



**SHASTA COUNTY BOARD OF EDUCATION
REGULAR MEETING AGENDA**

**July 11, 2018
1:30 p.m.**

**Shasta County Office of Education – Board Room
1644 Magnolia Ave., Redding, CA 96001**

Mission

To be leaders in educational excellence, offering support to schools and community to ensure Shasta County students receive a quality education preparing them for high school graduation and success in career and college.

2017/18 Goals

Through an Appreciative Interview process in May 2017, Board Members and staff were interviewed to determine their hopes and dreams for the future of the Shasta County Office of Education. Over 80 people participated in the process. Goal areas were created from the three main areas that came through as priorities for both Board Members and staff:

Hopes & Dreams for the Future ~ New Goal Framework



❖ Striving to continuously improve



❖ Supporting learning & growth for all employees



❖ Fostering appreciative & supportive relationships

As we began this school year, each department identified actions they would pursue related to these goal areas. As we move throughout the school year, each department will share information with the Shasta County Board of Education on their progress in each of the goal areas.

The Shasta County Board of Education welcomes you to its Regular meetings scheduled on the second Wednesday of each month (except June) at 1:30 p.m. at the Shasta County Office of Education Board Room or other posted location. The June meeting will be held on the fourth Wednesday to allow time for budget preparation. For any month in which a holiday conflicts with the second Wednesday of the month, the meeting will be held on the third or fourth Wednesday as posted. Board agenda materials are available at the Shasta County Office of Education in the Superintendent's Office at 1644 Magnolia Ave, Redding, CA or at www.shastacoe.org/office-of-education/board-of-education.

REASONABLE ACCOMODATIONS FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodations to attend or participate in a meeting or function of the Shasta County Board of Education may request assistance by contacting the Shasta County Office of Education seven (7) days prior to the meeting or function at:

1644 Magnolia Ave., Redding, CA 96001; phone (530) 225-0227; e-mail superintendentsoffice@shastacoe.org

OPEN SESSION

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. HEARING OF PERSONS WISHING TO ADDRESS THE BOARD

*The public is invited to complete a Speaker Card indicating which item **listed** on the agenda they would like to comment on and will be allowed to do so when the item comes up.*

For public comment on an item **not listed** on the agenda, but is within the Board's subject matter jurisdiction, the public is invited to complete a Speaker Card indicating they would like to address the Board under this agenda item. Please note that the law requires no action or discussion be undertaken on any item not listed on the agenda, therefore, only a brief response will be provided by the Board or staff.

5. APPROVAL OF CONSENT AGENDA – These action items are of a routine nature or items for which no discussion is anticipated and are acted upon by a single vote. Board Members may request that any item be removed and given individual consideration.
 - 5.1. Board:
 - 5.1.1. June 20, 2018 Special Board Meeting/Budget Study Session Minutes (pgs. 4-9)
 - 5.1.2. June 27, 2018 Regular Board Meeting Minutes (pgs. 10-17)
 - 5.2. Administrative Services:
 - 5.2.1. Credentials and Oaths for Temporary Certificates (pgs. 18-19)

6. INFORMATION – These informational items are of a routine nature or items for which no discussion is anticipated. Board Members may request that any item be given individual consideration.
 - 6.1. Administrative Services:
 - 6.1.1. General Fund Board Report (pgs. 20-21)
 - 6.1.2. Public Disclosure of Collective Bargaining – Shasta County Certificated Employees Association (pgs. 22-25)

7. ACTION
 - 7.1. Board:
 - 7.1.1. Board Member Attendance at CSBA Conference – November 29-December 1, 2018 in San Francisco (pgs. 26-31)
8. BOARD BUSINESS
 - 8.1. Board Comments/Discussion/Reports/Correspondence
9. SUPERINTENDENT'S REPORT
10. DISCUSSION:
 - 10.1. Board:
 - 10.1.1. Review Interdistrict Appeal Hearing Process Including Board Bylaw 5117.1 – Students –Interdistrict Attendance Appeal and Exhibit 5117.1 – Interdistrict Attendance Appeal Handbook (pgs. 32-44)
11. MEETING FEEDBACK/SUGGESTIONS FOR FUTURE AGENDA ITEMS
12. REMINDERS/UPCOMING EVENTS
 - All Call – August 13, 2018, 7:15-7:45 a.m. Registration and Breakfast/8:00-10:00 a.m. Meeting at Shasta College Amphitheater or Professional Development Center (*location to be confirmed*)
13. NEXT MEETING – August 8, 2018, 1:30 p.m. at Shasta County Office of Education, 1644 Magnolia Ave., Redding, CA 96001
14. ADJOURN

See attached/reverse side for policy/procedures governing participation at the Shasta County Board of Education meetings.

THE SHASTA COUNTY BOARD OF EDUCATION WELCOMES AND ENCOURAGES YOUR PARTICIPATION AT THEIR MEETINGS. TO ENSURE AN ORDERLY MEETING, ALL PARTICIPANTS WILL BE ASKED TO OBSERVE THE FOLLOWING:

Procedures for placing an item on the agenda, making a presentation, or speaking to an item on the agenda shall be as follows (Board Bylaw #9322):

Any member of the public or any Board member may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and be submitted to the Superintendent or designee with supporting documents and information, if any, at least seven (7) days before the scheduled meeting date. Items submitted less than seven (7) days before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

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

The Board President and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, informational item or consent item.

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5, Government Code 54954.3)

Persons addressing the Board shall be guided by the following conditions (Board Bylaw #9323):

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each item of business to be discussed at regular or special meetings. (Education Code [35145.5](#), Government Code [54954.3](#))
2. At a time so designated on the agenda, members of the public may bring before the Board, at a regular meeting, matters that are not listed on the agenda. The Board may refer such a matter to the Superintendent or designee or take it under advisement, but shall not take action at that time except as allowed by law. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board. (Education Code [35145.5](#), Government Code [54954.2](#))
3. Without taking action, Board members or County Office staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code [54954.2](#)) Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code [54954.2](#))
4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard it, the Board shall provide an opportunity for the public to speak. (Government Code [54954.3](#))
5. A person wishing to be heard by the Board shall first be recognized by the President and shall then proceed to comment as briefly as the subject permits. Individual speakers shall be allowed three (3) minutes to address the Board on each agenda or nonagenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the President may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.
6. The Board President may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the President may indicate the time and place when it should be presented. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts or omissions. (Government Code [54954.3](#)) In addition, the Board may not prohibit public criticism of County Office employees.
7. The Board President shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the chair to terminate the privilege of addressing the Board. The Board may remove disruptive individuals and order the room cleared if necessary; in this case, members of the media not participating in the disturbance shall be allowed to remain, and individual(s) not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code [54957.9](#))

Thank you for your cooperation.

