conditions, needs, and progress at each district school and to provide data by which parents/guardians can make meaningful comparisons between schools. The process of gathering and analyzing data also provides opportunities for school and district staff to review achievements and identify areas for improvement.

The Board shall annually issue a school accountability report card (SARC) for each school site. (Education Code 35256)

In preparing the district's report cards, the Superintendent or designee may choose to use or adapt the model template provided by the California Department of Education. If the model template is not used, the Superintendent or designee shall ensure that data are reported in a manner that is consistent with the definitions for school conditions as provided in the template. At least every three years, the Board shall compare the content of the district's report cards to the state's model template, recognizing that variances are allowed by law as necessary to meet local needs. (Education Code 33126.1, 35256)

The Board shall annually approve the SARCs for all district schools and shall evaluate the data contained in the SARCs as part of the Board's regular review of the effectiveness of the district's programs, personnel, and fiscal operations.

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

(cf. 9000 - Role of the Board)

The Superintendent or designee shall develop strategies for communicating the information contained in the SARCs to all stakeholders, including opportunities for staff and the community to discuss their content.

(cf. 0420 - School Plans/Site Councils)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

Notification and Dissemination of SARCs

The Superintendent or designee shall annually publicize the issuance of the SARCs and notify parents/guardians that a paper copy will be provided upon request. On or before February 1 of each year, the Superintendent or designee shall make the SARCs available in paper copy and on the Internet. (Education Code 35256)

(cf. 5145.6 - Parental Notifications)

Legal Reference: (see next page)

SCHOOL ACCOUNTABILITY REPORT CARD (continued)

Legal Reference:

EDUCATION CODE

1240 County superintendent, general duties
17002 Definition, including good repair
17014 Plan for building maintenance
17032.5 Portable classroom maintenance
17070.15 School Facilities Act; definitions
17089 Portable classroom maintenance
33126 School Accountability Report Card
33126.1 School Accountability Report Card model template
33126.15 School Accountability Report Card template
33126.2 Secretary of Education school accountability report card study
35256 School Accountability Report Card
35256.1 Information required in the School Accountability Report Card
35258 Internet access to the School Accountability Report Card
41409 Calculation of statewide averages
41409.3 Salary information required in the School Accountability Report Card
46112 Minimum school day for grades 1 through 3
46113 Minimum school day for grades 4 through 8
46117 Minimum kindergarten school day
46141 Minimum school day (high school)
51225.3 Requirements for graduation
52052 Academic performance index
60119 Textbook sufficiency
60600-60618 General provisions
60640-60649 California Assessment of Student Performance and Progress
60800 Physical fitness testing
60850 High school exit examination
60851 High school exit examination
CALIFORNIA CONSTITUTION
Article 16, Section 8.5(e) Allocations to State School Fund
UNITED STATES CODE, TITLE 20
6311 State plans, including local educational agency report cards

Management Resources:

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Report Cards, September 12, 2003

WEB SITES

CSBA, SARC Select: <http://www.csba.org/Services/Services/DistrictServices/SARC.aspx>

California Department of Education, School Accountability Report Card:

<http://www.cde.ca.gov/ta/ac/sa>

U.S. Department of Education, No Child Left Behind Act: <http://www.nclb.gov>

TITLE I PROGRAM IMPROVEMENT SCHOOLS

The Board of Trustees is committed to enabling all district students to meet state academic achievement standards and to narrowing the achievement gap among student groups. To that end, the district shall provide support and assistance to increase student achievement in any school that receives federal Title I funding and has been identified by the California Department of Education as a program improvement (PI) school.

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that school improvement strategies developed for any PI school are coordinated, aligned, and effectively implemented in accordance with administrative regulation and the Board-approved school improvement plan.

(cf. 0420 - School Plans/Site Councils)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 6179 - Supplemental Instruction)

As necessary, the Board shall determine corrective actions for schools in Year 3 of PI and/or restructuring options for schools in Year 4 of PI or beyond.

Whenever a school is identified for Year 4 PI but is not identified as a "persistently lowest achieving school" pursuant to Education Code 53201, the parents/guardians of students attending that school may petition the Board to implement an intervention for the purpose of improving academic achievement or student safety, provided that the state limit on the number of such schools has not yet been reached. To be considered by the Board, the petition shall contain all required content and signatures and specify one of four intervention models (i.e., turnaround model, restart model, school closure, or transformation model) or an alternative governance arrangement, as described in 5 CCR 4803-4807. The district shall implement the option requested by the parents/guardians unless, at a regularly scheduled public hearing, the Board makes a finding in writing stating the reason it cannot implement the recommended option and instead designates one of the other options to be implemented. (Education Code 53300-53303; 5 CCR 4800-4808)

Program Evaluation

The Superintendent or designee shall develop an annual report card that includes the information specified in 20 USC 6311 for each district school and for the district as a whole. The required information may be incorporated into each school's school accountability report card. (20 USC 6311)

(cf. 0510 - School Accountability Report Card)

(cf. 6190 - Evaluation of the Instructional Program)

TITLE I PROGRAM IMPROVEMENT SCHOOLS (continued)

The report card shall be concise, presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand. It shall be made accessible to the public on the district's web site. (20 USC 6311)

(cf. 1113 - District and School Web Sites)

As necessary based on the results of this evaluation, the Board may require the Superintendent or designee to review and revise any of the school's reform plans, including the school's Single Plan for Student Achievement, allocate additional resources toward the implementation of the plan, and/or require more frequent monitoring of the school's progress in order to raise student achievement.

Legal Reference:

EDUCATION CODE

35256 School accountability report card

53200-53203 Persistently lowest achieving schools

53300-53303 Parent Empowerment Act

64000 Categorical programs included in consolidated application

64001 Single school plan for student achievement, consolidated application programs

CODE OF REGULATIONS, TITLE 5

11992-11994 Persistently dangerous schools, definition

4800-4808 Parent Empowerment petitions

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

6301 Title I program purpose

6311 State plan; state and local educational agency report cards

6312 Local educational agency plan

6313 Eligibility of schools and school attendance areas; funding allocation

7912 Persistently dangerous schools

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

200.49-200.51 State responsibilities

200.52-200.53 District improvement

Management Resources: (see next page)

TITLE I PROGRAM IMPROVEMENT SCHOOLS (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

FEDERAL REGISTER

Final Rule and Supplementary Information, October 29, 2008. Vol. 73, No. 210, pages 64436-64513

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016

WEB SITES

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

California Department of Education, Program Improvement:

<http://www.cde.ca.gov/ta/ac/ti/programimprov.asp>

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

TITLE I PROGRAM IMPROVEMENT SCHOOLS

Year 1 Program Improvement

For any district school in its first year of program improvement (PI), the Superintendent or designee shall implement a school improvement plan that was approved by the Board of Trustees.

(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that the school receives technical assistance from the district, California Department of Education (CDE), an institution of higher education, a private organization, an educational service agency, or another entity with experience in helping schools improve academic achievement, including assistance in:

1. Analyzing data from state assessments and other examples of student work to identify and address problems in instruction and/or problems in implementing Title I requirements pertaining to parent involvement, professional development, or school and district responsibilities identified in the school plan
2. Identifying and implementing professional development, instructional strategies, and methods of instruction that are derived from scientifically based research and that have proven effective in addressing the specific instructional issues that caused the school to be identified for PI
3. Analyzing and revising the school's budget so that the school's resources are more effectively allocated to the activities most likely to increase student achievement and remove the school from PI status

(cf. 3100 - Budget)

Year 2 Program Improvement

For any district school in its second year of PI, the Superintendent or designee shall continue to implement the school improvement plan and to provide for technical assistance in accordance with the section "Year 1 Program Improvement" above.

In addition, the Superintendent or designee shall arrange for the provision of alternative supports to eligible students from low-income families, as described below in the section "Alternative Supports."

Year 3 Program Improvement: Corrective Action

After the second full school year after identification for PI, the Superintendent or designee shall continue to implement all elements of Year 1 and Year 2 PI specified above, as well as the corrective action(s) determined by the Board, which may include:

TITLE I PROGRAM IMPROVEMENT SCHOOLS (continued)

1. Replacing school staff relevant to the failure

(cf. 4113 - Assignment)

(cf. 4114 - Transfers)

(cf. 4314 - Transfers)

2. Implementing a new curriculum and related professional development

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6141 - Curriculum Development and Evaluation)

3. Significantly decreasing management authority at the school level

4. Appointing an outside expert to advise the school

5. Extending the school year or school day for the school

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

6. Restructuring the internal organization of the school

Year 4 Program Improvement and Beyond: Restructuring

For any school in Year 4 of PI or beyond, the Superintendent or designee shall continue to implement all elements of Year 1 and Year 2 PI specified above, as well as one of the following options for alternative governance and restructuring, as determined by the Board:

1. Reopening the school as a charter school
2. Replacing all or most of the school staff relevant to the failure
3. Entering into a contract with an entity with a demonstrated record of effectiveness to operate the school
4. Turning the operation of the school over to the CDE
5. Instituting any other major restructuring of the school's governance arrangements that makes fundamental reforms

TITLE I PROGRAM IMPROVEMENT SCHOOLS (continued)**Alternative Supports**

In any school identified for Year 2 PI or beyond, eligible students from low-income families shall be offered district-selected alternative supports designed to improve their academic achievement. Alternative supports may include, but are not limited to, any of the following:

1. Academic support offered during school hours, before school, after school, during intercession, and/or during summer learning programs

(cf. 5148.2 - Before/After School Programs)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer Learning Programs)

(cf. 6179 - Supplemental Instruction)

2. Small group instruction and/or pull-out interventions offered during the regular school day
3. Interventions offered during After School Education and Safety or 21st Century Community Learning Center programs
4. High quality academic tutoring
5. Provision of supplemental materials that support alternative support services
6. Provision of a crisis, intervention, and/or academic counselor to meet with eligible students
7. Services and programs that remove barriers to promote academic achievement of eligible students

The types of alternative supports and the criteria used to identify eligible students may be included in the district's local control and accountability plan and shall be consistent and aligned with local priorities.

(cf. 0460 - Local Control and Accountability Plan)

If the district contracts with outside entities or community partners to provide alternative supports to eligible students, the Superintendent or designee shall ensure that no electronic device or other items of value are given, retained, or used as an incentive or achievement award and that funds are expended only on direct services to eligible students.

TITLE I PROGRAM IMPROVEMENT SCHOOLS (continued)

The district shall set aside a reasonable amount of Title I, Part A funds for alternative supports. Whenever the district does not have sufficient funds to serve all eligible students, it may give priority to the lowest achieving PI schools or the lowest achieving eligible students attending a PI school. The Superintendent or designee may identify the lowest achieving eligible students based on assessment scores, grades, teacher evaluations, or another locally defined measure.

Regulation
approved:

GUADALUPE UNION SCHOOL DISTRICT
Guadalupe, California

TITLE I PROGRAM IMPROVEMENT SCHOOLS

**PARENT/GUARDIAN TRANSFER REQUEST BASED ON
SCHOOL'S PROGRAM IMPROVEMENT STATUS**

Instructions: To request a transfer for your child out of a school that has been identified for [program improvement, corrective action or restructuring], please complete the following form and return it by [date] to [the district office or to the principal at your child's school]. You will be notified by [date] regarding your child's school assignment for the next school year and your options if you decide to decline the school assignment at that time.

Child's Name: _____

Parent/Guardian's Name: _____ Signature: _____

School Child Currently Attends: _____

Please write numbers in the boxes below to rank your top [number] choices of available schools:

[] _____ [school name] _____

[] _____ [school name] _____

[] _____ [school name] _____

If you have any questions, please contact the [district office or principal] at [phone number].

TITLE I PROGRAM IMPROVEMENT SCHOOLS

**PARENT/GUARDIAN SELECTION OF
SUPPLEMENTAL EDUCATIONAL SERVICES**

Instructions: To select supplemental educational services for your child, please complete the following form and mail, fax, or deliver it to the principal of your child's school or to the district office by [date].

Student's Name: _____ School: _____

Parent/Guardian's Name: _____ Signature: _____

Please write numbers in the boxes below to indicate your top [number] choices of service providers:

[] _____ [name of service provider] _____

[] _____ [name of service provider] _____

[] _____ [name of service provider] _____

[] _____ [name of service provider] _____

Once a service provider has been determined for your child, the district will enter into a formal contract with the provider in accordance with law.

If you have any questions or need assistance selecting a provider, please contact [name] at [phone number].

TITLE I PROGRAM IMPROVEMENT DISTRICTS

The Board of Trustees desires to continuously improve educational programs and district operations to enable all students to achieve proficiency. The Superintendent or designee shall ensure the implementation and coordination of all district improvement plans and shall annually report to the Board regarding the district's performance in making progress toward student achievement standards.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 6011 - Academic Standards)

(cf. 6162.51 - State Academic Achievement Tests)

The district shall implement all actions required for Title I program improvement (PI) as required by law and the California Department of Education (CDE).

The development of district improvement strategies shall be based upon the results of a self-assessment conducted with state program assessment tools that identify specific problems contributing to low student achievement.

Each year that the district is in PI status, it shall:

1. Review the Title I local educational agency (LEA) plan and, as needed, revise the plan. Revisions may be made in an addendum to the existing plan. The revised LEA plan or plan addendum shall be approved by the Board and electronically submitted to the CDE.

(cf. 6171 - Title I Programs)

2. Reserve and spend at least 10 percent of its Title I, Part A allocation to provide high-quality professional development for instructional staff

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

In addition, during Year 3 of PI or beyond, the Board shall cooperate with the Superintendent of Public Instruction and the State Board of Education (SBE) in the identification and implementation of appropriate corrective actions. As applicable, the district shall implement the recommendations of the district assistance and intervention team (DAIT) that has been assigned to assist the district pursuant to Education Code 52055.57.

The Superintendent or designee shall submit to the CDE an annual report regarding the district's evidence of progress, including a summary description of the district's progress toward implementing the strategies in the LEA plan, an analysis of the district's progress toward student achievement goals in the LEA plan based on state or local assessment data, and documentation that the Board has been notified of the report.