**SHASTA COUNTY BOARD OF EDUCATION
BOARD AGENDA ITEM REQUEST FORM**

This form is due to the Superintendent's Executive Assistant eight (8) calendar days prior to the Board meeting date

Board meeting date: July 11, 2018
Agenda item topic: June 20, 2018 Board Minutes
Name of person requesting agenda item: Judy Flores
Name of person to attend Board meeting to address agenda item: Judy Flores
Name of Cabinet level supervisor for this agenda item: Judy Flores
Date reviewed by Cabinet level supervisor: 06.21.18
Additional materials are provided with this form for the Board agenda packet: Yes No

Type of agenda item (check one):

- Action on Consent Agenda (these items are of routine nature or items for which no discussion is anticipated at the meeting, the Board has the option to request that these items be discussed at the meeting before taking Action)
- Action on Regular Agenda (these items are discussed by the Board at the meeting before taking Action)
- Discussion (these items are presented to the Board at the meeting and will be discussed)
- Information (these items are not discussed at the meeting unless requested by the Board at the meeting)
- Recognition (the person requesting to do a recognition will make arrangements for those being recognized to attend the Board meeting)

Agenda Item Background/Description:

The following minutes from the June 20, 2018 Special Meeting/Budget Study Session are provided for the Board's review and consideration of approval.

*The following areas are to be completed for **Action** agenda items only:*

Analysis:

If any changes are needed to the minutes or if there are questions in regards to the minutes, Board Members are to request the minutes be pulled from the Consent Agenda for individual consideration at the Board meeting.

Recommendation:

It is recommended the Board approve the minutes as part of the Consent Agenda if there are no changes needed. If the minutes are pulled from the Consent Agenda, it is recommended they be approved based on the discussion at the Board meeting.

SHASTA COUNTY BOARD OF EDUCATION

Shasta County Office of Education
1644 Magnolia Ave.
Redding, CA 96001

June 20, 2018

Special Meeting and Budget Study Session Minutes

UNADOPTED

1. CALL MEETING TO ORDER

The meeting was called to order by President Manuel at 10:02 a.m.

Members Present

- Rhonda Hull
- Steve MacFarland, Vice-President
- Laura Manuel, President
- Denny Mills (departed at 12:30 p.m.)

Members Absent

- Kathy Barry
- Diane Gerard
- Elizabeth “Buffy” Tanner

Administrators Present

- Judy Flores, Shasta County Superintendent of Schools
- Adam Hillman, Associate Superintendent, Administrative Services
- Jennifer Baker, Assistant Superintendent, Instructional Services

Others Present

- Robin Beeson, Executive Assistant to the Superintendent (Recording Secretary)
- (NOTE: The following listed their name and representation on a sign-in sheet, there may have been others in attendance. Those in attendance may have attended only a portion of the meeting.)
- Kathy Thompson, SCOE
- De’An Chambless, SCOE

2. PLEDGE OF ALLEGIANCE

President Manuel led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

ACTION: Vice-President MacFarland moved to approve the Agenda as submitted. Board Member Hull seconded the motion. The motion passed by majority vote as follows:

- AYES: Hull, MacFarland, Manuel, Mills
- NOES: None
- ABSTENTIONS: None
- ABSENT: Barry, Gerard, Tanner

4. HEARING OF PERSONS WISHING TO ADDRESS THE BOARD REGARDING ITEMS ON THE AGENDA

There were none.

5. DISCUSSION

5.1. 2018/19 Summary of Support to School Districts and Schools for Differentiated Assistance and Local Control Accountability Plan (LCAP)

Superintendent Flores indicated the actual County Office support plan is included in the Board agenda packet and that her Google presentation includes information she shared with the Board at the March Planning Session and other information that has been added as the plan has been developed. She reviewed the three levels of support provided to districts and schools to promote continuous improvement and equity. She explained the difference between the level of support provided to charter schools sponsored by districts and those sponsored by the Board.

What makes a district or school eligible for Differentiated Assistance was shared as was what has been learned during the first year in working with the six unique districts in reviewing their data. Discussion took place regarding engagement of various stakeholders including one-on-one interviews with a group of students and parents. Feedback that was received from districts on the process was shared.

Superintendent Flores reviewed the information required by Education Code that is to be included in the summary of the support plan provided to the Board. An overview and discussion took place regarding the disparities in the results for English Language Arts, Math, graduation rates, suspension rates, college/career indicators, and chronic absenteeism rates. Differentiated Assistance includes support for academic, behavioral, and identified student groups.

Areas that are reviewed by County Office staff before approving a district's LCAP was shared. Funding that will be provided for the County Office to provide Differentiated Assistance to identified districts was reviewed. It was noted that there was no funding provided this year which resulted in no staff being added. Both houses have approved the proposed funding for the Differentiated Assistance work by County Offices of Education; it is currently on the Governor's desk for approval. If approved, funding will be provided going forward which will allow for additional staff to be hired. Jennifer Baker, Assistant Superintendent of Instructional Services, reported on the amount of time that has been spent meeting with the six districts this year. Superintendent Flores shared current positions and positions added for next year to complete the Differentiated Assistance work. She discussed the experience the new staff have and how they will be funded.

Districts are notified in November if they have been identified as needing Differentiated Assistance and it becomes public in December. An in-depth review of the timeline that will be followed and what prevention and support going forward will look like based on the schools that are currently identified was provided by Superintendent Flores. The components of the support plan, goals, metric to assess progress, and actions to achieve goals were discussed. It was noted that there is the potential for a district to move out of Differentiated Assistance with the new release of the Dashboard data in December. Agency coordination action steps include collaboration with the California Collaborative for Educational Excellence (CCEE), California Department of Education, and other county offices.