TITLE I PROGRAM IMPROVEMENT DISTRICTS (continued)

In the event that the district is required to appear before the SBE within Year 3 of PI to review the district's progress, the Superintendent or designee, the DAIT, and/or the County Superintendent of Schools shall provide testimony and written data sufficient for the SBE to determine whether an alternative corrective action is needed. (Education Code 52055.57)

Legal Reference:

EDUCATION CODE

52055.57-52055.59 *Districts identified or at risk of identification for program improvement*

52059 *Statewide system of school support*

UNITED STATES CODE, TITLE 20

6301 *Title I program purpose*

6311 *State plan*

6312 *Local educational agency plan*

6321 *Fiscal responsibilities*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

Local Educational Agency Program Improvement Plan Addendum Template, rev. April 2016

WEB SITES

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

California Department of Education, Program Improvement:

<http://www.cde.ca.gov/ta/ac/ti/programimprov.asp>

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

TITLE I PROGRAM IMPROVEMENT DISTRICTS

Year 1-2 Program Improvement (PI): Revision and Implementation of LEA Plan

Whenever the district is notified that it has been identified for PI under the federal No Child Left Behind Act, the district shall complete all of the following actions:

1. Promptly notify parents/guardians of each district student regarding the district's PI status, the reasons for the identification, and how parents/guardians can participate in upgrading the quality of the district's programs. The notification shall be in a format and, to the extent practicable, in a language the parents/guardians can understand. (20 USC 6316)

(cf. 5145.6 - Parental Notifications)

2. Conduct a self-assessment using materials and criteria based on current research and provided by the California Department of Education. (Education Code 52055.57)
3. Contingent upon state funding, contract with a county office of education or another external entity, no later than 90 days after the district is identified for PI and after working with the County Superintendent of Schools, for both of the following purposes: (Education Code 52055.57)
 - a. Verifying the fundamental teaching and learning needs in district schools as determined by the self-assessment and identifying the specific academic problems of low-achieving students, including a determination as to why the prior Title I local educational agency (LEA) plan failed to increase student academic achievement
 - b. Ensuring that the district receives intensive support and expertise to implement reform initiatives in the LEA plan

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 6171 - Title I Programs)

4. Within three months after the district's identification for PI, develop or revise the LEA plan in consultation with parents/guardians, school staff, and others. This plan shall reflect the findings of the self-assessment and shall: (20 USC 6316; 34 CFR 200.52; Education Code 52055.57)
 - a. Incorporate scientifically based research strategies that will strengthen the core academic program in district schools
 - b. Identify actions that have the greatest likelihood of improving student achievement in meeting the state's academic achievement standards

TITLE I PROGRAM IMPROVEMENT DISTRICTS (continued)

- c. Address the professional development needs of the instructional staff by committing to spending at least 10 percent of the district's allocation of Title I, Part A, funds for professional development

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

- d. Include specific measurable achievement goals and targets for each of the student subgroups identified pursuant to 20 USC 6311, especially those that did not make adequate yearly progress (AYP)
- e. Address the fundamental teaching and learning needs in the district's schools and the specific academic problems of low-achieving students, including a determination of why the district's prior plan failed to bring about increased student academic achievement
- f. Incorporate, as appropriate, student learning activities before school, after school, during the summer, and during any extension of the school year

(cf. 5148.2 - Before/After School Programs)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer School)

(cf. 6179 - Supplemental Instruction)

- g. Specify the responsibilities of the district and the state under the plan, including the district's fiscal responsibilities under 20 USC 6321 and the technical assistance to be provided by the state
- h. Include strategies to promote effective parent/guardian involvement in district schools

(cf. 6020 - Parent Involvement)

- 5. Contingent upon state funding, after working with the County Superintendent or an external verifier, contract with an external provider to provide support and implement recommendations to assist the district in resolving shortcomings identified in the verified self-assessment (Education Code 52055.57)
- 6. Implement the LEA plan expeditiously, but not later than the beginning of the next school year after the school year in which the district administered the assessments that resulted in its PI identification (20 USC 6316; 34 CFR 200.52; Education Code 52055.57)

TITLE I PROGRAM IMPROVEMENT DISTRICTS (continued)

The district shall exit PI status when it makes AYP for two consecutive years. (20 USC 6316; 34 CFR 200.53; Education Code 52055.57)

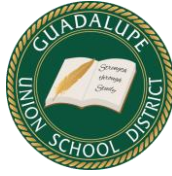
Year 3 PI: Corrective Action

If the district fails to make AYP by the end of the second year in PI, it shall be subject to corrective actions determined by the State Board of Education (SBE). (20 USC 6316; 34 CFR 200.53; Education Code 52055.57)

If the SBE takes any corrective action other than, or in addition to, the appointment of a district assistance and intervention team (DAIT), the Superintendent or designee shall appear before the SBE within Year 3 of PI to review the district's progress. The Superintendent or designee, the DAIT, and/or the County Superintendent shall provide testimony and written data sufficient for the SBE to determine whether an alternative corrective action is needed. (Education Code 52055.57)

Regulation
approved:

GUADALUPE UNION SCHOOL DISTRICT
Guadalupe, California



GUADALUPE UNION SCHOOL DISTRICT

Santa Barbara County

RESOLUTION NO. 2017/2018-22

AUTHORIZING A TEACHER TO SERVE IN SUBJECT LISTED

WHEREAS, Section 44256(b) of the California Education Code allows the governing board of the Guadalupe Union School District by resolution to authorize the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in departmentalized classes to a given class or group of students below grade 9.

WHEREAS, the teacher named below has indicated a desire for this assignment and it is with the teacher's consent, and

WHEREAS, said teacher has completed the semester units of coursework required by Education Code Section 44256(b).

NOW THEREFORE, BE IT RESOLVED that the following is authorized to teach the subject as listed for the 2018/2019 school year,

Mrs. Deborah Guidotti – Subject: English Language Arts

PASSED AND ADOPTED by the Board of Education of the Guadalupe Union School District, County of Santa Barbara, State of California, this 9th day of May 2018 by the following vote, to wit:

Ayes:

Noes:

Absent:

Diana Arriola
Board President



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2018/2019

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Guadalupe Union School District District CDS Code: 69203

Name of County: Santa Barbara County CDS Code: 42

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 5 / 9 / 2018 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2019.

Submitted by (Superintendent, Board Secretary, or Designee):

Ed Cora Superintendent

Name

Signature

Title

805-343-6155

805-343-2114

5/9/2018

Fax Number

Telephone Number

Date

P.O. Box 788, Guadalupe, Ca 93434

Mailing Address

edcora@gusdbobcats.com

EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The declaration shall remain in force until June 30, _____.

Submitted by Superintendent, Director, or Designee:

<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
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*E*Mail Address

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	1
Single Subject	1
Special Education	1
TOTAL	3

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes ☐ No ☒

If no, explain. Program not used

Does your agency participate in a Commission-approved college or university internship program? Yes ☐ No ☒

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.


If no, explain why you do not participate in an internship program.

Program not used



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Ed Cora, Superintendent

FROM: Gloria Grijalva
Chief Business Official 

BOARD MEETING DATE: May 9, 2018

BOARD AGENDA ITEM: Annual Fiscal Auditor Services

BACKGROUND: Guadalupe Union School District contracts with Auditors for the purpose of:

- Ensuring district financial statements are fairly presented in conformity of United States generally accepted accounting principles.
- Internal control related to the financial statements and compliance with laws, regulations and the provisions of contract or grant agreements.
- Internal control related to major programs and an opinion on compliance with laws, regulations and provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

RECOMMENDATION: It is requested that that the Board of Trustees approve the contract agreement with Vavrinek, Trine, Day & Co., LLP, Certified Public Accountants for the 2017-18 through 2019-20 fiscal years. Total cost for three years is \$31,500.



Auditor Selection Form

Please complete for new or existing multi-year contracts.

Local Education Agency: Guadalupe Union School District



LEA Contact: Gloria Grijalva

Phone: (805) 343-1178

Date: 03/06/2018

Our governing board has selected the following firm to audit its books and accounts for the fiscal year ending June 30, Year

Audit Firm Information

Name	VTD
Address	10681 Foothill Blvd, Ste 300, Rancho Cucamonga, CA 91730
Telephone No.	(909) 466-4410

Contract Term

Fiscal year(s) covered (indicate all fiscal years covered by a multi-year contract)		Stated maximum audit fee
2017-18	<input type="checkbox"/>	\$10,000
2018-19	<input type="checkbox"/>	\$10,500
2019-20	<input type="checkbox"/>	\$11,000

Please attach a copy of the current audit contract.

Return this completed form by Mar. 30

to: Nicole Evenson, District Financial Advisor

School Business Advisory Services

Santa Barbara County Education Office

P.O. Box 6307, Santa Barbara, CA 93160

E-mail: nevenson@sbceo.org

Fax: 805-964-3041

CONTRACT FOR AUDITING

This agreement made and entered into this 6th of February 2018, between the Governing Board of the Guadalupe Union School District, of Santa Barbara County, State of California, hereafter referred to as "District" and VAVRINEK, TRINE, DAY & CO., LLP, Certified Public Accountants, hereafter referred to as "Auditors".

We understand the services we are to provide the District for the years ended June 30, 2018, 2019, and 2020. We will audit the financial statements, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District, as of and for the three-year period beginning July 1, 2017 and ending June 30, 2020. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedules
3. Schedule of Other Postemployment Benefits (OPEB) Funding Progress

Supplementary information, other than RSI, also accompanies the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Expenditures of Federal Awards, if applicable
2. Schedules required by the current *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, issued by the Education Audit Appeals Panel

The following additional information accompanying the basic financial statements will be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Combining Statements – Non-Major Governmental Funds

AUDIT OBJECTIVES

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with United States generally accepted accounting principles and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with Federal statutes, regulations, and the terms and conditions of Federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and compliance will each include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of

internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with United States generally accepted auditing standards; the standards outlined in the current *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. If our opinion on the financial statements or the Single Audit compliance opinion is other than unmodified, we will fully discuss the reasons with you in advance. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

MANAGEMENT RESPONSIBILITIES

Management is responsible for the basic financial statements, Schedule of Expenditures of Federal Awards, and all accompanying information, as well as all representations contained therein.

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over Federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting

principles; for the preparation and fair presentation of the financial statements, Schedule of Expenditures of Federal Awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management; (2) employees who have significant roles in internal control; and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with Federal statutes, regulations, and the terms and conditions of Federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review a week prior to the report date.

You are responsible for identifying all Federal awards received and understanding and complying with the compliance requirements and for the preparation of the Schedule of Expenditures of Federal Awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the Schedule of Expenditures of Federal Awards in any document that contains and indicates that we have reported on the Schedule of Expenditures of Federal Awards. You also agree to include the audited financial statements with any presentation of the Schedule of Expenditures of Federal Awards that includes our report thereon OR make the audited financial statements readily available to intended users of the Schedule of Expenditures of Federal Awards no later than the date the Schedule of Expenditures of Federal Awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for the presentation of the Schedule of Expenditures of Federal Awards in accordance with the Uniform Guidance; (2) you believe the Schedule of Expenditures of Federal Awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the Schedule of Expenditures of Federal Awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our

current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

OTHER SERVICES

We will also assist in preparing the financial statements, Schedule of Expenditures of Federal Awards, and related notes of the Guadalupe Union School District in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards*, and such services will not be conducted in accordance with *Government Auditing Standards*. You will be required to acknowledge in the written representation letter our assistance with the preparation of the financial statements and Schedule of Expenditures of Federal Awards and that you have reviewed and approved the financial statements, Schedule of Expenditures of Federal Awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any non-audit services we provide; oversee the services by designating an individual, Gloria Grijalva, Chief Business Official, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

AUDIT PROCEDURES - INTERNAL CONTROLS

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement, whether from (1) errors; (2) fraudulent financial reporting; (3) misappropriation of assets; or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and

material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements; Schedule of Expenditures of Federal Awards; Federal award programs, compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major Federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weakness. However, during the audit, we will communicate to management, and those charged with governance, internal control related matters that are required to be communicated under professional standards, *Government Auditing Standards*, and the Uniform Guidance.

AUDIT PROCEDURES - COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable Federal statutes, regulations, and the terms and conditions of Federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of those procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

AUDIT ADMINISTRATION AND ACCESS TO WORKPAPERS

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide the appropriate number of copies of our reports to the District; however, it is management's responsibility to submit the reporting package (including financial statements, Schedule of Expenditures of Federal Awards, summary schedule of prior audit findings, auditor's reports, and a corrective action plan) along with the Data Collection Form to the designated Federal Clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will assist management in submitting the reporting packages.

The audit documentation for this engagement is the property of the Auditors and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the appropriate Cognizant or Oversight Agency for Audit or its designee, a

Federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of the Auditor. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested. If we are aware that a Federal or State awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Scott C. Gustafsson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

AUDIT FEES

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The fee listed below is based on anticipated cooperation from your personnel, the assumption that unexpected circumstances will not be encountered during the audit, no significant changes in reporting format and/or audit requirements or significant changes in the operations of the District.

If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

The maximum annual fee for auditing services under the terms of this contract shall not exceed \$10,000 for the year ending June 30, 2018, \$10,500 for the year ending June 30, 2019, and \$11,000 for the year ending June 30, 2020, for personal services, with the exception that any additional auditing services provided for (1) any changes in District reporting format, i.e., GASB requirements and/or audit requirements, issued by the Education Audit Appeals Panel, Federal Agencies, American Institute of Certified Public Accountants, or Governmental Accounting Standards Board; (2) any changes in the number of funds or accounts maintained by the District during the period under this contract; and (3) any Federal Program and State Special Projects/compliance issues shall be in addition to the above maximum fee for personal services.

The final installment will represent the ten percent (10%) withheld amount pursuant to *Education Code* 14505 and will be presented for payment upon certification by the Controller that the audit report conforms to the reporting provisions of the Audit Guide. All billings for additional audit fees or services will be billed as these services are provided. In accordance with *Education Code* Section 14505 (b), the District shall withhold fifty percent (50%) of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the Audit Guide. This contract shall be null and void if a firm or individual is declared ineligible pursuant to subdivision (c) of Section 41020.5. The withheld amount shall not be payable unless payment is ordered by the State Board of Accountancy or the audit report for that subsequent year is certified by the Controller as conforming to reporting provisions of the Audit Guide.

COMPENSATION

All personal services performed by the Auditors shall be reimbursed at the following hourly rates:

Partner/Principal	\$ 190
School Services Consultant	150
Manager	150
Supervisor	130
Senior in Charge	105
Staff Accountant	80
Paraprofessional	60

In addition to such payment for personal services, the Auditors shall be reimbursed for such travel as may be necessary, computed at \$65 per day for meals and lodging of each person, together with mileage computed at the approved Internal Revenue Service rate per mile.

If a dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules before resorting to litigation. The costs of any mediation proceedings shall be shared equally by all parties. The District and Auditors both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration will be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF DISPUTE OVER FEES, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND, INSTEAD, WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

ANNUAL REPORT - FORM AND CONTENT, DELIVERY

The form and content of the annual audit shall be in conformity, to the extent practicable, with such form and content as may be prescribed by the State of California under Section 41020 of the *Education Code*, including the required compliance audit provisions of the Uniform Guidance, *Audits of State of Local Governments*, issued by the U.S. Office of Management and Budget, as issued pursuant to the Single Audit Act Amendments of 1996 and Title 2 U.S CFR Part 200, *Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The audit shall be completed and the audit report shall be delivered in accordance with time requirements as specified in the current *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, issued by Educational Audit Appeals Panel, unless delayed by circumstances beyond the control of the Auditors. Fifteen (15) bound copies of the audit report may be rendered to the District, in addition to the copies required to be filed with the applicable governmental units. Copies in excess of the contract amount may be billed for an additional fee.

Government Auditing Standards require that we provide you with a copy of our most recent quality control review report. Our peer review report for the year ended December 31, 2014, accompanies this letter.

We appreciate the opportunity to be of service to the Guadalupe Union School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. This contract will continue in effect until cancelled by either party.

WORKERS' COMPENSATION

VAVRINEK, TRINE, DAY & CO., LLP is aware of the provisions of Section 3700 of the Labor Code that requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code. VAVRINEK, TRINE, DAY & CO., LLP is in compliance with such provisions.

NON-LICENSEE OWNERS

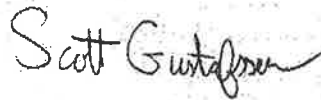
VAVRINEK, TRINE, DAY & CO., LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business and Professions Code. It may be anticipated that the non-licensee owners will be performing limited audit services for the District.

GOVERNING BOARD OF THE
GUADALUPE UNION SCHOOL DISTRICT

VAVRINEK, TRINE, DAY & CO., LLP

By

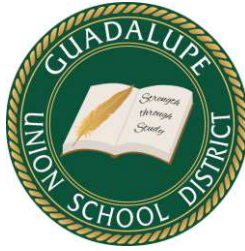
By



District

Partner

Federal Identification Number: 77-0070778



**NOTICE OF PROPOSED ADOPTION OF A DEVELOPER FEE JUSTIFICATION STUDY
AND INCREASE IN STATUTORY MITIGATION FEES ON RESIDENTIAL AND
COMMERCIAL INDUSTRIAL DEVELOPMENT
GOVERNMENT CODE SECTIONS 65995, 65995.5 and 65995.7**

NOTICE IS HEREBY GIVEN that the Governing Board of the Guadalupe School District will hold a public hearing on May 9, 2018 at 5:30 pm to consider input on the Developer Fee Justification Study (DFJS) and the adoption of Statutory Mitigation fees on residential and commercial industrial development. The adoption of the increased Statutory Mitigation fees are necessary to fund the construction of school facilities necessary to maintain current levels of educational services in the District and to accommodate growth due to development.

Members of the public are invited to comment in writing, on or before May 8, 2018, or appear in person at the hearing on May 9, 2018, at the following location:

**MARY BUREN ELEMENTARY SCHOOL
MULTIPURPOSE ROOM
1050 PERALTA STREET
GUADALUPE, CA 93434**

Materials regarding the DFJS and Statutory Mitigation fees are on file and are available for public review at the District Office located at 4465 Ninth Street, Guadalupe, CA. If you need additional information concerning the DFJS and/or Statutory Mitigation Fees, please contact Gloria Grijalva at (805) 343-1178.

Any person challenging the adoption of the DFJS and Statutory Mitigation fees in court of competent jurisdiction after the conclusion of the public hearing may be limited to only those issues raised at the hearing or in correspondence delivered to the school district prior to the hearing.



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Ed Cora, Superintendent

FROM: Gloria Grijalva
Chief Business Official

BOARD MEETING DATE: May 9, 2018

BOARD AGENDA ITEM: Adoption of School Facilities Fees

BACKGROUND: At its January 2018 meeting, the State Allocation Board increased the residential and commercial/industrial development fees to \$2.62 and \$0.42 respectively, as authorized by Government Code section 65995.

A study was completed by J. Avnit and Associates to determine the ongoing need for this fee. The study confirms and justifies the need for additional classroom space. The level of need supports raising the current Developer Fees. The current residential construction fee is \$2.62 per sq. ft., and \$.42 a sq. ft. for commercial/industrial construction.

The J. Avnit and Associates justification study has been made available for public inspection and comment. As required by Government Code section 66016, a 10-day notice of the time and place of a public hearing and meeting, including a general explanation of the matter to be considered has been published in a newspaper. In addition, notices of this meeting were mailed to various government agencies.

RECOMMENDATION: It is recommended that the Board of Trustees approve Resolution No. Adoption of School Facilities Fees as submitted.



RESOLUTION NO. 2017-2018-19

IMPOSING STATUTORY MITIGATION FEES ON RESIDENTIAL AND COMMERCIAL INDUSTRIAL DEVELOPMENT PROJECTS

PURSUANT TO SENATE BILL 50

WHEREAS, Education Code section 17620 authorizes school districts to impose certain fees as set forth in Government Code section 65995 *et seq.* to finance the construction and reconstruction of school facilities, and;

WHEREAS, Senate Bill 50 (“SB 50”), the Leroy F. Greene School Facilities Act of 1998 (chapter 407, Statutes of 1998), Government Code section 65995 establishes a maximum amount of fee that may be charged against such development projects and authorizes the maximum amount set forth in said section to be adjusted for inflation as set forth in the statewide cost index for Class B construction, as determined by the State Allocation Board at its January meeting; and

WHEREAS, at its January 2018 meeting, the State Allocation Board determined that it should set a maximum fee of \$3.79 (District K-8 portion; 69.23076923076923%, \$2.62) per square foot for residential development projects and \$0.61 (District K-8 portion; 69.23076923076923%, \$0.42) per square foot for commercial and industrial development; and

WHEREAS, the purpose of this resolution is to approve and adopt the statutory mitigation fees on residential and commercial industrial development projects and to make certain findings with respect to said fees;

NOW, THEREFORE, BE IT RESOLVED that the Board makes the following findings:

1. The Board has reviewed available information relating to proposed and potential development, resulting school facility needs, the cost thereof, and the available sources of revenue including the fees provided by this Resolution, and based thereon upon a Developer Fee Justification Study and all other written and oral presentations to the Board, hereby makes the following findings:
 - a. Additional development projects within the District boundaries, whether residential or commercial / industrial, will increase the need for school facilities;
 - b. Without the addition of new school facilities, any further residential development projects, residential or commercial / industrial, will result in a significant decrease in the quality of education presently offered by the District;
 - c. The fees pursuant to this Resolution will be used for the construction and/or reconstruction of school facilities as needed.
2. Based upon the foregoing findings, the Board hereby imposes K-8 Statutory Mitigation fees in the amount of \$2.62 per square foot of assessable space for new residential construction as

applicable and in the amount of \$0.42 per square foot for new commercial or industrial construction.

3. The policies set forth in this Resolution are not exclusive and all other agreements and enhanced fees beyond the statutory fees remain in full force and affect.
4. The Superintendent or designee shall cause the fee to be collected prior to the issuance of a building permit by the City of Guadalupe or Santa Barbara County and that the Superintendent is further authorized and directed to adopt appropriate administrative procedures for the collection of the fee, and the certification to the City of Guadalupe or Santa Barbara County that the fee has been paid; and
5. This Resolution shall become effective 60 days after adoption by the Board, during which time all existing Developer Fee Resolutions and related fees shall remain in effect.

BE IT FURTHER RESOLVED, that the Superintendent give notice to all cities and counties with jurisdiction over the territory of the District of the Board's action by serving a copy of this Resolution on each agency and requesting that no building permits be issued on or after the date of this Resolution without certification from the District evidencing compliance with the District's Statutory Mitigation fees as specified herein.

The foregoing Resolution was moved by _____, seconded by _____, and adopted on roll call vote by majority vote of the members of the Governing Board of the Guadalupe Union School District.

AYES:_____

NOES:_____

ABSENT/NOT VOTING_____

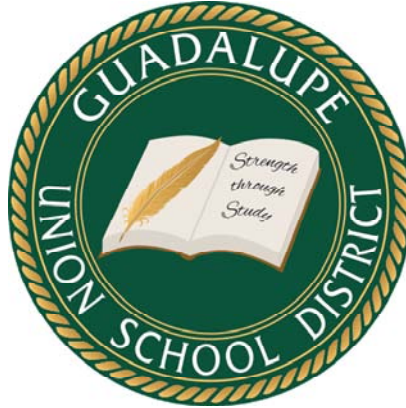
I hereby certify the foregoing to be a full, true, and correct resolution duly adopted on May 9, 2018, by the Guadalupe Union School District Governing Board.

Diana Arriola
President

2018

J Avnit and Associates

408 706-0222



GUADALUPE UNION SCHOOL DISTRICT

DEVELOPER FEE JUSTIFICATION STUDY

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I. EXECUTIVE SUMMARY

Guadalupe Union School District serves K-8 students in the City of Guadalupe and outlying agricultural areas of Santa Barbara County. The District 2017/18 K-8 enrollment is 1,298 students.

The following Developer Fee Justification Study has determined that the District is justified in collecting Level 1 statutory residential and commercial / industrial developer fees on future residential development based on the following:

- The School District is operating over existing capacity based on State guidelines.
- Approximately 320 homes are to be constructed in the City of Guadalupe over the next 5 years, which is estimated to generate 172 K-8 students.
- The School District is eligible to collect Level 1 statutory residential and commercial / industrial developer fees to fund additional school facilities required as a result of new residential development.

The following represents the justified Statutory Level 1 residential and commercial / industrial developer fees for Guadalupe Union School District.

K-8 Residential Level 1 Fees	K-8 Commercial / Industrial Fees
\$2.62	\$0.42

II. INTRODUCTION

This report is to demonstrate that the Guadalupe Union School District meets pertinent requirements of State laws regarding the collection of developer fees.

As set forth below, State law gives school districts the authority to charge fees on new residential and commercial / industrial developments if those developments generate additional students and cause a need for additional school facilities.

SB 50, which became law on November 4, 1998, upon the passage of Proposition 1A, provided school districts with the authority to impose three different levels of fees on residential development. Commercial and industrial development projects are subject to Level 1 fees.

A. Level 1 Fees

Level 1 Fees as authorized by Government Code Section 65995 authorizes school districts to collect fees on future development of no more than \$3.79 (K-12) per square foot for residential construction (District receives K-8 portion, 69.23076923076923%; \$2.62) and \$0.61 (K-12) for commercial/ industrial construction (District receives K-8 portion 69.23076923076923%; \$0.42). Level 1 Fees are adjusted every two years according to the inflation rate for Class B construction as determined by the State Allocation Board. Government Code Section 66001 requires that a reasonable relationship exist between the amount and use of the fees and the development on which the fees are to be charged.

B. Level 2 Fees

Level 2 Fees were established by SB 50 under Government Code Section 65995.5. In order for a school district to impose Level 2 fees, a School Facilities Needs Analysis must be prepared in accordance with Government Code Section 65995.6. The school district must also meet two out of four statutory requirements set forth in Government Code Section 65995.5(b)(3) and have received State Allocation Board approval on an eligibility application that meets the eligibility requirements for new construction funding.

C. Level 3 Fees

Level 3 Fees were established by SB 50 under Government Code Section 65995.7 and can only be imposed if the State funds are determined to be exhausted. Level 3 Fees are established in the same manner as Level 2 Fees. However, they are determined based on 100% of projected costs rather than 50% of projected costs.

IV. EXISTING SCHOOL FACILITIES AND AVAILABLE CAPACITY

In determining the District existing and projected facilities needs a classroom inventory and capacity analysis was completed for each school site based on State guidelines.

Pursuant to State guidelines, existing school capacity is determined by a teaching station methodology whereby each permanent teaching station is counted and loaded at the rate of 25 students per classroom for grades K-6 and 27 students per classroom for grades 7-8 and 9-12. Pursuant to Education Code Section 17071.30(b), the maximum number of portable classrooms included within the capacity calculation shall not exceed 25% of the number of permanent classrooms.

As shown in **Table 1**, the District has a K-5 capacity of 525 students and a 6-8 capacity of 293 students based on State methodology.

Table 1
Existing School Site Capacity

Grade Level	Permanent ¹ Classrooms	Portable ¹ Classrooms	Eligible Portables 25% of Perm Classrooms	Excludable Portables per SB 50	Total Eligible Classrooms Perm & Port	Classroom Loading	SB 50 Capacity
K-5	17	19	4	15	21	25	525
K-5 SDC		1	0	1	0	13	0
6	2	1	0	1	2	25	50
7-8	7	8	2	6	9	27	243
6-8 SDC		1	0	1	0	13	0

¹Classroom inventory does not include classrooms utilized for RSP, ASES, TOSA, Intervention and office purposes.

The 2017/18 District enrollments were overlaid with the District capacity, and as set forth in **Table 2**, the District is over capacity by 470 students based on State methodology. Therefore, the District has no available capacity, and additional capacity is required for projected students from new residential development.

Table 2
2015/16 Available Capacity per SB 50

Grade Level	2017/18 Enrollments	2017/18 Capacity (per State)	Available Capacity (per State)
K-5	862	525	(337)
6-8	436	293	(143)
Total K-8	1,298	828	(470)

V. PROJECTED NEW RESIDENTIAL DEVELOPMENT AND FUTURE STUDENTS

An analysis of new residential development projected to be constructed within the District over the next five years determined a projected 320 housing units. In addition, 55 housing units have had permits pulled, but have not been completed. These units are not included in the following analysis. Residential development information in **Table 3** was provided by the City of Guadalupe and analysis of developer fee records.

Table 3
5-Year Projection of New Residential Development

Development Project	Single Family Detached (SFD)	Single Family Attached (SFA)	Multi-Family Attached (MFA)
DJ Farms Lot 9	305	0	0
Infill	15	0	0
Total Projected Units	320	0	0
Units w/permits not Completed	55	0	0
Total Units to Yield Students	375	0	0

Note: A portion of the development projects may be subject to a mitigation fee agreement and are included for projection of District school facilities needs and average cost per unit.

To determine the future un-housed students projected from new residential development over the next five years, the District student yield rate was multiplied by the number of projected housing units determined in Table 3. As shown in **Table 4**, an estimated 102 K-5 students and 70 6-8 students are projected from new residential development over the next five years.

A student yield rate analysis was completed to determine updated yield rates by matching 2017/18 enrollments with five years of historical new residential development. The 2017/18 student yield rates are shown in Table 4 below.

Table 4
5-Year Projection of Students from New Residential Development

Grade Level	Projected Units (SFD)	Student Yield Rates	Projected Students
K-5	320	0.32	102
6-8		0.22	70
K-8		0.54	172

Note: As shown in Table 3 above 55 housing units are not included in analysis as permits have been pulled, however, these units may yield an additional 30 students (55 units x 0.54 student yield rate) above students projected in Table 4.

VI. PROJECTED SCHOOL FACILITIES NEEDS

As identified above in Table 2, Guadalupe Union School District has no available capacity to house students from projected new residential development. Therefore, the District may impose Level 1 residential developer fees, as applicable based on the following calculations.

A. Projected New Residential Development Square Footage

A historical analysis of residential development within District boundaries determined that the average Single Family unit constructed was approximately 1,806 square feet. The multi-family average square footage was estimated to be 1,000 square feet (La Plaza Apts). Based on these averages, the total projected new residential square footage for the City of Guadalupe is set forth in **Table 5** below.

Table 5
Housing Type and Projected New Residential Square Footage

Housing Type	Number of Units	Average Square Footage	Total Projected Square Footage
City of Guadalupe			
Single Family	320	1,806	577,920
Multi-Family	0	1,000	0
Total	320		577,920

B. Projected New Construction Costs

Education Code Section 17072.10 establishes allowable cost factors for school construction that are used to determine the appropriate fee for new residential development. These cost factors were developed on a per-student basis and are based on approximately 50% of statewide school construction costs. These costs were utilized to determine 100% of construction costs for justification of statutory developer fees.

1. State New Construction per Pupil Grants

The 2018 State New Construction per Pupil Grant amounts for K-8 pupils as of January 2018 are set forth in **Table 6** below.

Note: Fire Detection/Alarm and Sprinkler grants are additional per pupil grants that are provided by the State for new construction projects and have been included as appropriate.

Table 6
Estimated Construction Costs for New School Facilities (based on OPSC Grants) – 2018

Type of State Funding	Elementary School (K-5)	Middle School (6-8)
Per pupil Grant	\$11,567	\$12,234
Fire Detection/Alarm	\$14	\$19
Sprinklers	\$194	\$230
Total Est. Cost per Pupil	\$11,775	\$12,483
Projected Un-housed Pupils from New Homes	102	70
Total Est. OPSC Grants for New Construction (50%)	\$1,201,050	\$873,810
Total Est. District Match for New Construction (50%)	\$1,201,050	\$873,810
Total Est. Construction Costs for Projected Un-housed Pupils (100%)	\$2,402,100	\$1,747,620
Total K-8	\$4,149,720	

As calculated in Table 6 above, the total 100% estimated construction cost for new K-8 students from new residential development is of \$4,149,720 based on OPSC grants for 2018.

2. Site Acquisition

The California Department of Education (CDE) sets forth the required school site sizes for K-8 schools in the “Guide to School Site Analysis and Development, 2000 Edition.” As identified in **Table 7** below, the District elementary schools are projected to house approximately 500 pupils (upon completion of middle school) and the proposed middle school has a master plan capacity of 625 pupils. These capacities were used to determine recommended CDE site size.

The projected cost for un-housed students from new residential development was then determined by using the average cost of land (based on 2013 appraisal for a new middle school site within the District), and 4% of purchase price of land for escrow, Phase I, PEA and related items as allowed under State New Construction funding.

As shown, the total allowable K-8 costs for site acquisition is \$2,751 per K-5 student and \$2,700 per 6-8 student for a total allowable K-8 cost for site acquisition of \$469,602.

Table 7
Estimated Site Acquisition Costs

Estimated New School Site Acquisition Costs	Elementary School (K-5)	Middle School (6-8)
Master Plan Enrollments	500	625
CDE Recommended Site Size (acres)	9.7	11.9
Estimated Cost per Acre	\$136,364	\$136,364
Total Estimated Cost for Land	\$1,322,731	\$1,622,732
4% Add'l Costs for Site Acquisition	\$52,909	\$64,909
Total	\$1,375,640	\$1,687,641
Estimated Cost for Site Acquisition per Student	\$2,751	\$2,700
Projected Students from New Residential Development	102	70
Total Estimated Cost for Site Acquisition for Students from New Residential Development	\$280,602	\$189,000

3. Additional Site Development Costs

The State construction cost calculation also includes costs for Service site development, Off-site development and Utilities (additional site development costs). An analysis of new school sites in Santa Barbara County approved by OPSC determined an average additional site development per acre cost of \$144,390 as set forth in **Table 8**.

Table 8
Estimated Additional Site Development Costs

K-8 School Site	OPSC Approved Add'l Site Development Costs (100%)	2018 Add'l Site Development Costs (based on 2018 Construction Cost Index) 100%	Site Acres	Estimated Add'l Site Development Costs per Acre
Santa Maria-Bonita New ES #5	\$730,952	\$1,212,716	7.20	\$168,433
Santa Maria-Bonita New MS #3	\$935,101	\$1,551,266	12.89	\$120,347
Avg. Add'l Site Development Cost for New School per Acre				\$144,390

Based on the analysis in Table 7, the projected un-housed K-5 students will require 1.99 acres and the projected un-housed 6-8 students will require 1.33 acres. Therefore, the total estimated additional site development cost for projected un-housed students is \$479,375 as shown in **Table 9**.