Superintendent Flores indicated the support plan was shared with the districts in Differentiated Assistance and with district superintendents at their monthly meeting. All were impressed with the

level of work the County Office will be able to provide at no cost based on the funding they will receive from the California Department of Education. It was noted that a template was not provided to assist with developing the plan; Superintendent Flores created a format that has been shared and utilized throughout the state.

Assistant Superintendent Baker provided an overview of the new structure for staff who will do the Differentiated Assistance work, how they will function as a team, and the work they will do. She discussed the challenges when working with schools that have staff turnover.

5.2. Proposed Revisions to Shasta County Office of Education Local Control Accountability Plan (LCAP) and Annual Update

Kathy Thompson, Director of Special Education, noted that the County Office LCAP is included in the Board agenda packet and covers the program at Juvenile Hall, coordination of Foster Youth services, and the Expelled Youth Plan. She indicated the LCAP is a great tool to stop and look at what is being done and determine what's working, what needs to be changed, and identify needs. An overview of the various programs and resources that have been put in place and goals was provided.

Director Thompson highlighted the areas that will be implemented next year to assist with student outcomes. Discussion took place regarding how suspension is handled at Juvenile Hall for incarcerated student. It was noted that EXCEL Academy is not included in the County Office LCAP as it is a bill-back program and the districts of residence are responsible for identifying students from their district enrolled at EXCEL in their LCAPs.

Superintendent Flores noted that State Priority 9 is the Expulsion Plan and State Priority 10 addresses Foster Youth, both of which are identified in the County Office LCAP. She added in the past, the Expulsion Plan was brought separately to district and county boards for approval. It is still a separate document; however, it is made public and finalized as part of the LCAP review process. For Foster Youth, the County Office is moving toward coaching districts to serve the students in their district opposed to the County Office providing the services.

5.3. PUBLIC HEARING to Receive Public Comment Regarding the Proposed Shasta County Office of Education Local Control Accountability Plan (LCAP) and Annual Update

In addition to verbal comments made at the Public Hearing on the LCAP, written comments can be submitted to: Judy Flores, Shasta County Superintendent of Schools at 1644 Magnolia Ave., Redding, CA 96001 and will be considered in any revisions to the LCAP if received by 4:00 p.m. on June 19, 2018. The proposed LCAP is available for public inspection at www.shastacoe.org or at the address provided for written comments.

President Manuel opened the Public Hearing at 11:27 a.m. Hearing no public comment, the Public Hearing was closed.

6. BUDGET STUDY SESSION

6.1. Proposed 2018/19 Budget

Adam Hillman, Associate Superintendent of Administrative Services, provided a handout of a PowerPoint presentation and noted the County Office budget is generally in good shape. He reviewed countywide enrollment data and noted that part of the Local Control Funding Formula (LCFF) is based on enrollment in the county. County Office enrollment data for Alternative

Education and Special Education was shared. Key assumptions include a 2.71% COLA, enrollment, new funding for Differentiated Assistance, 3% salary increase for all employees, as well as STRS and PERS rate increases. Discussion took place regarding the status of negotiations with the three bargaining units.

Program changes for Instructional Services were reviewed by Assistant Superintendent Baker. Superintendent Flores stated it has been decided that the Assistant Superintendent position will be hired mid-year opposed to the beginning of the year and explained how the projects the position was going to do will be covered. Student Program changes for Special Education, Project SHARE, Alternative Education, CLCSP (California Learning Communities for School Success) grant, Foster Youth and Science Programs that include the Planetarium and Whiskeytown Environmental School were reviewed.

Associate Superintendent Hillman discussed Facilities projects, Information Technology equipment needs, Transportation and Vehicle Maintenance needs, and the status of Business Services. General fund, LCFF, federal, other state, and local revenues and general fund expenditures were covered. It was noted that most of the County Office budget is spent on employees. An overview of funds allocated for Student Services, other Instructional Services, and Administrative Services was provided. A summary of line items in the general fund were reviewed as was the ending fund balance. It was noted that there is a need to develop a fund for technology equipment replacement similar to what has been put in place for school bus replacement.

Key assumptions for the Shasta County Independent Study Charter School and a line item summary were reviewed. The Board questioned if a different facility is still being considered for the program. Superintendent Flores replied that staff are still watching enrollment trends and a decision will be made in the Spring of next year if a different facility will be needed. For next year, space in the Magnolia building will be utilized to accommodate the additional staff that will be hired.

Early Childhood Services programs and changes were discussed; a line item summary was reviewed. An overview was provided on other funds that include Special Education pass-through, pupil transportation equipment, and forest reserve. Various multiyear projected key assumptions that include revenue and expenditure changes were shared. It was noted that multiyear projections are a combination of assumptions and estimates for revenues and expenditures for the current year and subsequent two years. STRS and PERS estimated employer contribution rate increases and the impact of the increases continue to be factored in the multiyear projections.

Associate Superintendent Hillman stated that general fund unrestricted multiyear projections reflect a structural deficit starting in 2020/21 and will be watched closely; currently the County Office budget is doing well. Next steps include bringing the budget to the June 27, 2018 Board meeting with a recommendation from staff to approve it. Following the Governor signing the state budget, there is a 45 day window where any significant budget changes will be shared with the Board.

President Manuel requested a pie chart graph showing revenues, expenditures, and the ending fund balance. Discussion took place regarding the requested components for inclusion in the pie chart. President Manuel will find an example to share with staff.

6.2. PUBLIC HEARING to Receive Public Comment Regarding the Proposed 2018/19 Budget

President Manuel opened the Public Hearing at 12:41 p.m. Hearing no public comment, the Public Hearing was closed.

7. OTHER COMMENTS

There were none.

8. MEETING FEEDBACK/SUGGESTIONS FOR FUTURE AGENDA ITEMS

Board Member shared positive comments on the LCAP and budget presentations and commended staff for their work.

9. NEXT MEETING – June 27, 2018, 1:30 p.m. at Shasta County Office of Education, 1644 Magnolia Ave., Redding, CA 96001

10. ADJOURN

President Manuel adjourned the meeting at 12:43 p.m.