Table 9
Additional Site Development Costs

Grade Level	Required Acres	Estimated Additional Site Development Costs per Acre	Estimated Additional Site Development Costs	Projected Un-housed Students	Estimated Additional Site Development Costs Per Student
K-5	1.99	\$144,390	\$287,336	102	\$2,817
6-8	1.33	\$144,390	\$192,039	70	\$2,743
Total			\$479,375	172	

4. Total Projected Construction Cost

When the projected State building construction costs, site acquisition and additional site development costs are combined, the estimated new construction costs to house projected K-8 students from new residential development within the District are \$5,098,697 as shown in **Table 10**.

Table 10
Total Projected Construction Costs

Grade Level	State Per Pupil Grants x 2	Estimated Site Acquisition	Estimated Additional Site Development Costs	100% Total Projected New Construction Costs
K-5	\$2,402,100	\$280,602	\$287,336	\$2,970,038
6-8	\$1,747,620	\$189,000	\$192,039	\$2,128,659
Total	\$4,149,720	\$469,602	\$479,375	\$5,098,697

C. Level 1 Residential Developer Fee Justification

Utilizing the data provided above, the projected school facility cost for new residential development is \$8.82 per square foot. Therefore, the District is justified in levying the District K-8 portion of Level 1 residential developer fee of \$2.62 as set forth in **Table 11**.

Table 11
Level 1 Residential Developer Fee Justification

Total Estimated Construction Costs for New School Facilities	Total Projected Square Footage from New Residential Development	School Facility Cost per Square Foot of New Residential Development	Maximum Level 1 Residential Statutory Fee (District Portion)
\$5,098,697	577,920	\$8.82	\$2.62

VII. RESIDENTIAL DEVELOPER FEE SUMMARY

Based on the findings herein, the Guadalupe School District meets the requirements for levying Level 1 statutory residential developer fees in the amount of \$2.62 on residential single family (attached and detached) and multi-family homes within the District.

These residential developer fees should be established and levied on new residential development, with the exception of any residential development that is paying mitigation through a Mello-Roos CFD special tax.

VIII. NEW COMMERCIAL / INDUSTRIAL DEVELOPER FEE JUSTIFICATION

The Commercial / Industrial Developer Fee Justification analyzes the costs of providing school facilities for students generated from new commercial / industrial development.

Commercial/industrial (C/I) development will attract additional workers to the District, and a portion of those workers will have school-age children. Therefore, the additional workers will generate additional students in the District. As indicated in Section IV above, the District does not have additional capacity to house new students generated from commercial / industrial development and this will create a fiscal impact on the District due to the additional need for new school facilities.

The new commercial/industrial developer fee analysis calculates the following five factors together to calculate the school facility cost incurred by the District per square foot of new commercial/industrial development:

- C/I Development Square Footage per Employee,
- District-Resident Employee Per Housing Unit Ratio,
- C/I Development Square Foot per Housing Unit,
- C/I Fee Generated per Housing Unit
- Shortfall per Residential Unit

A. Commercial/Industrial Development Square Footage per Employee

Assembly Bill 530 provided that school districts may choose to utilize employee density standards such as those identified by the San Diego Association of Governments (SANDAG) to establish the number of employees per square foot of new commercial/industrial development projects. See **Table 13** below.

B. Percentage of District Resident Employees

The 2010 Census data indicated there were 1,915 housing units within the District. The American Community Survey 2007-2011 identifies 3,110 workers 16 years old or older within the District. Therefore, it is estimated that approximately 1.62 workers reside in each housing unit and that 1.62 workers will be generated from each new unit of residential construction. In addition, approximately 783 workers (16 years or older) drive less than 15 minutes to work, which would indicate that approximately 25% of all workers both work and live in the District.

When the housing-worker unit ratio of 1.62 and the District-resident employee ratio of 0.25 are multiplied, it shows that each new unit of residential construction within the District will generate 0.405 District-resident employees.

C. Commercial / Industrial Development Square Footage per Housing Unit

The projected commercial/industrial square footage per new housing unit is determined by multiplying the commercial/industrial square footage per employee by category (based on SANDAG Employee Densities) by the District-resident ratio per housing unit as shown in Table 13.

D. Commercial / Industrial Fee Generated per Housing Unit

The commercial/industrial fee generated per unit of residential construction can then be determined by multiplying the commercial/industrial square footage generated per housing unit by the current K-8 statutory commercial/industrial fee of \$0.42 per square foot (K-12 statutory C/I fee of \$0.61 x 69%). Using this formula, the commercial/industrial fee combined with the residential developer fee should provide 100% funding for new school facilities required for projected students from new residential development. Therefore, the projected revenue and shortfall from residential developer fees for each housing unit must be determined in order to determine the maximum justified commercial/industrial fee for each category.

E. Shortfall per Residential Unit

The capital outlay and shortfall for new school facilities per residential unit is determined based on projected school facilities needs for students from new residential development and residential developer fees to be collected for each new housing unit. Based on projected school construction costs in Table 10 above, it is estimated that the average school facility cost per K-5 student is \$29,118 and the average school facility cost per 6-8 student is \$30,409.

The estimated school facility cost per housing unit is then determined by multiplying the student yield rate per housing unit by the projected school facility cost per student.

The shortfall amount is determined by subtracting the K-8 residential fee revenue for each unit \$4,732 (\$2.62 x 1,806 sq. ft.) from the estimated school facility cost per housing unit. As shown in Table 12, the projected shortfall per residential unit is \$11,276.

Table 12
Projected Shortfall per Residential Unit

Grade Level	Projected School Facility Cost per Student	Student Yield Rate per Housing Unit	Estimated School Facility Cost Per Housing Unit	Projected Residential Developer Fees per Housing Unit	Projected Shortfall
K-5	\$29,118	0.32	\$9,318		
6-8	\$30,409	0.22	\$6,690		
Total			\$16,008	\$4,732	\$11,276

F. Maximum Justified Fee

The maximum justified commercial/industrial fee is then determined by dividing the funding shortfall by the commercial/industrial fee square footage generated by each housing unit by category.

As Table 13 identifies, all categories of commercial/industrial development, result in a maximum justified fee exceeding the fee rate of \$0.42 per square foot as authorized by Statutory fee regulations. Based on this finding, the District is justified in levying a commercial/industrial fee of \$0.42 on all commercial/industrial development.

Table 13
Calculation of Commercial/Industrial Fees with Residential Offset

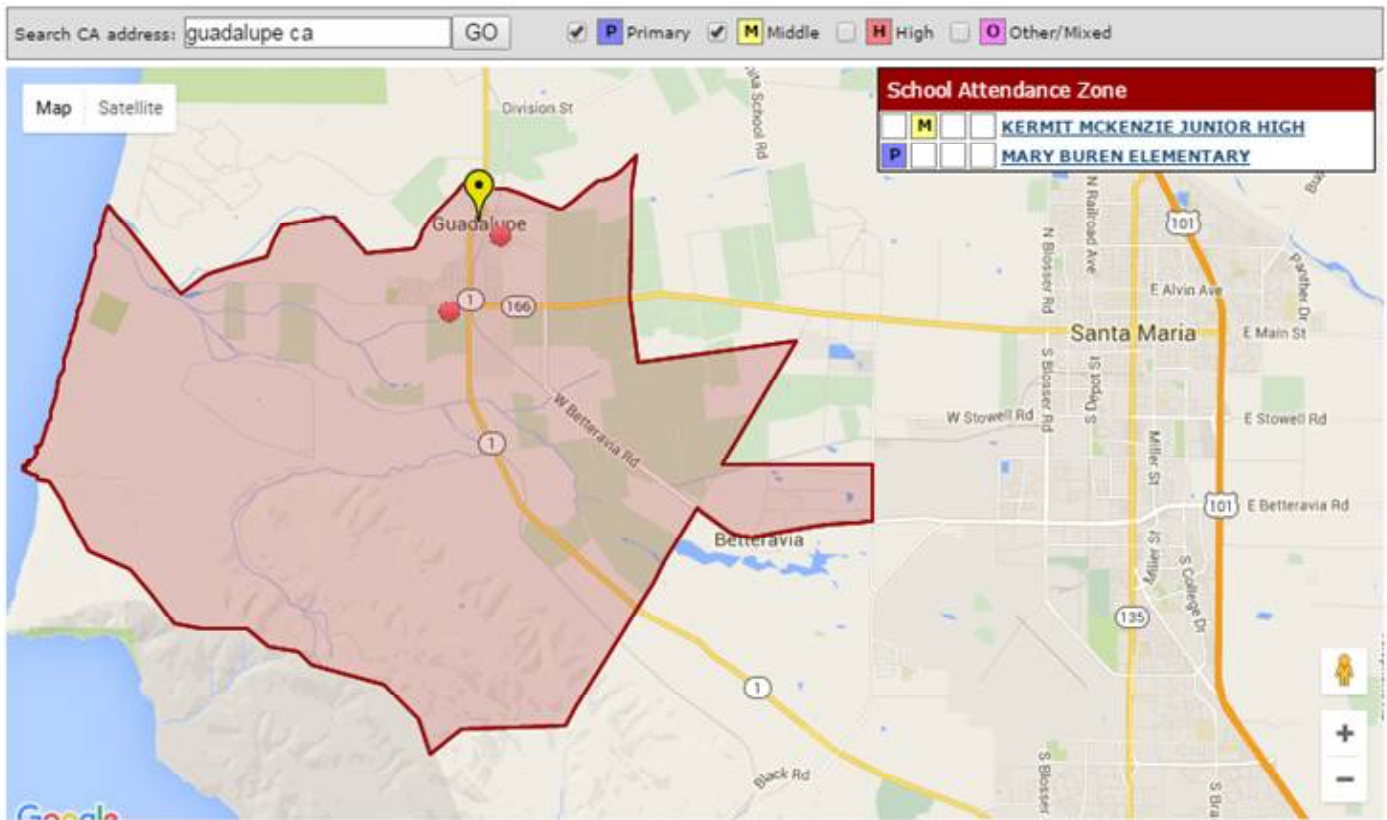
Development Category	Employee Density		District-Resident Per Unit Ratio	C/I Sq. Ft. Per Housing Unit	C/I Fee Generated Per Housing Unit @ \$0.42 Per Sq. Ft.	Shortfall per Residential Unit	Maximum Justified C/I Fee Per Sq. Ft.
	Employees per 1,000 Sq. Ft. ¹	Sq. Ft. Per Employee ¹					
Office	2.0	500	0.405	203	\$ 85.26	\$ 11,276	\$ 55.55
Retail/Service	2.0	500	0.405	203	\$ 85.26	\$ 11,276	\$ 55.55
Light Industrial	1.05	950	0.405	385	\$ 161.70	\$ 11,276	\$ 29.29
Heavy Industrial	4	250	0.405	101	\$ 42.42	\$ 11,276	\$ 111.64
Warehouse	0.65	1550	0.405	628	\$ 263.76	\$ 11,276	\$ 17.96
Lodging	0.59	1700	0.405	689	\$ 289.38	\$ 11,276	\$ 16.37
Communication/Utilities	1.43	700	0.405	284	\$ 119.28	\$ 11,276	\$ 39.70
Transportation	2.22	450	0.405	182	\$ 76.44	\$ 11,276	\$ 61.96
Hospitals	2.22	450	0.405	182	\$ 76.44	\$ 11,276	\$ 61.96
Self Storage	0.07	15,000	0.405	6,075	\$ 2,551.50	\$ 11,276	\$ 1.86

¹Employee Density Source: SANDAG Employee Density Analysis 2012.

APPENDIX A

District Map

Guadalupe Union School District Attendance Boundary Map



APPENDIX B

Developer Fee Regulations

CALIFORNIA CODES

GOVERNMENT CODE

SECTION **65995**-65998

65995. (a) Except for a fee, charge, dedication, or other requirement authorized under Section 17620 of the Education **Code**, or pursuant to Chapter 4.7 (commencing with Section 65970), a fee, charge, dedication, or other requirement for the construction or reconstruction of school facilities may not be levied or imposed in connection with, or made a condition of, any legislative or adjudicative act, or both, by any state or local agency involving, but not limited to, the planning, use, or development of real property, or any change in governmental organization or reorganization, as defined in Section 56021 or 56073.

(b) Except as provided in Sections **65995.5** and **65995.7**, the amount of any fees, charges, dedications, or other requirements authorized under Section 17620 of the Education **Code**, or pursuant to Chapter 4.7 (commencing with Section 65970), or both, may not exceed the following:

(1) In the case of residential construction, including the location, installation, or occupancy of manufactured homes and mobilehomes, one dollar and ninety-three cents (\$1.93) per square foot of assessable space. "Assessable space," for this purpose, means all of the square footage within the perimeter of a residential structure, not including any carport, walkway, garage, overhang, patio, enclosed patio, detached accessory structure, or similar area.

The amount of the square footage within the perimeter of a residential structure shall be calculated by the building department of the city or county issuing the building permit, in accordance with the standard practice of that city or county in calculating structural perimeters. "Manufactured home" and "mobilehome" have the meanings set forth in subdivision (f) of Section 17625 of the Education **Code**. The application of any fee, charge, dedication, or other form of requirement to the location, installation, or occupancy of manufactured homes and mobilehomes is subject to Section 17625 of the Education **Code**.

(2) In the case of any commercial or industrial construction, thirty-one cents (\$0.31) per square foot of chargeable covered and enclosed space. "Chargeable covered and enclosed space," for this purpose, means the covered and enclosed space determined to be within the perimeter of a commercial or industrial structure, not including any storage areas incidental to the principal use of the construction, garage, parking structure, unenclosed walkway, or utility or disposal area. The determination of the chargeable covered and enclosed space within the perimeter of a commercial or industrial structure shall be made by the building department of the city or county issuing the building permit, in accordance with the building standards of that city or county.

(3) The amount of the limits set forth in paragraphs (1) and (2) shall be increased in 2000, and every two years thereafter, according to the adjustment for inflation set forth in the statewide cost index for class B construction, as determined by the State Allocation Board at its January meeting, which increase shall be effective as of the date of that meeting.

(c) (1) Notwithstanding any other provision of law, during the term of a contract entered into between a subdivider or builder and a school district, city, county, or city and county, whether general

law or chartered, on or before January 1, 1987, that requires the payment of a fee, charge, or dedication for the construction of school facilities as a condition to the approval of residential construction, neither Section 17620 of the Education **Code** nor this chapter applies to that residential construction.

(2) Notwithstanding any other provision of state or local law, construction that is subject to a contract entered into between a person and a school district, city, county, or city and county, whether general law or chartered, after January 1, 1987, and before the operative date of the act that adds paragraph (3) that requires the payment of a fee, charge, or dedication for the construction of school facilities as a condition to the approval of construction, may not be affected by the act that adds paragraph (3).

(3) Notwithstanding any other provision of state or local law, until January 1, 2000, any construction not subject to a contract as described in paragraph (2) that is carried out on real property for which residential development was made subject to a condition relating to school facilities imposed by a state or local agency in connection with a legislative act approving or authorizing the residential development of that property after January 1, 1987, and before the operative date of the act adding this paragraph, shall be required to comply with that condition.

Notwithstanding any other provision of state or local law, on and after January 1, 2000, any construction not subject to a contract as described in paragraph (2) that is carried out on real property for which residential development was made subject to a condition relating to school facilities imposed by a state or local agency in connection with a legislative act approving or authorizing the residential development of that property after January 1, 1987, and before the operative date of the act adding this paragraph, may not be subject to a fee, charge, dedication, or other requirement exceeding the amount specified in paragraphs (1) and (2) of subdivision (b), or, if a district has increased the limit specified in paragraph (1) of subdivision (b) pursuant to either Section **65995.5** or **65995.7**, that increased amount.