Respectfully submitted,

Judy Flores, Shasta County Superintendent of Schools
Ex-Officio Secretary to the Board

**SHASTA COUNTY BOARD OF EDUCATION
BOARD AGENDA ITEM REQUEST FORM**

This form is due to the Superintendent's Executive Assistant eight (8) calendar days prior to the Board meeting date

Board meeting date: July 11, 2018
Agenda item topic: June 27, 2018 Board Minutes
Name of person requesting agenda item: Judy Flores
Name of person to attend Board meeting to address agenda item: Judy Flores
Name of Cabinet level supervisor for this agenda item: Judy Flores
Date reviewed by Cabinet level supervisor: _____
Additional materials are provided with this form for the Board agenda packet: Yes No

Type of agenda item (check one):

- Action on Consent Agenda** (these items are of routine nature or items for which no discussion is anticipated at the meeting, the Board has the option to request that these items be discussed at the meeting before taking Action)
- Action on Regular Agenda** (these items are discussed by the Board at the meeting before taking Action)
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- Information** (these items are not discussed at the meeting unless requested by the Board at the meeting)
- Recognition** (the person requesting to do a recognition will make arrangements for those being recognized to attend the Board meeting)

Agenda Item Background/Description:

The following minutes from the June 27, 2018 Board meeting are provided for the Board's review and consideration of approval.

*The following areas are to be completed for **Action** agenda items only:*

Analysis:

If any changes are needed to the minutes or if there are questions in regards to the minutes, Board Members are to request the minutes be pulled from the Consent Agenda for individual consideration at the Board meeting.

Recommendation:

It is recommended the Board approve the minutes as part of the Consent Agenda if there are no changes needed. If the minutes are pulled from the Consent Agenda, it is recommended they be approved based on the discussion at the Board meeting.

SHASTA COUNTY BOARD OF EDUCATION

Shasta County Office of Education

1644 Magnolia Ave.

Redding, CA 96001

June 27, 2018

Regular Meeting Minutes

UNADOPTED

1. CALL MEETING TO ORDER

The meeting was called to order by President Manuel at 1:30 p.m.

Members Present

Diane Gerard

Rhonda Hull

Steve MacFarland, Vice-President

Laura Manuel, President

Denny Mills

Members Absent

Kathy Barry

Elizabeth "Buffy" Tanner

Administrators Present

Judy Flores, Shasta County Superintendent of Schools

Adam Hillman, Associate Superintendent, Administrative Services

Jennifer Baker, Assistant Superintendent, Instructional Services

Others Present

Laurie Zambrano, Executive Assistant (Recording Secretary)

(NOTE: The following listed their name and representation on a sign-in sheet, there may have been others in attendance.

Those in attendance may have attended only a portion of the meeting.)

Toni Giovaniello, Shasta County EDC

Irene Salter, Chrysalis Charter School

Renee Menefee, Rebecca Lewis, Jackie Titus, Mary Lord, De' An Chambless, Brandy Groves, Linda

Sellers, Lori Harrison, Cassy Leggett, Michelle Larsen, Rea McFadden, Jodie VanOrnum, Brandy

McDaniel, Jami Lozoya, Rosemary Newcomb, Mina Asmus, Sue Johnson, Shannon Salmans,

Kathleen Wolter~ SCOE

2. PLEDGE OF ALLEGIANCE

Board Member Gerard led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

ACTION:

Vice-President MacFarland moved to approve the Agenda as submitted.

Board Member Hull seconded the motion. The motion passed by majority vote as follows:

AYES: Gerard, Hull, MacFarland, Manuel, Mills

NOES:

ABSTENTIONS:

ABSENT: Barry, Tanner

4. HEARING OF PERSONS WISHING TO ADDRESS THE BOARD

There were none.

5. APPROVAL OF CONSENT AGENDA

5.1. Board:

5.1.1. May 9, 2018 Regular Board Meeting Minutes

5.2. Administrative Services:

5.2.1. Credentials and Oaths for Temporary Certificates

5.2.2. Resolution Regarding the Education Protection Account

5.2.3. Resolution Regarding the Education Protection Account for Shasta County Independent Study Charter School

5.2.4. Resolution Regarding Authorization for Temporary Interfund Cash Borrowing

5.2.5. Adoption of Board Policy 3461 – Business and Noninstructional Operations – Debt Issuance and Management (second read)

5.2.6. Adoption of Administrative Regulation 3517 – Business and Noninstructional Operations – Facilities Inspection (second read)

5.3. Instructional Services:

5.3.1. Consolidated Application for Federal Funding

5.3.2. Proposed Revisions to Administrative Regulation 5148.2 – Students – Before/After School Programs

5.3.3. Proposed Revisions to Administrative Regulation 6112 – Instruction – School Day

5.3.4. Proposed Revisions to Board Policy 6153 Instruction – School Sponsored Trip

5.3.5. Proposed Revisions to Administrative Regulation 6173.1 – Instruction – Education for Foster Youth

ACTION:

Vice-President MacFarland moved to approve the Consent Agenda as submitted. Board Member Mills seconded the motion. The motion passed by majority vote as follows:

AYES: Gerard, Hull, MacFarland, Manuel, Mills

NOES:

ABSTENTIONS:

ABSENT: Barry, Tanner

6. INFORMATION

Materials were provided in the Board agenda packet for the following Information items, no discussion took place during the Board meeting unless otherwise noted below.

6.1. Administrative Services:

6.1.1. General Fund Board Report

6.1.2. Report on Nondiscrimination in Shasta County Office of Education Programs and Activities

6.1.3. New, Retired, and Exited Employee Quarterly Report

6.1.4. Annual Assignment Monitoring and Review Report

6.1.5. Chrysalis Charter School 2018/19 Adopted Budget

6.1.6. Redding STEM Academy Charter School 2018/19 Adopted Budget

6.2. Instructional Services:

6.2.1. Shasta County Independent Study Charter School Local Control Accountability Plan (LCAP) and Annual Update

6.2.2. Chrysalis Charter School Local Control Accountability Plan (LCAP) and Annual Update

6.2.3. Redding STEM Academy Charter School Local Control Accountability Plan (LCAP) and Annual Update

7. RECOGNITION

7.1. Renee Menefee, Executive Director of Early Childhood Service and Early Childhood Services Staff for Outcome of California Department of Education Review

Superintendent Flores presented a framed certificate to Renee Menefee and the Early Childhood Services Staff in recognition of the countless hours, dedication, and teamwork put into the stellar outcome of the California Department of Education review of the Early Childhood Services Department.

Renee commenting that previous audits had noted several errors in two categories however, this audit noted zero errors in both categories. Renee thanked Superintendent Flores, the Board, and the ECS staff for all of the support and hard work that went into the review.

8. PRESENTATION

8.1. Project Hometown

Superintendent Flores introduced Tony Giovaniello, President of the Shasta Economic Development Corporation (EDC) and member of Reach Higher Shasta (RHS) Executive Team. She explained that Tony's expertise has helped RHS to expand our work within local businesses.

Mr. Giovaniello shared about Project Hometown and the Shasta EDC noting they are a nonprofit funded by the City of Shasta Lake, City of Redding and several others. Their focus is on manufacturing, technology, work force development, and more. He shared his goal for Shasta County: to thrive in the E-Commerce Economy. Students can now play a role in that goal through Project Hometown.

Mr. Giovaniello showed a PowerPoint highlighting the areas that Project Hometown participates in. He explained that the project addresses the need for local website development, digital marketing, and career training for junior and senior high school students. Sixteen high school students have gone through the three-week program taught by Cloud Wise Academy and learned to create websites for local companies (ten students in the first phase and six students in the second phase). Students not only learn a skill but also receive minimum wage while working on the project. The first two classes were a huge success and interest has already been expressed by many for additional classes.

9. DEPARTMENT UPDATE/REPORT

9.1. Human Resources Department Update

Jodie VanOrnum, Sr. Executive Director of Human Resources (H.R.) shared about the duties and responsibilities in the Human Resource Department, introduced her staff, and shared a PowerPoint presentation regarding the variety of tasks the H.R. Department performs. The Board members expressed appreciation in hearing about the various work that is underway in the Human Resources Department.

9.2. Report from "Getting Blunt: An Update on Marijuana in Schools" Webinar

Mary Lord, Executive Director of Student Programs shared about the information she learned by participating in a webinar by Attorneys from Lozano Smith. Mary gave a brief history of marijuana use and how it has found its way into use by students. Mary said the training was clear that no one can have marijuana on school grounds no matter what their age and a violation would be treated similar to having alcohol on campus which can result in discipline, arrest, suspension, etc. The piece this is unclear is how schools will be required to handle marijuana as a prescription drug for students. Many scenarios were discussed but at this point the requirements and outcomes are still undetermined.

10. BOARD BUSINESS

10.1. Board Comments/Discussion/Reports/Correspondence

Board President Manuel shared about her positive experience as a Principal for a Day (PFAD) in the make-up session she had since she was unable to attend on the actual event date. Board Member Mills also discussed what she learned as a PFAD about opportunities for students in the high schools.

11. ACTION

11.1. Instructional Services:

11.1.1. Chrysalis Charter School Material Revisions to Charter

Irene Salter, Administrator of Chrysalis Charter School shared how Chrysalis has engaged deeply in Multi-tiered Systems of Support (MTSS), Positive Behavioral Intervention and Support (PBIS), and Restorative Practices this year. She said they have a kind, supportive community who has been excited to learn additional skills and strategies to make their behavior support practices and policies even better. She said their entire team including parents have been working hard on revising their discipline policies, including their suspension and expulsion policies as part of the transformational process. Because suspension and expulsion policies are included as part of their charter, she presented this material revision to their local charter to bring it into alignment with their discipline policies.

ACTION: Vice-President MacFarland moved to approve item 11.1.1 as submitted. Board Member Hull seconded the motion. The motion passed by majority vote as follows:

AYES: Gerard, Hull, MacFarland, Manuel, Mills

NOES:

ABSTENTIONS:

ABSENT: Barry, Tanner

11.1.2. Shasta County Office of Education Local Control Accountability Plan (LCAP) and Annual Update

Superintendent Flores said that at the last Board meeting, Kathy Thompson, Director of Special Education shared about how the County Office LCAP covers Juvenile Hall, coordination of Foster Youth Services, and the Expelled Youth Plan. It was noted that no changes were requested at the last meeting.

ACTION: Board Member Mills moved to approve item 11.1.2 as submitted. Vice-President MacFarland seconded the motion. The motion passed by majority vote as follows:

AYES: Gerard, Hull, MacFarland, Manuel, Mills

NOES:

ABSTENTIONS:

ABSENT: Barry, Tanner

11.2. Administrative Services:

11.2.1. Annual Declaration of Need for Fully Qualified Educators

Brandy McDaniel, Credentials Analyst explained that a Declaration of Need for Fully Qualified Educators must be filed with the Commission on Teacher Credentialing annually to address any unanticipated needs for emergency permits throughout the school year. These permits are only needed if SCOE is unable to find a fully qualified teacher. She added that a diligent search is always done prior to utilizing any type of emergency permit. She clarified that this request only covers SCOE and that districts apply individually.

ACTION: Vice-President MacFarland moved to approve item 11.2.1 as submitted. Board Member Hull seconded the motion. The motion passed by majority vote as follows:

AYES: Gerard, Hull, MacFarland, Manuel, Mills
NOES:
ABSTENTIONS:
ABSENT: Barry, Tanner

11.2.2. 2018/19 Budget

Adam Hillman, Associate Superintendent of Administrative Services explained that the budget discussion and public hearing occurred at the Special Board meeting held last week. He also reviewed a new chart that was included per the request of President Manuel.

President Manuel asked about the Early Childhood Services (ECS) budget and SCOE's contributions to it. Associate Superintendent Hillman explained that historically due to several factors beyond their control the ECS budget has needed general fund contributions. He said this was not the case in the last few years and a contribution was not required however; a small contribution may be necessary in the future due to the raising costs associated with employees (STRS, PERS, minimum wage, and any salary increases).

ACTION: Board Member Gerard moved to approve item 11.2.2 as submitted. Vice-President MacFarland seconded the motion. The motion passed by majority vote as follows:

AYES: Gerard, Hull, MacFarland, Manuel, Mills
NOES:
ABSTENTIONS:
ABSENT: Barry, Tanner

11.3. Board:

11.3.1. Membership Dues for 2018/19

- CSBA (California School Boards Association)
- CCBE (California County Board of Education)
- ELA (Education Legal Alliance)

Superintendent Flores stated this information is brought to the Board annually. It was noted there is an increase from the prior year which is customary.

Board Member Gerard expressed a concern that fees are too high adding "if you don't join you can't have a voice." President Manuel also expressed concern regarding the duplication of fees.