(4) Any construction that is not subject to a contract as described in paragraph (2), or to paragraph (3), and that satisfies both of the requirements of this paragraph, may not be subject to any increased fee, charge, dedication, or other requirement authorized by the act that adds this paragraph beyond the amount specified in paragraphs (1) and (2) of subdivision (b).

(A) A tentative map, development permit, or conditional use permit was approved before the operative date of the act that amends this subdivision.

(B) A building permit is issued before January 1, 2000.

(d) For purposes of this chapter, "construction" means new construction and reconstruction of existing building for residential, commercial, or industrial. "Residential, commercial, or industrial construction" does not include any facility used exclusively for religious purposes that is thereby exempt from property taxation under the laws of this state, any facility used exclusively as a private full-time day school as described in Section 48222 of the Education **Code**, or any facility that is owned and occupied by one or more agencies of federal, state, or local **government**. In addition, "commercial or industrial construction" includes, but is not limited to, any hotel, inn, motel, tourist home, or other lodging for which the maximum term of occupancy for guests does not exceed 30 days, but

does not include any residential hotel, as defined in paragraph (1) of subdivision (b) of Section 50519 of the Health and Safety **Code**.

(e) The Legislature finds and declares that the financing of school facilities and the mitigation of the impacts of land use approvals, whether legislative or adjudicative, or both, on the need for school facilities are matters of statewide concern. For this reason, the Legislature hereby occupies the subject matter of requirements related to school facilities levied or imposed in connection with, or made a condition of, any land use approval, whether legislative or adjudicative act, or both, and the mitigation of the impacts of land use approvals, whether legislative or adjudicative, or both, on the need for school facilities, to the exclusion of all other measures, financial or nonfinancial, on the subjects. For purposes of this subdivision, "school facilities" means any school-related consideration relating to a school district's ability to accommodate enrollment.

(f) Nothing in this section shall be interpreted to limit or prohibit the use of Chapter 2.5 (commencing with Section 53311) of Division 2 of Title 5 to finance the construction or reconstruction of school facilities. However, the use of Chapter 2.5 (commencing with Section 53311) of Division 2 of Title 5 may not be required as a condition of approval of any legislative or adjudicative act, or both, if the purpose of the community facilities district is to finance school facilities.

(g) (1) The refusal of a person to agree to undertake or cause to be undertaken an act relating to Chapter 2.5 (commencing with Section 53311) of Division 2 of Title 5, including formation of, or annexation to, a community facilities district, voting to levy a special tax, or authorizing another to vote to levy a special tax, may not be a factor when considering the approval of a legislative or adjudicative act, or both, involving, but not limited to, the planning, use, or development of real property, or any change in governmental organization or reorganization, as defined in Section 56021 or 56073, if the purpose of the community facilities district is to finance school facilities.

(2) If a person voluntarily elects to establish, or annex into, a community facilities district and levy a special tax approved by landowner vote to finance school facilities, the present value of the special tax specified in the resolution of formation shall be calculated as an amount per square foot of assessable space and that amount shall be a credit against any applicable fee, charge, dedication, or other requirement for the construction or reconstruction of school facilities. For purposes of this paragraph, the calculation of present value shall use the interest rate paid on the United States Treasury's 30-year bond on the date of the formation of, or annexation to, the community facilities district, as the capitalization rate.

(3) For purposes of subdivisions (f), (h), and (i), and this subdivision, "school facilities" means any school-related consideration relating to a school district's ability to accommodate enrollment.

(h) The payment or satisfaction of a fee, charge, or other requirement levied or imposed pursuant to Section 17620 of the Education **Code** in the amount specified in Section **65995** and, if applicable, any amounts specified in Section **65995.5** or **65995.7** are hereby deemed to be full and complete mitigation of the impacts of any legislative or adjudicative act, or both, involving, but not

limited to, the planning, use, or development of real property, or any change in governmental organization or reorganization as defined in Section 56021 or 56073, on the provision of adequate school facilities.

(i) A state or local agency may not deny or refuse to approve a legislative or adjudicative act, or both, involving, but not limited to, the planning, use, or development of real property, or any change in governmental organization or reorganization as defined in Section 56021 or 56073 on the basis of a person's refusal to provide school facilities mitigation that exceeds the amounts authorized pursuant to this section or pursuant to Section **65995.5** or **65995.7**, as applicable.

65995.1. (a) Notwithstanding any other provision of law, as to any development project for the construction of senior citizen housing, as described in Section 51.3 of the Civil **Code**, a residential care facility for the elderly as described in subdivision (k) of Section 1569.2 of the Health and Safety **Code**, or a multilevel facility for the elderly as described in paragraph (9) of subdivision (d) of Section 15432, any fee, charge, dedication, or other form of requirement that is levied under Section 53080 may be applied only to new construction, and is subject to the limits and conditions applicable under subdivision (b) of Section **65995** in the case of commercial or industrial development.

(b) Notwithstanding any other provision of law, as to any development project for the construction of agricultural migrant worker housing financed in whole or part pursuant to Chapter 8.5 (commencing with Section 50710) of Part 2 of Division 31 of the Health and Safety **Code**, no fees, charges, dedications, or other forms of requirements that are levied under Section 53080 shall be applied to new construction, reconstruction, or rehabilitation of this housing. The exemption provided by this subdivision shall be applicable only to that agricultural migrant worker housing which is owned by the state and which is subject to a contract ensuring compliance with the requirements of Chapter 8.5 (commencing with Section 50710) of Part 2 of Division 31 of the Health and Safety **Code**.

(c) Any development project against which school facilities fees or other requirements have been levied or waived in accordance with the limit or exemption set forth in subdivision (a) or (b) may be converted to any use other than those uses described in the statutes cited in that subdivision only with the approval of the city or county that issued the building permit for the project. That approval shall not be granted absent certification by the appropriate school district that payment has been made on the part of the development project at the rate of the school facilities fee, charge, dedication, or other form of requirement applied by the district under Section 53080 to residential development as of the date of conversion, less the amount of any school facilities fees or other requirements paid on the part of the project in accordance with the limits set forth in subdivision (a) or (b).

65995.2. (a) Notwithstanding any other provision of law, the imposition of any fee, charge, dedication, or other requirement authorized under Section 53080, or Chapter 4.7 (commencing with Section 65970), or both, against any manufactured home or mobilehome that is located within a mobilehome park, or subdivision,

cooperative, or condominium for mobilehomes, in which residence is limited to older persons, as defined pursuant to the federal Fair Housing Amendments Act of 1988, is subject to the limits and conditions that are applicable under subdivision (b) of Section **65995** in the case of commercial and industrial development.

(b) Any mobilehome park, or subdivision, cooperative, or condominium for mobilehomes, in which school facilities fees, charges, dedications, or other requirements have been imposed against one or more manufactured homes or mobilehomes in accordance with the limit set forth in subdivision (a) may subsequently choose to permit the residence of persons other than older persons, in which event it shall so notify the appropriate school district and city or county. As a condition of the first sale, subsequent to that notification, of each manufactured home or mobilehome in the mobilehome park, or subdivision, cooperative, or condominium for mobilehomes, payment shall be made to the school district in the amount of the school facilities fee or other requirement applied by the district under Section 53080, or Chapter 4.7 (commencing with Section 65970), or both, to residential development as of the date of that sale, less the amount of any school facilities fees, charges, dedications, or other requirements imposed against that manufactured home or mobilehome in accordance with the limits described in subdivision (a). Any prospective purchaser of a manufactured home or mobilehome that is subject to the requirement set forth in this subdivision shall be given written notice of the existence of that requirement by the seller prior to entering into any contract for that purchase.

(c) Compliance on the part of any manufactured home or mobilehome with any additional fee or other requirement applied by the school district pursuant to subdivision (b), and certification by the appropriate school district of that compliance, shall be required as a condition of the following, as applicable:

(1) The close of escrow of the first sale of the manufactured home or mobilehome following the notice required by subdivision (b), where the manufactured home or mobilehome is to be located, installed, or occupied in a mobilehome park that has chosen to permit the residence of persons other than older persons pursuant to subdivision (b) and the sale or transfer of the manufactured home or mobilehome is subject to escrow as provided in Section 18035 or 18035.2 of the Health and Safety **Code**.

(2) The approval of the manufactured home or mobilehomes for initial occupancy pursuant to Section 18551 or 18613 of the Health and Safety **Code** following the notice required by subdivision (b), where the manufactured home or mobilehome is to be located, installed, or occupied in a mobilehome park that has chosen to permit the residence of persons other than older persons pursuant to subdivision (b), in the event that paragraph (1) does not apply.

65995.5. (a) The governing board of a school district may impose the amount calculated pursuant to this section as an alternative to the amount that may be imposed on residential construction calculated pursuant to subdivision (b) of Section **65995**.

(b) To be eligible to impose the fee, charge, dedication, or other requirement up to the amount calculated pursuant to this section, a governing board shall do all of the following:

(1) Make a timely application to the State Allocation Board for new construction funding for which it is eligible and be determined by the board to meet the eligibility requirements for new

construction funding set forth in Article 2 (commencing with Section 17071.10) and Article 3 (commencing with Section 17071.75) of Chapter 12.5 of Part 10 of the Education **Code**. A governing board that submits an application to determine the district's eligibility for new construction funding shall be deemed eligible if the State Allocation Board fails to notify the district of the district's eligibility within 120 days of receipt of the application.

(2) Conduct and adopt a school facility needs analysis pursuant to Section **65995.6**.

(3) Until January 1, 2000, satisfy at least one of the requirements set forth in subparagraphs (A) to (D), inclusive, and, on and after January 1, 2000, satisfy at least two of the requirements set forth in subparagraphs (A) to (D), inclusive:

(A) The district is a unified or elementary school district that has a substantial enrollment of its elementary school pupils on a multitrack year-round schedule. "Substantial enrollment" for purposes of this paragraph means at least 30 percent of district pupils in kindergarten and grades 1 to 6, inclusive, in the high school attendance area in which all or some of the new residential units identified in the needs analysis are planned for construction. A high school district shall be deemed to have met the requirements of this paragraph if either of the following apply:

(i) At least 30 percent of the high school district's pupils are on a multitrack year-round schedule.

(ii) At least 40 percent of the pupils enrolled in public schools in kindergarten and grades 1 to 12, inclusive, within the boundaries of the high school attendance area for which the school district is applying for new facilities are enrolled in multitrack year-round schools.

(B) The district has placed on the ballot in the previous four years a local general obligation bond to finance school facilities and the measure received at least 50 percent plus one of the votes cast.

(C) The district meets one of the following:

(i) The district has issued debt or incurred obligations for capital outlay in an amount equivalent to 15 percent of the district's local bonding capacity, including indebtedness that is repaid from property taxes, parcel taxes, the district's general fund, special taxes levied pursuant to Section 4 of Article XIII A of the California Constitution, special taxes levied pursuant to Chapter 2.5

(commencing with Section 53311) of Division 2 of Title 5 that are approved by a vote of registered voters, special taxes levied pursuant to Chapter 2.5 (commencing with Section 53311) of Division 2 of Title 5 that are approved by a vote of landowners prior to November 4, 1998, and revenues received pursuant to the Community Redevelopment Law (Part 1 (commencing with Section 33000) of Division 24 of the Health and Safety **Code**). Indebtedness or other obligation to finance school facilities to be owned, leased, or used by the district, that is incurred by another public agency, shall be counted for the purpose of calculating whether the district has met the debt percentage requirement contained herein.

(ii) The district has issued debt or incurred obligations for capital outlay in an amount equivalent to 30 percent of the district's local bonding capacity, including indebtedness that is repaid from property taxes, parcel taxes, the district's general fund, special taxes levied pursuant to Section 4 of Article XIII A of the California Constitution, special taxes levied pursuant to Chapter 2.5

(commencing with Section 53311) of Division 2 of Title 5 that are approved by a vote of registered voters, special taxes levied pursuant to Chapter 2.5 (commencing with Section 53311) of Division 2 of Title 5 that are approved by a vote of landowners after November 4, 1998, and revenues received pursuant to the Community Redevelopment Law (Part 1 (commencing with Section 33000) of Division 24 of the Health and Safety **Code**). Indebtedness or other obligation to finance school facilities to be owned, leased, or used by the district, that is incurred by another public agency, shall be counted for the purpose of calculating whether the district has met the debt percentage requirement contained herein.

(D) At least 20 percent of the teaching stations within the district are relocatable classrooms.

(c) The maximum square foot fee, charge, dedication, or other requirement authorized by this section that may be collected in accordance with Chapter 6 (commencing with Section 17620) of Part 10.5 of the Education **Code** shall be calculated by a governing board of a school district, as follows:

(1) The number of unhoused pupils identified in the school facilities needs analysis shall be multiplied by the appropriate amounts provided in subdivision (a) of Section 17072.10. This sum shall be added to the site acquisition and development cost determined pursuant to subdivision (h).

(2) The full amount of local funds the governing board has dedicated to facilities necessitated by new construction shall be subtracted from the amount determined pursuant to paragraph (1). Local funds include fees, charges, dedications, or other requirements imposed on commercial or industrial construction.

(3) The resulting amount determined pursuant to paragraph (2) shall be divided by the projected total square footage of assessable space of residential units anticipated to be constructed during the next five-year period in the school district or the city and county in which the school district is located. The estimate of the projected total square footage shall be based on information available from the city or county within which the residential units are anticipated to be constructed or a market report prepared by an independent third party.

(d) A school district that has a common territorial jurisdiction with a district that imposes the fee, charge, dedication, or other requirement up to the amount calculated pursuant to this section or Section **65995.7**, may not impose a fee, charge, dedication, or other requirement on residential construction that exceeds the limit set forth in subdivision (b) of Section **65995** less the portion of that amount it would be required to share pursuant to Section 17623 of the Education **Code**, unless that district is eligible to impose the fee, charge, dedication, or other requirement up to the amount calculated pursuant to this section or Section **65995.7**.

(e) Nothing in this section is intended to limit or discourage the joint use of school facilities or to limit the ability of a school district to construct school facilities that exceed the amount of funds authorized by Section 17620 of the Education **Code** and provided by the state grant program, if the additional costs are funded solely by local revenue sources other than fees, charges, dedications, or other requirements imposed on new construction.

(f) Except as provided in paragraph (5) of subdivision (a) of Section 17620 of the Education **Code**, a fee, charge, dedication, or other requirement authorized under this section and Section **65995.7**

shall be expended solely on the school facilities identified in the needs analysis as being attributable to projected enrollment growth from the construction of new residential units. This subdivision does not preclude the expenditure of a fee, charge, dedication, or other requirement, authorized pursuant to subparagraph (C) of paragraph (1) of subdivision (a) of Section 17620, on school facilities identified in the needs analysis as necessary due to projected enrollment growth attributable to the new residential units.

(g) "Residential units" and "residences" as used in this section and in Sections **65995.6** and **65995.7** means the development of single-family detached housing units, single-family attached housing units, manufactured homes and mobilehomes, as defined in subdivision (f) of Section 17625 of the Education **Code**, condominiums, and multifamily housing units, including apartments, residential hotels, as defined in paragraph (1) of subdivision (b) of Section 50519 of the Health and Safety **Code**, and stock cooperatives, as defined in Section 1351 of the Civil **Code**.

(h) Site acquisition costs shall not exceed half of the amount determined by multiplying the land acreage determined to be necessary under the guidelines of the State Department of Education, as published in the "School Site Analysis and Development Handbook," as that handbook read as of January 1, 1998, by the estimated cost determined pursuant to Section 17072.12 of the Education **Code**. Site development costs shall not exceed the estimated amount that would be funded by the State Allocation Board pursuant to its regulations governing grants for site development costs.

65995.6. (a) The school facilities needs analysis required by paragraph (2) of subdivision (b) of Section **65995.5** shall be conducted by the governing board of a school district to determine the need for new school facilities for unhoused pupils that are attributable to projected enrollment growth from the development of new residential units over the next five years. The school facilities needs analysis shall project the number of unhoused elementary, middle, and high school pupils generated by new residential units, in each category of pupils enrolled in the district. This projection of unhoused pupils shall be based on the historical student generation rates of new residential units constructed during the previous five years that are of a similar type of unit to those anticipated to be constructed either in the school district or the city or county in which the school district is located, and relevant planning agency information, such as multiphased development projects, that may modify the historical figures. For purposes of this paragraph, "type" means a single family detached, single family attached, or multifamily unit. The existing school building capacity shall be calculated pursuant to Article 2 (commencing with Section 17071.10) of Chapter 12.5 of Part 10 of the Education **Code**. The existing school building capacity shall be recalculated by the school district as part of any revision of the needs analysis pursuant to subdivision (e) of this section. If a district meets the requirements of paragraph (3) of subdivision (b) of Section **65995.5** by having a substantial enrollment on a multitrack year-round schedule, the determination of whether the district has school building capacity area shall reflect the additional capacity created by the multitrack year-round schedule.

(b) When determining the funds necessary to meet its facility

needs, the governing board shall do each of the following:

(1) Identify and consider any surplus property owned by the district that can be used as a schoolsite or that is available for sale to finance school facilities.

(2) Identify and consider the extent to which projected enrollment growth may be accommodated by excess capacity in existing facilities.

(3) Identify and consider local sources other than fees, charges, dedications, or other requirements imposed on residential construction available to finance the construction or reconstruction of school facilities needed to accommodate any growth in enrollment attributable to the construction of new residential units.

(c) The governing board shall adopt the school facility needs analysis by resolution at a public hearing. The school facilities needs analysis may not be adopted until the school facilities needs analysis in its final form has been made available to the public for a period of not less than 30 days during which time the school facilities needs analysis shall be provided to the local agency responsible for land use planning for its review and comment. Prior to the adoption of the school facilities needs analysis, the public shall have the opportunity to review and comment on the school facilities needs analysis and the governing board shall respond to written comments it receives regarding the school facilities needs analysis.

(d) Notice of the time and place of the hearing, including the location and procedure for viewing or requesting a copy of the proposed school facilities needs analysis and any proposed revision of the school facilities needs analysis, shall be published in at least one newspaper of general circulation within the jurisdiction of the school district that is conducting the hearing no less than 30 days prior to the hearing. If there is no paper of general circulation, the notice shall be posted in at least three conspicuous public places within the jurisdiction of the school district not less than 30 days prior to the hearing. In addition to these notice requirements, the governing board shall mail a copy of the school facilities needs analysis and any proposed revision to the school facilities needs analysis not less than 30 days prior to the hearing to any person who has made a written request if the written request was made 45 days prior to the hearing. The governing board may charge a fee reasonably related to the cost of providing these materials to those persons who request the school facilities needs analysis or revision.

(e) The school facilities needs analysis may be revised at any time in the same manner, and the revision is subject to the same conditions and requirements, applicable to the adoption of the school facilities needs analysis.

(f) A fee, charge, dedication, or other requirement in an amount authorized by this section or Section **65995.7**, shall be adopted by a resolution of the governing board as part of the adoption or revision of the school facilities needs analysis and may not be effective for more than one year. Notwithstanding subdivision (a) of Section 17621 of the Education **Code**, or any other provision of law, the fee, charge, dedication, or other requirement authorized by the resolution shall take effect immediately after the adoption of the resolution.

(g) Division 13 (commencing with Section 21000) of the Public Resources **Code** may not apply to the preparation, adoption, or update of the school facilities needs analysis, or adoption of the

resolution specified in this section.

(h) Notice and hearing requirements other than those provided in this section may not be applicable to the adoption or revision of a school facilities needs analysis or the resolutions adopted pursuant to this section.

65995.7. (a) (1) If state funds for new school facility construction are not available, the governing board of a school district that complies with Section **65995.5** may increase the alternative fee, charge, dedication, or other requirement calculated pursuant to subdivision (c) of Section **65995.5** by an amount that may not exceed the amount calculated pursuant to subdivision (c) of Section **65995.5**, except that for the purposes of calculating this additional amount, the amount identified in paragraph (2) of subdivision (c) of Section **65995.5** may not be subtracted from the amount determined pursuant to paragraph (1) of subdivision (c) of Section **65995.5**. For purposes of this section, state funds are not available if the State Allocation Board is no longer approving apportionments for new construction pursuant to Article 5 (commencing with Section 17072.20) of Chapter 12.5 of Part 10 of the Education **Code** due to a lack of funds available for new construction. Upon making a determination that state funds are no longer available, the State Allocation Board shall notify the Secretary of the Senate and the Chief Clerk of the Assembly, in writing, of that determination and the date when state funds are no longer available for publication in the respective journal of each house. For the purposes of making this determination, the board shall not consider whether funds are available for, or whether it is making preliminary apportionments or final apportionments pursuant to, Article 11 (commencing with Section 17078.10).

(2) Paragraph (1) shall become inoperative commencing on the effective date of the measure that amended this section to add this paragraph, and shall remain inoperative through the earlier of either of the following:

(A) November 5, 2002, if the voters reject the Kindergarten University Public Education Facilities Bond Act of 2002, after which date paragraph (1) shall again become operative.

(B) The date of the 2004 direct primary election after which date paragraph (1) shall again become operative.

(b) A governing board may offer a reimbursement election to the person subject to the fee, charge, dedication, or other requirement that provides the person with the right to monetary reimbursement of the supplemental amount authorized by this section, to the extent that the district receives funds from state sources for construction of the facilities for which that amount was required, less any amount expended by the district for interim housing. At the option of the person subject to the fee, charge, dedication, or other requirement the reimbursement election may be made on a tract or lot basis. Reimbursement of available funds shall be made within 30 days as they are received by the district.

(c) A governing board may offer the person subject to the fee, charge, dedication, or other requirement an opportunity to negotiate an alternative reimbursement agreement if the terms of the agreement are mutually agreed upon.

(d) A governing board may provide that the rights granted by the reimbursement election or the alternative reimbursement agreement are assignable.

KIWANIS CLUB OF GUADALUPE

P. O. Box 87, GUADALUPE CA 93434

IRMA PARDO, PRESIDENT
Darren Pardo, President-Elect
Diana Arriola, Secretary
Charlene Estabillo, Treasurer

April 23, 2018

Guadalupe Union School District
Superintendent Ed Cora
and School Board Members
P. O. Box 788
Guadalupe CA 93434

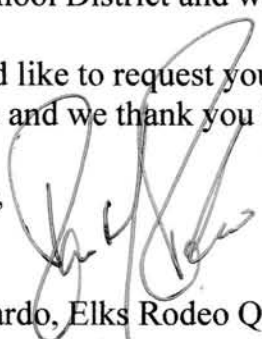
The Kiwanis Club of Guadalupe is proud to announce that we will be sponsoring Santa Maria Elks Rodeo Queen Candidate 2018, Carolina Lemus.

Throughout the campaign, we will be having a number of fundraising events to raise funds for our much needed youth's recreation, schools and Senior programs, in the community of Guadalupe. We use various facilities within our community for fundraising events.

By way of this letter, we would like to request your approval for the use of the Guadalupe Union School District and waive of fees.

We would like to request your support in the many events scheduled during this campaign and we thank you in advance for your consideration in our request.

Sincerely,



Darren Pardo, Elks Rodeo Queen Campaign Chairperson
Co-Chairs: Pearl Garza and Irma Pardo



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307

Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

April 25, 2018

Ed Cora, Superintendent
Guadalupe Union School District
PO Box 788
Guadalupe, CA 93434-0788

Dear Mr. Cora,

California *Education Code* Section 1240 requires that Santa Barbara County Education Office visit schools identified in our county, review information in the areas noted below, and report to you the results of the visits and reviews. As the county superintendent designee, I am pleased to provide the third quarterly report for fiscal year 2017-18 as required by *Education Code* section 1240(c)(2)(G) pursuant to the Williams Settlement. This report presents the results of the visits and reviews at the Mary Buren and Kermit McKenzie Junior High Schools for the period of January, February, and March 2018.

The purpose of the visits as specified in California Education Code 1240 was to:

1. Determine if students have “sufficient” standards-aligned instructional materials in four core subject areas (English language arts, mathematics, history/social science and science), including science laboratory equipment in grades 9-12, and, as appropriate, in foreign languages, and health;
2. Determine if there is any facility condition that “poses an emergency or urgent threat to the health or safety of pupils or staff”; and
3. Determine if the school has provided accurate data on the annual school accountability report card related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including “good repair.”

The law further requires that the county superintendent:

1. Annually monitor and review teacher misassignments and teacher vacancies in schools ranked in deciles 1-3 (2012 Base API); and
2. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedure.

While the Uniform Complaint data are not mandated to be a part of this report to you, they are being included so that you and the citizens of our community will have a complete understanding of the environment in which the schools are functioning.

Before proceeding with the report, let me define some basic terms:

- "Sufficient textbooks or instructional materials" means each pupil, including English language learners, has a standards-aligned textbook, or instructional materials, or both, to use in class, use after class, and to take home.
- A school facility condition that poses an "emergency or urgent threat" is a "condition that poses a threat to the health or safety of pupils or staff while at school."
- "Good Repair" means the school facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria. Each school district that receives state funding for facilities maintenance is required to establish a facilities inspection system to ensure that each of its schools is maintained in "good repair."

The findings of the visits are summarized in the attached report.

Please extend to your governing board, administration and site staff my appreciation for their professionalism in addressing the compliance requirements for the Williams Settlement Legislation.

Sincerely,



Kathy Hollis
Assistant Superintendent

KH/bca

Santa Barbara County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
QUARTERLY REPORT FOR GUADALUPE UNION SCHOOL DISTRICT
2017-18 FISCAL YEAR

This report summarizes the results of the Williams Site Visits and documentation reviews at decile 1, 2, and 3 schools (2012 Base API) for the period of January, February, and March 2018.

INSTRUCTIONAL MATERIALS:

No reviews were conducted during this quarter in this category.

SCHOOL FACILITIES:

No reviews were conducted during this quarter in this category.

SCHOOL ACCOUNTIBILITY REPORT CARD (SARC):

No reviews were conducted during this quarter in this category.

TEACHER MISASSIGNMENTS AND TEACHER VACANCIES:

No reviews were conducted during this quarter in this category.

UNIFORM COMPLAINTS (OPTIONAL):

The number of complaints filed within the district during this period, their nature, and resolution are noted below:

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

Guadalupe Union School District Strategic Plan Summary

GUSD will increase its level of focus for two subareas: 1. Intervention/Enrichment (part of the Academic Achievement goal) and 2. Parent Engagement (part of the Parent Involvement goal).

These subareas were developed based on input from stakeholder focus groups (i.e. Board of Trustees, teachers, classified staff, parents, students and community members) from March - April 2018. These areas will be the focus of additional improvement work for the 2018-19 school year, with the possibility of continued work based on the results of ongoing monitoring.

Focus Area: Student Achievement—Enrichment and Intervention

Start Date	Sub Area Strategies	Success Criteria	Person Responsible
08/2018	Provide differentiated instruction and support to all students at all grade levels.	District Observation form?	Principals, Assistant Superintendent
06/2018	Implement push-in intervention model to provide support for students at all grade levels.	Number hours push in at each grade level (base year).	Principals, Assistant Superintendent
	Offer higher-level English language arts and mathematics courses at multiple grade levels.	Class enrollment and course completion.	Principals, Assistant Superintendent
8/2018	Provide newcomer support at both school sites.	Increase in ELPAC scores	Principals, Assistant Superintendent
8/2018	Reduce average class sizes in grades 4-8 to less than current class size average.	Class enrollment reports documenting decrease.	Principals, Assistant Superintendent
	Celebrate student success by multiple methods.	Documentation of monthly and biannual student recognition activities.	Principals
	Increase after-school activities (i.e. academic, athletic and visual and performing arts)	Documentation of activities and participation counts.	Principals

Focus Area: Parent, Family, and Community Engagement—Effective Engagement Practices

Start Date	Sub Area Strategies	Success Criteria	Person Responsible
8/2018	Increase Parent/Volunteer Opportunities (i.e. provide TB and Live Scan opportunities)	Increase in number of Qualified Volunteers from 2017-2018.	Principals Superintendent
8/2018	Provide interpretation, refreshments and childcare at ALL meetings.	Calendar events with interpretation, refreshments and childcare services.	Principals, Assistant Superintendent, Superintendent
8/2018	Develop a communication plan to ensure parents/families fully understand and know how to access district and school programs. Provide clear details in ALL parent communications	Complete development of communication plan by August 2018, with implementation beginning immediately.	Superintendent

Guadalupe Union School District Strategic Plan Summary (04/24/2018)

Mission: The Guadalupe Union School District will provide each student the academic, social and technological skills that will assist them in becoming high school graduates, as well as, college and career ready. In collaboration with parents and community, the district will assist students in becoming independent thinkers, lifelong learners, and responsible, productive members of society in a nurturing, family-style atmosphere.

Guadalupe Union School District (GUSD) uses its Local Control and Accountability Plan (LCAP) as a strategic planning tool—to provide direction and monitor results. The five LCAP goal areas*, along with high leverage strategies are as follows:

Goal Area 1: Student Achievement

- Fully implement English language arts, math, social studies and science State Standards at all grade levels.
- Provide professional development on student assessments and data analysis to evaluate learning and enhance instructional strategies.
- Implement specific services to promote the academic growth of ALL student groups.

Goal Area 2: School Environment

- Ensure clean, adequate and safe facilities.
- Coordinate training for all staff to monitor student and staff safety.
- Provide staffing to promote a positive and productive learning environment for the whole-child.

Goal Area 3: College & Career (CCR) and 21st Century Skills

- Maintain 1:1 device environment with appropriate staffing to support student access to the internet and learning software applications.
- District-wide access to high-speed internet.
- Provide professional development on strategies to enhance the use of technology as a teaching tool.

Goal Area 4: Positive Societal Values

- Utilize programs and strategies to promote character development (*e.g. Steps to Respect K-5, Second Step 7-8, Anti-Bullying, and Restorative Justice*).
- Provide and promote student participation in athletic, educational, and/or visual and performing arts programs.
- Provide presentations and field trips to expand student knowledge of local and culturally diverse communities.

Goal Area 5: Parent, Family, and Community Engagement

- Supply guidance and instruction to parents and families on methods that promote academic achievement.
- Provide and support opportunities for parent and family social and school community-building events.
- Provide multiple methods of communication to parents and guardians regarding academic progress and school activities.

*To see the LCAP in its entirety, please go to [insert link to LCAP here].

MARY BUREN ELEMENTARY
SCHOOL SITE COUNCIL
Wednesday, April 11, 2018
4:00 p.m. call to order

Agenda & Minutes

I. Call to Order at 4:06 pm

A. Members present: Jesely Alvarez, Alejandra Mora, Eloy Perez, Susana Mosqueda, Sylvia Adame, Shannon Brough, Ashley Thompson

II. Approval of Minutes by Jesely Alvarez & Ashley Thompson

III. New Business/Action Items

1. Review final copy of Single Site Plan for approval
 - a. Email will be sent for electronic approval
2. 2018-19 SSC Membership
 - a. Confirm membership by next meeting
3. Principal's Report
 - a. Academics
 1. Finishing Writer's Workshop PD for primary/intermediate (Check on funding for next year), Pilot for *Impact/Impacto* Social Studies adoption, Preparing for SBAC testing, Swing dance art residency
 - b. Attendance
 1. More effective tracking for on-time start to school, Total: 867 students, Highest: 28 (5th), Lowest: 17 (TK)
 - c. Discipline
 1. Team will review over email
4. Committee Reports (See attached)
 - a. ELAC
 - b. Sped
 - c. School Safety Committee
 - d. Leadership Team
 - e. Wellness Committee

IV. Public Comments

1. GTA question about class-size reduction and reflection in TK-3 grade span
2. GTA proposition of intervention/enrichment rotations at the end of each day (2:00-2:30 pm)

V. Announcements and Future Agenda Items

1. Jesely send email for Single Site Plan approval before next board meeting

2. Jesely email April discipline report

3. Calendar next SSC meeting for Wednesday, September 12, 2018

VI. Adjournment at 4:40 p.m.

Kermit McKenzie Jr. High School **School Site Council**

Minutes should address each agenda item, summarize discussions and note approvals.

SCHOOL: Kermit McKenzie Jr. High **DATE:** 04/24/2018 **TIME:** 4:30 P.M.