Vice-President MacFarland shared that at one time the Board chose to only join CCBE but came to realize that they were left without a voice for important issues CSBA was addressing. As a result, they returned to paying both fees.

ACTION: Board Member Gerard moved to approve item 11.3.1 as submitted. Board Member Hull seconded the motion. The motion passed by majority vote as follows:

AYES: Gerard, Hull, MacFarland, Manuel, Mills
NOES:
ABSTENTIONS:
ABSENT: Barry, Tanner

11.3.2. Governing Board Member Election Information and Resolutions Required for November 6, 2018 Elections

- Ordering Governing Board Member Elections and Specifications of the Election Order**
- Cost of Candidate Statements**
- Establishing Procedure in Case of Tie Vote at Governing Board Member Election**

Superintendent Flores stated the resolutions included in the agenda packet are provided to the Board in election years and reflect which seats are up for election, that candidates are responsible for the cost of candidate statements if they choose to submit one, and that a tie vote will be determined by lot.

ACTION: Board Member Hull moved to approve item 11.3.2 as submitted.
Board Member Mills seconded the motion. The motion passed by majority vote as follows:

AYES: Gerard, Hull, MacFarland, Manuel, Mills
NOES:
ABSTENTIONS:
ABSENT: Barry, Tanner

12. SUPERINTENDENT'S REPORT

12.1. Community Connection – Catalyst Redding Young Professionals

Jessica Tegerstrand, Executive Director of District Fiscal Services shared about her involvement with Catalyst Redding Young Professionals. She shared this organization has one event annually that generates revenue that is donated to a local cause. This year their committee selected SCOE Foster Youth as the recipient of their donation. Jessica said they are happy to be able to donate approximately 100 high quality backpacks that will be distributed to Foster Youth in Shasta County.

12.2. Other Comments

Superintendent Flores asked the Board if the members of the County Committee would like to meet briefly before the Board Meeting on July 11th to review the process regarding the request by the Igo-Ono School District Board of Trustees to reduce their membership from five to three. The members of the County Committee expressed that they would like to meet on July 11th from 1:00 p.m. – 1:30 p.m.

Superintendent Flores also made the Board aware of a teacher opening at EXCEL Academy due to a teacher resigning on the last day of the school year. She noted the position requires a special education credential and may be difficult to fill prior to the start of the school year.

In addition, Superintendent Flores shared that the Reach Higher Shasta Executive Committee made a decision last Friday to sponsor a School Absenteeism Summit on September 17, 2018 where we invite city and county leaders to attend with two goals in mind:

1. To share the data and impact of chronic absence on the lives of Shasta County students; and
2. To determine ways in which we can partner together across agencies to improve student attendance.

Board Member MacFarland said he attended the Juvenile Justice Plan Revision meeting and was the only SCOE representative. Superintendent Flores was unaware of the meeting and asked Mary Lord to follow up with Probation to assure we are on the mailing list for these events.

13. MEETING FEEDBACK/SUGGESTIONS FOR FUTURE AGENDA ITEMS

There was none.

14. NEXT MEETING – July 11, 2018, 1:30 p.m. at Shasta County Office of Education, 1644 Magnolia Ave., Redding, CA 96001

15. ADJOURN

President Manuel adjourned the meeting at 3:42 p.m.

Respectfully submitted,

Judy Flores, Shasta County Superintendent of Schools
Ex-Officio Secretary to the Board

**SHASTA COUNTY BOARD OF EDUCATION
BOARD AGENDA ITEM REQUEST FORM**

This form is due to the Superintendent's Executive Assistant eight (8) calendar days prior to the Board meeting date

Board meeting date: July 11, 2018
Agenda item topic: Credentials and Oaths for Temporary Certificates
Name of person requesting agenda item: Brandy Thornton-McDaniel
Name of person to attend Board meeting to address agenda item: Brandy or Jodie
Name of Cabinet level supervisor for this agenda item: Jodie VanOrnum
Date reviewed by Cabinet level supervisor: 7/2/18
Additional materials are provided with this form for the Board agenda packet: Yes No

Type of agenda item (check one):

- Action on Consent Agenda** (these items are of routine nature or items for which no discussion is anticipated at the meeting, the Board has the option to request that these items be discussed at the meeting before taking Action)
- Action on Regular Agenda** (these items are discussed by the Board at the meeting before taking Action)
- Discussion** (these items are presented to the Board at the meeting and will be discussed)
- Information** (these items are not discussed at the meeting unless requested by the Board at the meeting)
- Recognition** (the person requesting to do a recognition will make arrangements for those being recognized to attend the Board meeting)

Agenda Item Background/Description:

Per Education Code 44332, a County Board of Education may issue temporary certificates for the purpose of authorizing salary payments to certified employees whose credential application are being processed or to personnel employed in children's centers or other preschool educational programs whose permit applications are being processed.

The applicant for the temporary certificate shall make a statement under oath that he or she has duly filed an application for a credential or permit together with the required fee and that, to the best of his or her knowledge, no reason exists why a certificate or permit should not be issued.

*The following areas are to be completed for **Action** agenda items only:*

Analysis:

All temporary certificates have been reviewed by the County Credentials Analyst and meet the requirements established. The applicants have provided the appropriate documentation and forms have been submitted to the Commission on Teacher Credentialing.

Recommendation:

Approval of the temporary certificates submitted.

Credentials and Oaths for Temporary County Certificate July 1, 2018

The Shasta County Office of Education Credentials Analyst has received and reviewed an application from the following for a Temporary County Certificate:

<u>NAME</u>	<u>CREDENTIAL</u>	<u>EXPIRES</u>
Borden, Leah (Head Start)	Child Development Associate Teacher Permit	10/13/18
Bowling, Ryan (Grant)	Preliminary Education Specialist Extension Mild/Moderate	11/1/18
Cruz Hernandez, Jessica (Head Start)	Child Development Associate Teacher Permit	10/20/18
Eblen, Jennifer (Head Start)	Child Development Associate Teacher Permit	10/5/18
Fields, Jessica (FRJUSD)	Clear Multiple Subject Renewal	7/3/18
Garber, Stephanie (Columbia)	Provisional Internship Permit- Multiple Subject	11/15/18
Henson, Cecilia (Tree of Life)	Preliminary Single Subject- Spanish	10/14/18
Mantyla, Tiffany (SCOE)	Child Development Associate Teacher Permit	10/9/18
Miles, Bethany (SCOE)	Provisional Internship Permit- Education Specialist Deaf & Hard of Hearing	10/30/18
Neuville, Jeremie (FRJUSD)	Preliminary Single Subject- Spanish	12/2/18
Seale-Cowan, Daina (AUHSD)	Preliminary Multiple Subject- 1 yr extension	10/1/18
Sisson, Ashley (Head Start)	Child Development Associate Teacher Permit	10/20/18