Members Present: *see attached sign in sheet*

Quorum Number in Bylaws: _____ **Quorum Present?** _____

Others Present: _____

Minutes of (Date): _____ **Approved:** _____ **Amended:** _____

Change: _____

—

MEETING TOPIC(S)

*Topic must be addressed if ELAC delegated responsibilities to SSC.

_____ Establishment and Elections results	_____ Review/Analyze Student Achievement Data
_____ Evaluate the Effectiveness of SPSA	_____ Develop/Modify SPSA
_____ Obtain Input on Priorities	_____ *Review of Parent Notification Letter
_____ Review Academic Plan	_____ *CELDT Assessment
_____ Develop School Climate Needs Assessment	_____ *Plan Activities to Improve School Attendance
_____ Develop Physical Environment Needs Assessment	_____ *Review Reclassification Procedures
_____ Develop/Modify Budget	_____ *Review Language Census (R-30)
_____ Review Attendance and Discipline Data	_____ *Review Services of English Learners
_____ Monitor Plan Implementation	_____ Recommend the Plan for Board Approval

I. Welcome

- Call meeting to order at 4:32 by Mr. Solorio.
- Sign in sheet passed around and signed (see attached)
- Approval of Minutes –: Motion made to approve the minutes made by Ms. Samuels and seconded by Mr. Bauer. Minutes approved.

II. Welcome & Introductions: none

III. New Business

. - **Title I-** Motion made to approve the funds to be used towards the Restorative Process. Motion made by Mr. Bauer and seconded by Ms. Samuels- approved. Mr. Solorio stated that Mr. Flippen is a great asset to our school and he has been going to trainings and conferences. Mr. Bauer added that Mr. Flippen has devoted time in educating the staff about the Restorative Process and there have been positive results.

Principal's Report

- Attendance: Positive Recognitions continue to be done by Mr. Baldizon. Overall the school has been doing well.
- Discipline: Restorative Process. Mr. Solorio gave kudos to Mr. Baldizon for all he has done. Mr. Bauer mentioned that the positive recognition has made a difference on campus.
- Other: Testing will start on May 3rd. Parent square message will be sent to parents. Mr. Solorio asked students to do their best.
- Color run on Friday, April 27, 2018.
- Career Day tomorrow Wednesday, April 25, 2018.
- Update on building- Mr. Bauer shared some pictures to the members to show the progress. Mr. Solorio stated that the 5th grade will be in the new building along with the Special Ed classes. 5th and 6th will be released at the same time and 7/8th grade at the same time.

ASB Report

- Report given by Paulina Ramirez and Melissa Ruelas:

- Students reported that there will be a Career Day on Wednesday, April 25, 2018 and the ASB students will be coming earlier to greet the people attending.

- ASB students will also be welcoming the 4/5th graders on Friday, April 27, 2018 and they will be making posters for the Color Run on Friday, April 27, 2018.

IV. Other

- Mrs. Vargas shared about the Math super bowl for the 7/8th graders. Mrs. Vargas said that the 7th graders won one of the events 1st place. Positive experience for the students.
- Mr. Solorio shared that the Field has been open. Mr. Solorio also shared that Mr. Cora and Ms. Lopez will be leaving the district.
- The Leos/Lions were at Paco Pereyra Park on Sunday, April 22nd for an Earth Day project. This was a great event for the community. 7 new members will be inducted tomorrow April 25, 2018.
- Mr. Bauer encouraged the parents to continue to participate and keep themselves informed about all the changes in the district.

Announcements and Future Agenda Items

- None

Next meeting date: This was the last meeting for the school year **Meeting adjourned**
at: 5 pm.

Minutes submitted by: Rocio Prado

Fund 01 - General Fund		Fiscal Year 2018 through 04/30/2018				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
LCFF Revenue Sources	(8010-8099)	12,716,577.00	9,853,964.09		2,862,612.91	23%
Federal Revenue	(8100-8299)	733,220.53	364,926.34		368,294.19	50%
Other State Revenue	(8300-8599)	1,536,494.60	753,998.52		782,496.08	51%
Other Local Revenue	(8600-8799)	687,919.35	387,671.53		300,247.82	44%
Total Revenues		15,674,211.48	11,360,560.48		4,313,651.00	28%
EXPENDITURES						
Certificated Salaries	(1000-1999)	6,894,811.72	5,540,332.96	1,279,916.05	74,562.71	1%
Classified Salaries	(2000-2999)	2,350,914.71	1,887,240.60	385,273.98	78,400.13	3%
Employee Benefits	(3000-3999)	3,661,369.43	2,475,124.31	552,233.78	634,011.34	17%
Books and Supplies	(4000-4999)	1,026,535.10	620,419.80	116,500.06	289,615.24	28%
Services & Operating Expenses	(5000-5999)	1,682,647.76	1,190,825.92	438,117.37	53,704.47	3%
Capital Outlay	(6000-6999)	172,963.00	61,290.56	3,241.88	108,430.56	63%
Other Outgo	(7100-7299, 7400-7499)	18,196.00	13,973.20	14,522.35	(10,299.55)	(57)%
Transfer of Indirect Costs	(7300-7399)	(41,396.00)	.00	.00	(41,396.00)	100%
Total Expenditures		15,766,041.72	11,789,207.35	2,789,805.47	1,187,028.90	8%
Operating Surplus/(Deficit)		(91,830.24)	(428,646.87)	(3,218,452.34)		
OTHER FINANCING SOURCES/USES						
Interfund Transfers Out	(7600-7629)	60,000.00	.00	.00	60,000.00	100%
Total Other Financing Sources/Uses		(60,000.00)	.00	.00	(60,000.00)	100%
Net Surplus/(Deficit)		(151,830.24)	(428,646.87)	(3,218,452.34)		
Beginning Fund Balance		1,471,289.35	1,471,289.35	1,471,289.35		
Net Ending Fund Balance		1,319,459.11	1,042,642.48	(1,747,162.99)		
*** calculated ***						
Components of Ending Fund Balance						
Unassigned/Unappropriated - 9790		1,319,459.11	.00			
Ending Fund Balance		1,319,459.11	.00			

Fund 07 - Tax Rev Anticipation Note Fund		Fiscal Year 2018 through 04/30/2018			
	Budget	Actual	Encumbrance	Balance	Avail
Beginning Fund Balance	.08	.08	.08		
Net Ending Fund Balance	.08	.08	.08		
*** calculated ***					
Components of Ending Fund Balance					
Unassigned/Unappropriated - 9790	.08	.00			
Ending Fund Balance	.08	.00			

Fund 12 - Child Dvlpmt Fund		Fiscal Year 2018 through 04/30/2018				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other State Revenue	(8300-8599)	81,532.00	10,634.00		70,898.00	87%
Other Local Revenue	(8600-8799)	.00	47.52		(47.52)	0%
Total Revenues		81,532.00	10,681.52		70,850.48	87%
EXPENDITURES						
Certificated Salaries	(1000-1999)	62,104.00	12,367.12	3,677.28	46,059.60	74%
Classified Salaries	(2000-2999)	20,933.70	8,763.07	.00	12,170.63	58%
Employee Benefits	(3000-3999)	9,107.02	2,718.88	375.90	6,012.24	66%
Books and Supplies	(4000-4999)	17,390.22	17,187.02	.00	203.20	1%
Services & Operating Expenses	(5000-5999)	9,059.68	5,461.29	.00	3,598.39	40%
Total Expenditures		118,594.62	46,497.38	4,053.18	68,044.06	57%
Operating Surplus/(Deficit)		(37,062.62)	(35,815.86)	(39,869.04)		
Beginning Fund Balance		.00	42,387.12	42,387.12		
Net Ending Fund Balance		(37,062.62)	6,571.26	2,518.08		
*** calculated ***						
Components of Ending Fund Balance						
Unassigned/Unappropriated - 9790		(37,062.62)	.00			
Ending Fund Balance		(37,062.62)	.00			

Fund 13 - Cafeteria Spec Rev Fund		Fiscal Year 2018 through 04/30/2018				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Federal Revenue	(8100-8299)	1,068,843.80	711,467.21		357,376.59	33%
Other State Revenue	(8300-8599)	91,000.00	59,060.08		31,939.92	35%
Other Local Revenue	(8600-8799)	9,000.00	9,629.80		(629.80)	(7)%
Total Revenues		1,168,843.80	780,157.09		388,686.71	33%
EXPENDITURES						
Classified Salaries	(2000-2999)	465,746.10	368,470.25	79,167.53	18,108.32	4%
Employee Benefits	(3000-3999)	154,935.88	114,762.59	28,161.66	12,011.63	8%
Books and Supplies	(4000-4999)	520,951.46	415,435.93	72,595.46	32,920.07	6%
Services & Operating Expenses	(5000-5999)	109,830.00	75,020.66	20,414.41	14,394.93	13%
Capital Outlay	(6000-6999)	8,000.00	11,099.23	.00	(3,099.23)	(39)%
Transfer of Indirect Costs	(7300-7399)	41,396.00	.00	.00	41,396.00	100%
Total Expenditures		1,300,859.44	984,788.66	200,339.06	115,731.72	9%
Operating Surplus/(Deficit)		(132,015.64)	(204,631.57)	(404,970.63)		
Beginning Fund Balance		182,337.24	182,337.24	182,337.24		
Net Ending Fund Balance		50,321.60	(22,294.33)	(222,633.39)		
*** calculated ***						
Components of Ending Fund Balance						
Unassigned/Unappropriated - 9790		50,321.60	.00			
Ending Fund Balance		50,321.60	.00			

Fund 14 - Deferred Maintenance Fund		Fiscal Year 2018 through 04/30/2018				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other Local Revenue	(8600-8799)	800.00	373.63		426.37	53%
Total Revenues		800.00	373.63		426.37	53%
EXPENDITURES						
Services & Operating Expenses	(5000-5999)	76,088.99	13,300.00	.00	62,788.99	83%
Capital Outlay	(6000-6999)	38,500.00	5,653.86	.00	32,846.14	85%
Total Expenditures		114,588.99	18,953.86	.00	95,635.13	83%
Operating Surplus/(Deficit)		(113,788.99)	(18,580.23)	(18,580.23)		
OTHER FINANCING SOURCES/USES						
Interfund Transfers In	(8900-8929)	60,000.00	.00		60,000.00	100%
Total Other Financing Sources/Uses		60,000.00	.00		60,000.00	100%
Net Surplus/(Deficit)		(53,788.99)	(18,580.23)	(18,580.23)		
Beginning Fund Balance		53,788.99	53,788.99	53,788.99		
Net Ending Fund Balance		.00	35,208.76	35,208.76		
*** calculated ***						

Fund 21 - Building Fund 1 - Measure M		Fiscal Year 2018 through 04/30/2018				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other Local Revenue	(8600-8799)	.00	5,696.35		(5,696.35)	0%
Total Revenues		.00	5,696.35		(5,696.35)	0%
EXPENDITURES						
Capital Outlay	(6000-6999)	52,906.88	40,232.00	12,674.88	0.00	0%
Total Expenditures		52,906.88	40,232.00	12,674.88	.00	0%
Operating Surplus/(Deficit)		(52,906.88)	(34,535.65)	(47,210.53)		
Beginning Fund Balance		789,359.60	789,359.60	789,359.60		
Net Ending Fund Balance		736,452.72	754,823.95	742,149.07		
*** calculated ***						
Components of Ending Fund Balance						
Unassigned/Unappropriated - 9790		736,452.72	.00			
Ending Fund Balance		736,452.72	.00			

Fund 22 - Building Fund 2 - Measure N		Fiscal Year 2018 through 04/30/2018				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other Local Revenue	(8600-8799)	.00	8,557.86		(8,557.86)	0%
Total Revenues		.00	8,557.86		(8,557.86)	0%
EXPENDITURES						
Books and Supplies	(4000-4999)	58,215.76	46,835.97	11,372.02	7.77	0%
Services & Operating Expenses	(5000-5999)	305,264.00	137,037.83	159,103.25	9,122.92	3%
Capital Outlay	(6000-6999)	770,166.48	229,832.69	2,236.53	538,097.26	70%
Other Outgo	(7100-7299, 7400-7499)	79,700.76	50,840.11	24,140.07	4,720.58	6%
Total Expenditures		1,213,347.00	464,546.60	196,851.87	551,948.53	45%
Operating Surplus/(Deficit)		(1,213,347.00)	(455,988.74)	(652,840.61)		
Beginning Fund Balance		1,369,641.31	1,369,641.31	1,369,641.31		
Net Ending Fund Balance		156,294.31	913,652.57	716,800.70		
*** calculated ***						
Components of Ending Fund Balance						
Unassigned/Unappropriated - 9790		156,294.31	.00			
Ending Fund Balance		156,294.31	.00			

Fund 25 - Capital Facilities Fund		Fiscal Year 2018 through 04/30/2018				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other Local Revenue	(8600-8799)	254,140.00	417,450.01		(163,310.01)	(64)%
Total Revenues		254,140.00	417,450.01		(163,310.01)	(64)%
EXPENDITURES						
Services & Operating Expenses	(5000-5999)	144,379.50	.00	.00	144,379.50	100%
Capital Outlay	(6000-6999)	.00	98,595.00	46,230.00	(144,825.00)	0%
Total Expenditures		144,379.50	98,595.00	46,230.00	(445.50)	0%
Operating Surplus/(Deficit)		109,760.50	318,855.01	272,625.01		
Beginning Fund Balance		332,297.76	332,297.76	332,297.76		
Net Ending Fund Balance		442,058.26	651,152.77	604,922.77		
	*** calculated ***					
Components of Ending Fund Balance						
Unassigned/Unappropriated - 9790		442,058.26	.00			
Ending Fund Balance		442,058.26	.00			

Fund 35 - Cnty Schl Facilities Fund 1		Fiscal Year 2018 through 04/30/2018				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other Local Revenue	(8600-8799)	12,000.00	21,390.52		(9,390.52)	(78)%
Total Revenues		12,000.00	21,390.52		(9,390.52)	(78)%
EXPENDITURES						
Services & Operating Expenses	(5000-5999)	33,726.00	12,417.49	16,918.38	4,390.13	13%
Capital Outlay	(6000-6999)	2,476,524.00	1,706,177.63	.00	770,346.37	31%
Total Expenditures		2,510,250.00	1,718,595.12	16,918.38	774,736.50	31%
Operating Surplus/(Deficit)		(2,498,250.00)	(1,697,204.60)	(1,714,122.98)		
Beginning Fund Balance		2,560,183.65	2,560,183.65	2,560,183.65		
Net Ending Fund Balance		61,933.65	862,979.05	846,060.67		
*** calculated ***						
Components of Ending Fund Balance						
Unassigned/Unappropriated - 9790		61,933.65	.00			
Ending Fund Balance		61,933.65	.00			

Fund 40 - Spec Resv Cap Outlay Proj 1		Fiscal Year 2018 through 04/30/2018				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other State Revenue	(8300-8599)	71,500.00	.00		71,500.00	100%
Other Local Revenue	(8600-8799)	.00	1,003.36		(1,003.36)	0%
Total Revenues		71,500.00	1,003.36		70,496.64	99%
EXPENDITURES						
Services & Operating Expenses	(5000-5999)	38,500.00	31,940.00	6,560.00	0.00	0%
Capital Outlay	(6000-6999)	33,000.00	.00	664.13	32,335.87	98%
Total Expenditures		71,500.00	31,940.00	7,224.13	32,335.87	45%
Operating Surplus/(Deficit)		.00	(30,936.64)	(38,160.77)		
Net Surplus/(Deficit)		.00	(30,936.64)	(38,160.77)		
Net Ending Fund Balance		.00	(30,936.64)	(38,160.77)		
*** calculated ***						

Fund 51 - Bond Int & Redempt Fund 1 - M		Fiscal Year 2018 through 04/30/2018				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other State Revenue	(8300-8599)	.00	1,131.74		(1,131.74)	0%
Other Local Revenue	(8600-8799)	.00	126,749.84		(126,749.84)	0%
Total Revenues		.00	127,881.58		(127,881.58)	0%
EXPENDITURES						
Other Outgo	(7100-7299, 7400-7499)	.00	29,268.75	.00	(29,268.75)	0%
Total Expenditures		.00	29,268.75	.00	(29,268.75)	0%
Operating Surplus/(Deficit)		.00	98,612.83	98,612.83		
Beginning Fund Balance		2,958.13	2,958.13	2,958.13		
Net Ending Fund Balance		2,958.13	101,570.96	101,570.96		
*** calculated ***						
Components of Ending Fund Balance						
Unassigned/Unappropriated - 9790		2,958.13	.00			
Ending Fund Balance		2,958.13	.00			

Fund 55 - Bond Int & Redempt Fund 2 - N		Fiscal Year 2018 through 04/30/2018				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other State Revenue	(8300-8599)	.00	1,123.41		(1,123.41)	0%
Other Local Revenue	(8600-8799)	.00	126,118.25		(126,118.25)	0%
Total Revenues		.00	127,241.66		(127,241.66)	0%
EXPENDITURES						
Other Outgo	(7100-7299, 7400-7499)	.00	79,761.72	.00	(79,761.72)	0%
Total Expenditures		.00	79,761.72	.00	(79,761.72)	0%
Operating Surplus/(Deficit)		.00	47,479.94	47,479.94		
Beginning Fund Balance		36,964.83	36,964.83	36,964.83		
Net Ending Fund Balance		36,964.83	84,444.77	84,444.77		
*** calculated ***						
Components of Ending Fund Balance						
Unassigned/Unappropriated - 9790		36,964.83	.00			
Ending Fund Balance		36,964.83	.00			

Fund 67 - Self-Insurance Fund 1		Fiscal Year 2018 through 04/30/2018			
	Budget	Actual	Encumbrance	Balance	Avail
Beginning Fund Balance	2,279.60	2,279.60	2,279.60		
Net Ending Fund Balance	2,279.60	2,279.60	2,279.60		
*** calculated ***					
Components of Ending Fund Balance					
Unassigned/Unappropriated - 9790	2,279.60	.00			
Ending Fund Balance	2,279.60	.00			

Certification

County: Santa Barbara

Fiscal Year: 2017-18

District: Guadalupe Union Elementary

P-2

CDS CODE 42 69203

1A54EC23

Class Size Penalties

I hereby certify that, to the best of my knowledge, all data have been compiled and reported in accordance with all applicable laws, regulations and instructions.

School District Superintendent:



Date:

4/24/18

County Superintendent of Schools:

Date:

Any inquiries concerning this report should be directed to:

CONTACT NAME Crystal Alley

PHONE (805) 343-2114 * 1228

FAX (805) 343-6155

E-Mail calley@gusdbobcats.com

Attendance School District

County: Santa Barbara

District: Guadalupe Union Elementary

CDS CODE 42 69203

Fiscal Year: 2017-18

P-2

Certificate Number: BB89C4AD

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	545.78	432.10	269.03	0.00	1,246.91
Extended Year Special Education [EC 56345 (b) (3)]A-2 (Divisor 175)	A-2	0.00	0.00	0.00	0.00	0.00
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0.00	0.00	0.00	0.00	0.00
Community Day School [EC 48660] (Divisor 70/135/180)	A-5	0.00	0.00	0.00	0.00	0.00
ADA Totals (Sum of A-1 through A-5)	A-6	545.78	432.10	269.03	0.00	1,246.91
Other						
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1	0.00	0.00	0.00	0.00	0.00
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2	0.00	0.00	0.00	0.00	0.00

California Department of Education

Principal Apportionment Data Collection Software

2017-17.00

Attendance School District

County: Santa Barbara

District: Guadalupe Union Elementary

CDS CODE 42 69203

Fiscal Year: 2017-18

P-2

Certificate Number: BB89C4AD

	B-3						
Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	B-4						
Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	B-5						
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	0.00						0.00

	B-6						
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)						0.00	0.00

ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)							0.00

Attendance School District

County: Santa Barbara

Fiscal Year: 2017-18

District: Guadalupe Union Elementary

P-2

CDS CODE 42 69203

Certificate Number: BB89C4AD

Prior Year ADA Adjustment (P-1 and P-2 only)	TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Prior Year P-2 ADA for pupils attending a charter school sponsored by the district in the current year who attended a non-charter school of the district in the prior year [EC 42238.051(a) (2) (B)].					
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-1	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)]C-2 (Divisor 175)	C-2	0.00	0.00	0.00	0.00
ADA Totals (C-1 + C-2)	C-3	0.00	0.00	0.00	0.00
Prior Year P-2 ADA for pupils attending a non-charter school in the current year who attended a charter school sponsored by the district in the prior year [EC 42238.051(a) (2) (C)].					
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-4	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)]C-5 (Divisor 175)	C-5	0.00	0.00	0.00	0.00
ADA Totals (C-4 + C-5)	C-6	0.00	0.00	0.00	0.00

Attendance School District

County: Santa Barbara

District: Guadalupe Union Elementary

CDS CODE 42 69203

Fiscal Year: 2017-18

P-2

Certificate Number: BB89C4AD

Prior Year P-2 ADA attributable to district resident pupils attending a non-charter school [EC 42238.052].

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)

Extended Year Special Education [EC 56345 (b) (3)] C-8 (Divisor 175)

ADA Totals (C-7 + C-8)

Gain or Loss of ADA due to a Reorganization or Transfer of Territory [EC 42238.05 (a) (3)]. If the ADA adjustment is a loss, report the loss as a negative number in line C-10 or C-11.

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)

Extended Year Special Education [EC 56345 (b) (3)] C-11 (Divisor 175)

ADA Totals (C-10 + C-11)

	C-7	C-8	C-9	C-10	C-11	C-12
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	0.00	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] C-8 (Divisor 175)	0.00	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-7 + C-8)	0.00	0.00	0.00	0.00	0.00	0.00
Gain or Loss of ADA due to a Reorganization or Transfer of Territory [EC 42238.05 (a) (3)]. If the ADA adjustment is a loss, report the loss as a negative number in line C-10 or C-11.						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	0.00	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] C-11 (Divisor 175)	0.00	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-10 + C-11)	0.00	0.00	0.00	0.00	0.00	0.00

Class Size Penalties

County: Santa Barbara
 District: Guadalupe Union Elementary
 CDS CODE 42 69203

Fiscal Year: 2017-18
 P-2
 Certificate Number: 1A54EC23

Kindergarten

Classes Maintained for the Full Second Period

A-1	A-2	A-3	A-4	A-5
17	2	34	66	0
24	1	24	33	0
26	5	130	165	0
Total				
8				
188				
264				

Kindergarten

Classes Maintained for Less than the Full Second Period

B-1	B-2	B-3	B-4	B-5	B-6	B-7
Total						

Grades 1-3

Classes Maintained for the Full Second Period

C-1	C-2	C-3	C-4	C-5
19	1	19	30	0
20	2	40	60	0
21	1	21	30	0
22	1	22	30	0
23	4	92	120	0
24	2	48	60	0
25	2	50	60	0
26	2	52	60	0
28	1	28	30	0
Total				
16				
372				
480				

Grades 1-3

Classes Maintained for Less than the Full Second Period

D-1	D-2	D-3	D-4	D-5	D-6	D-7
Total						

Kindergarten Excess Enrollment Calculation

E-1: Total Classes (A-2 + B-2) 8
 E-2: Total Pupils Enrolled (A-3 + B-3) 188
 E-3: Average Number of Pupils per Class (E-2 / E-1) 23.5
 E-4: Total Excess Enrollment (A-5 + B-7) 0

Grades 1-3 Excess Enrollment Calculation

E-5: Total Classes (C-2 + D-2) 16
 E-6: Total Pupils Enrolled (C-3 + D-3) 372

Class Size Penalties

County: Santa Barbara

District: Guadalupe Union Elementary

CDS CODE 42 69203

Fiscal Year: 2017-18

P-2

Certificate Number: 1A54HC23

E-7: Average Number of Pupils per Class (E-6 / E-5) 23.3
E-8: Total Excess Enrollment (C-5 + D-7) 0

Grades 4-8 Average Enrollment Calculation

F-1: Total Number of Pupils Enrolled 718
F-2: Total Number of Full Time Equivalent Classroom Teachers 31.0
F-3: Average Number of Pupils Enrolled Per Full-Time Equivalent Classroom Teacher (F-1 / F-2) 23.2

Kindergarten Full Second Period

A-1: Average Class Enrollment Size
A-2: Number of Classes of this Size
A-3: Total Pupils Per Class Size (A-1 * A-2)
A-4: Approved Limit of Enrollment (A-2 * 33)
A-5: Excess Enrollment (If A-3 > A-4 then A-3 - A-4, else 0)

Kindergarten Less Than Full Second Period

B-1: Average Class Enrollment Size
B-2: Number of Classes of this Size
B-3: Total Pupils Per Class Size (B-1 * B-2)
B-4: Approved Limit of Enrollment (B-2 * 33)
B-5: Excess Enrollment (If B-3 > B-4 then B-3 - B-4, else 0)
B-6: Fraction of Period in Session (ex: 4/7 = .57)
B-7: Modified Excess Enrollment (B-5 * B-6)

Grades 1-3 Full Second Period

C-1: Average Class Enrollment Size
C-2: Number of Classes of this Size
C-3: Total Pupils Per Class Size (C-1 * C-2)
C-4: Approved Limit of Enrollment (C-2 * 30)
C-5: Excess Enrollment (If C-3 > C-4 then C-3 - C-4, else 0)

Grades 1-3 Less Than Full Second Period

D-1: Average Class Enrollment Size
D-2: Number of Classes of this Size
D-3: Total Pupils Per Class Size (D-1 * D-2)
D-4: Approved Limit of Enrollment (D-2 * 30)
D-5: Excess Enrollment (If D-3 > D-4 then D-3 - D-4, else 0)
D-6: Fraction of Period in Session (ex: 4/7 = .57)
D-7: Modified Excess Enrollment (D-5 * D-6)

Certification

County: Santa Barbara

Fiscal Year: 2017-18

District: Guadalupe Union Elementary

P-2

CDS CODE 42 69203

BB89C4AD

Attendance School District

I hereby certify that, to the best of my knowledge, all data have been compiled and reported in accordance with all applicable laws, regulations and instructions.

School District Superintendent:



Date:

4/24/18

County Superintendent of Schools: _____

Date: _____

Any inquiries concerning this report should be directed to:

CONTACT NAME Crystal Alley

PHONE (805) 343-2114 * 1228

FAX (805) 343-6155

E-Mail calley@gusdbobcats.com

Mary Buren School, K-5

Discipline Distribution Report from 8/10/2017 to 10/3/2017

Code # and Name	Total		Grade							Suspension	Referral	Mediation
	Students	Incidence	TK	K	1	2	3	4	5			
04 *Assault (E) 48900 (a)(2)	1	1	-	-	-	-	-	1	-	1		
94 Obscene Language	1	1	-	1	-	-	-	-	-		1	
95 Violation of playground rules (physical)	12	13	-	-	3	3	-	2	5		6	7
96 Violation of playground rules (verbal)	8	8	-	-	-	-	-	8	-			8
97 Failure to comply w/directions (outside)	2	2	-	-	-	-	-	-	2		2	
98 Failure to comply w/directions (classroom)	3	3	-	2	-	-	-	1	-			3
99 Outreach Consultation	11	16	-	9	1	3	-	4	-		3	13
Totals:	38	44	0	12	4	6	-	16	7	1	12	31

Discipline Distribution Report from 10/4/2017 to 11/1/2017

Code # and Name	Total		Grade							Suspension	Referral	Mediation
	Students	Incidence	TK	K	1	2	3	4	5			
04 *Assault (E) 48900 (a)(2)	2	2	-	-	-	-	-	1	1	2		
95 Violation of playground rules (physical)	16	17	-	1	3	-	5	5	3		12	5
97 Failure to comply w/directions (outside)	2	2	-	-	1	-	1	-	-		1	1
98 Failure to comply w/directions (classroom)	4	4	-	1	-	1	2	-	-		2	2
99 Outreach Consultation	6	6	-	-	1	3	1	-	1			6
Totals:	30	31	0	2	5	4	9	6	5	2	15	14

Discipline Distribution Report from 11/2/2017 to 12/1/2017

Code # and Name		Total Students	Total Incidence s	Grade							Suspension	Referral	Mediation
				TK	K	1	2	3	4	5			
04	*Assault (E) 48900 (a)(2)	2	2	-	-	-	-	1	1	-	2		
52	Fighting (S) 48900 (a)	2	2	-	-	1	-	-	1	-	2		
76	School Rules, Violation of	1	1	-	-	-	1	-	-	-		1	
95	Violation of playground rules (p	2	2	-	-	-	-	-	2	-		2	
98	Failure to comply w/directions	3	3	-	2	1	-	-	-	-		3	
99	Outreach Consultation	3	3	-	1	-	-	-	2	-			3
	Totals:	13	13	0	3	2	1	1	6	-	4	6	3

Discipline Distribution Report from 12/2/2017 to 2/2/2018

Code # and Name		Total Students	Total Incidence s	Grade							Suspension	Referral	Mediation
				TK	K	1	2	3	4	5			
18	*Property, Destruction of (S) 4	1	1	-	-	-	-	1	-	-	1		
25	*Weapon, Possession of (E) 4	1	1	-	-	-	-	-	-	1	1		
45	Dangerous Object												
54	Firearm, Possession of (E) 48	2	2	-	-	-	-	2	-	-	2		
74	Profanity (S) 48900 (i)	1	1	-	-	-	-	-	1	-	1		
84	Threats to Others (S) 48900 (a												
95	Violation of playground rules (p	9	9	-	-	4	2	-	-	3		1	8
96	Violation of playground rules (v	3	3	-	-	-	-	-	1	2		1	2
98	Failure to comply w/directions	1	1	-	-	-	-	-	-	1			1
99	Outreach Consultation	1	1	-	-	-	-	-	-	1			1

	Totals:	19	19	-	-	4	2	4	4	9	5	2	12
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Discipline Distribution Report from 2/5/2018 to 3/5/2018

Code # and Name		Total Students	Total Incidence s	Grade							Suspension	Referral	Mediation
				TK	K	1	2	3	4	5			
04	*Assault (E) 48900 (a)(2)	2	3	-	1	-	-	2	-	-	2	1	
18	*Property, Destruction of (S) 4	1	1	-	-	-	-	-	-	1	1		
53	Firearm, Imitation (E) 48900 (1	1	-	-	-	-	-	1	-	1		
95	Violation of playground rules (p	10	10	-	1	8	-	-	1	-		5	5
98	Failure to comply w/directions	1	1	-	1	-	-	-	-	-			1
99	Outreach Consultation	1	1	-	-	-	-	-	1	-			1
	Totals:	16	17	-	3	8	-	2	3	1	4	6	7

Discipline Distribution Report from 3/6/2018 to 4/30/2018

Code # and Name		Total Students	Total Incidence s	Grade							Suspension	Referral	Mediation
				TK	K	1	2	3	4	5			
04	*Assault (E) 48900 (a)(2)	3	3	-	2	-	-	-	-	1	3		
95	Violation of playground rules (p	11	11	2	1	6	-	-	1	1		2	9
96	Violation of playground rules (v	1	1	-	-	-	-	-	1	-			1
98	Failure to comply w/directions	3	3	-	-	-	-	3	-	-			3
99	Outreach Consultation	10	12	-	2	2	-	2	5	1			12
	Totals:	28	30	-	5	8	-	5	7	3	3	2	25

Kermit McKenzie Junior High

April Discipline Report

	Total	6	7	8	Incidents	Students Suspended*	Detention	Referral	Mediation
*Assault (E) 48900 (a)(2)	1	-	1	-	1	1			
Behavior, Defiance (S) 48900 (1	-	1	-	1	1			
Class Rules, Violation of	62	37	21	4			57	5	
Dress, Code Violation	1	-	1	-			1		
Fighting (S) 48900 (a)	1	-	1	-	1	1			
Horseplay	1	-	1	-			1		
School Rules, Violation of	2	-	2	-			2		2
Tardy	7	4	3	-			7		
Obscene Language	1	-	1	-			1		1
Damage to School Property	1	-	-	1			1		
Totals	78	41	32	5	3	3	70	5	3