**SHASTA COUNTY BOARD OF EDUCATION
BOARD AGENDA ITEM REQUEST FORM**

This form is due to the Superintendent's Executive Assistant eight (8) calendar days prior to the Board meeting date

Board meeting date: July 11, 2018
Agenda item topic: General Fund Board Report
Name of person requesting agenda item: De'An Chambless
Name of person to attend Board meeting to address agenda item: De'An Chambless
Name of Cabinet level supervisor for this agenda item: De'An Chambless
Date reviewed by Cabinet level supervisor: July 2, 2018
Additional materials are provided with this form for the Board agenda packet: Yes No

Type of agenda item (check one):

- Action on Consent Agenda (these items are of routine nature or items for which no discussion is anticipated at the meeting, the Board has the option to request that these items be discussed at the meeting before taking Action)
- Action on Regular Agenda (these items are discussed by the Board at the meeting before taking Action)
- Discussion (these items are presented to the Board at the meeting and will be discussed)
- Information (these items are not discussed at the meeting unless requested by the Board at the meeting)
- Recognition (the person requesting to do a recognition will make arrangements for those being recognized to attend the Board meeting)

Agenda Item Background/Description:

The attached financial snapshot of the General Fund is provided to the board each month to provide a summary of the budgeted balances compared to actual activity and encumbrances by major object category. The final two columns show the balance and percentage of the budget remaining and available for the remainder of the fiscal year.

*The following areas are to be completed for **Action** agenda items only:*

Analysis:

Recommendation:

Fund 01 - CountySchoolService		Fiscal Year 2018 through 06/30/2018				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
LCFF Revenue Sources	(8010-8099)	7,331,764.00	9,102,490.27		(1,770,726.27)	(24)%
Federal Revenue	(8100-8299)	2,304,681.00	2,016,817.54		287,863.46	12%
Other State Revenue	(8300-8599)	7,182,804.00	4,673,608.78		2,509,195.22	35%
Other Local Revenue	(8600-8799)	11,595,112.00	7,736,398.94		3,858,713.06	33%
Total Revenues		28,414,361.00	23,529,315.53		4,885,045.47	17%
EXPENDITURES						
Certificated Salaries	(1000-1999)	3,833,434.00	3,746,559.30	6,349.08	80,525.62	2%
Classified Salaries	(2000-2999)	8,907,314.00	8,786,782.94	6,531.88	113,999.18	1%
Employee Benefits	(3000-3999)	5,826,925.00	5,750,136.35	1,633.93	75,154.72	1%
Books and Supplies	(4000-4999)	1,329,964.00	1,046,315.13	256,524.03	27,124.84	2%
Services & Operating Expenses	(5000-5999)	5,913,008.00	5,529,275.70	532,793.85	(149,061.55)	(3)%
Capital Outlay	(6000-6999)	5,601,532.00	4,572,483.50	982,751.74	46,296.76	1%
Transfer of Indirect Costs	(7300-7399)	(1,074,574.00)	(777,002.99)	.00	(297,571.01)	28%
Total Expenditures		30,337,603.00	28,654,549.93	1,786,584.51	(103,531.44)	0%
Operating Surplus/(Deficit)		(1,923,242.00)	(5,125,234.40)	(6,911,818.91)		
OTHER FINANCING SOURCES/USES						
Interfund Transfers In	(8900-8929)	156,190.00	160,236.27		(4,046.27)	(3)%
Interfund Transfers Out	(7600-7629)	64,027.00	64,026.73	.00	0.27	0%
Other Financing Sources	(8930-8979)	352,895.00	353,573.90		(678.90)	0%
Total Other Financing Sources/Uses		445,058.00	449,783.44	.00	(4,725.44)	(1)%
Net Surplus/(Deficit)		(1,478,184.00)	(4,675,450.96)	(6,462,035.47)		
Beginning Fund Balance		11,618,054.00	11,618,053.29	11,618,053.29		
Net Ending Fund Balance		10,139,870.00	6,942,602.33	5,156,017.82		
		*** calculated ***				
Components of Ending Fund Balance						
RevolvingCashReserve - 9711		18,375.00	.00			
StoresReserve - 9712		155,000.00	.00			
PrePaidExpenseReserve - 9713		50,000.00	.00			
LegallyRestrictedBalance - 9740		1,100,304.00	.00			
Assigned - 9780		7,204,191.00	.00			
UnAssigned-Economic Uncert - 9789		1,312,000.00	.00			
UnAssignedUnAppropriated - 9790		300,000.00	.00			
Ending Fund Balance		10,139,870.00	.00			

**SHASTA COUNTY BOARD OF EDUCATION
BOARD AGENDA ITEM REQUEST FORM**

This form is due to the Superintendent's Executive Assistant eight (8) calendar days prior to the Board meeting date

Board meeting date: 7/11/18
Agenda item topic: Public Disclosure of Collective Bargaining-Shasta County Certificated Employees Assoc
Name of person requesting agenda item: De'An Chambless
Name of person to attend Board meeting to address agenda item: De'An Chambless
Name of Cabinet level supervisor for this agenda item: Adam Hillman
Date reviewed by Cabinet level supervisor: 6/21/18
Additional materials are provided with this form for the Board agenda packet: Yes No

Type of agenda item (check one):

- Action on Consent Agenda (these items are of routine nature or items for which no discussion is anticipated at the meeting, the Board has the option to request that these items be discussed at the meeting before taking Action)
- Action on Regular Agenda (these items are discussed by the Board at the meeting before taking Action)
- Discussion (these items are presented to the Board at the meeting and will be discussed)
- Information (these items are not discussed at the meeting unless requested by the Board at the meeting)
- Recognition (the person requesting to do a recognition will make arrangements for those being recognized to attend the Board meeting)

Agenda Item Background/Description:

Government code statutes require that the public is made aware of the costs associated with a tentative collective bargaining agreement with unions before it becomes binding on the County Office. The County Superintendent is the employer for all County Office employees and not the County Board of Education. However, the public board meeting for the County Board of Education is used as the forum to allow for public notice of the tentative agreement.

The attached document includes the estimated costs for the tentative agreement with the Shasta Certificated Employees Association. Also provided is the multiyear projection from our 2018/19 Adopted Budget which included the estimated cost of a 3% increase for all salary schedules. The multiyear projection reflects the General Fund only. However, the agreement will also increase salaries and benefits for the Shasta County Independent Study Charter and Early Childhood Services.

*The following areas are to be completed for **Action** agenda items only:*

Analysis:

Recommendation:

**PUBLIC DISCLOSURE OF PROPOSED
COLLECTIVE BARGAINING AGREEMENT**
(AB-1200, GOVERNMENT CODE SECTION 3547.5)

Shasta County Office of Education

Name of Bargaining Unit:	<u>SCCEA</u>
What are the effective dates of the proposed agreement?	<u>2018/19</u>
Date of Public Meeting:	<u>July 11, 2018</u>
Disclosure prepared by:	<u>De'An Chambless</u>

A. Proposed Change in Salary

Indicate the percentage salary change over the prior year salary schedule for the current and two subsequent fiscal years. Are the costs on-going or one-time?

Year of Proposed Agreement	2018/19	2019/20	2020/21
Percentage Salary Change	3.0%		
On-going or one time cost?	ongoing		

B. Cost of agreement

Indicate the costs of salary and benefit increases that would be incurred under the agreement for the current and two subsequent fiscal years.

Year	2018/19	2019/20	2020/21
Salary	64,131	64,131	64,131
Benefits	15,213	16,399	17,021
Other Costs - Health & Welfare increase			
Total Cost	79,344	80,530	81,152

C. Source of funding

Indicate the source of funding for the proposed agreement. If Staff reductions would be required, this should be stated. Please use additional pages as necessary.

General fund revenues, grant funds and increased interagency revenues

D. Major provisions

List the major provisions and each of the other costs of the agreement for the current and two subsequent fiscal years. Please use additional pages as necessary.

3% increase effective 7/1/18
 Leave languaged updated to comply with current regulations. Additionally, up to 15 days of sick leave may be used for family care.
 See tentative agreement for other language changes - no significant fiscal impact.

**PUBLIC DISCLOSURE OF PROPOSED
COLLECTIVE BARGAINING AGREEMENT**
(AB-1200, GOVERNMENT CODE SECTION 3547.5)

E. Impact of proposed agreement on reserves

State Recommended Minimum Reserve Level (after implementation of Proposed agreement)

UNRESTRICTED Reserves sufficient to meet the minimum recommended level AFTER IMPLEMENTATION OF PROPOSED AGREEMENT for the current and two subsequent fiscal years.

GENERAL FUND RESERVES

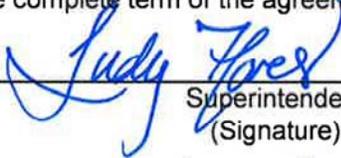
YEAR	2018/19	2019/20	2020/21
Designated for Economic Uncertainties	1,198,000	1,183,000	1,205,000
Board Assigned Reserves	7,331,110	7,629,631	7,476,334
Unappropriated/ UnAssigned Amount	300,000	300,000	300,000
TOTAL RESERVES:	8,829,110	9,112,631	8,981,334

If the funding source is the ending balance; the ending balance should be reduced each year by the cost of this agreement.

CERTIFICATION

To be signed by the Superintendent and Chief Business Official when submitted for Public Disclosure.

The Superintendent and Chief Business Official verify that the costs incurred can be met during the complete term of the agreement.



Superintendent
(Signature)

6-27-18

Date



Chief Business Official
(Signature)

6/21/18

Date

SHASTA COUNTY OFFICE OF EDUCATION
2018/19 Adopted

Multiyear Projection		2018/19 Adopted			2019/20 Projection			2020/21 Projection		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
BEGINNING FUND BALANCE		9,039,566	1,100,304	10,139,870	9,052,485	1,256,167	10,308,652	9,336,006	1,305,349	10,641,355
REVENUES										
LCFF Revenues	8010 - 8099	8,303,384	-	8,303,384	8,466,732	-	8,466,732	8,634,441	-	8,634,441
Federal Revenues	8100 - 8299	-	2,196,447	2,196,447	-	2,196,447	2,196,447	-	2,196,447	2,196,447
Other State Revenues	8300 - 8599	50,777	7,172,258	7,223,035	50,777	7,172,258	7,223,035	50,777	7,172,258	7,223,035
Other Local Revenues	8600 - 8799	5,985,484	2,992,213	8,977,697	5,495,784	3,032,661	8,528,445	5,495,784	3,142,702	8,638,486
Interfund Transfers In	8910 - 8929	100,000	-	100,000	-	-	-	-	-	-
Other Sources	8930 - 8979	-	-	-	-	-	-	-	-	-
Contributions	8980 - 8999	(397,211)	397,211	-	(397,211)	397,211	-	(397,211)	397,211	-
TOTAL REVENUES		14,042,434	12,758,129	26,800,563	13,616,082	12,798,577	26,414,659	13,783,791	12,908,618	26,692,409
EXPENDITURES										
Certificated Salaries	1000 - 1999	1,681,268	2,463,209	4,144,477	1,597,712	2,500,157	4,097,869	1,660,080	2,535,159	4,195,239
Classified Salaries	2000 - 2999	5,999,670	3,351,456	9,351,126	6,179,662	3,435,242	9,614,904	6,351,794	3,514,253	9,866,047
Employee Benefits	3000 - 3999	3,292,838	2,447,045	5,739,883	3,413,156	2,613,193	6,026,349	3,661,183	2,758,154	6,419,337
Total Salaries & Benefits		10,973,776	8,261,710	19,235,486	11,190,530	8,548,592	19,739,122	11,673,057	8,807,566	20,480,623
Books and Supplies	4000 - 4999	869,374	263,072	1,132,446	869,374	263,072	1,132,446	869,374	263,072	1,132,446
Services, Other Operating Expenses	5000 - 5999	2,689,107	3,318,464	6,007,571	2,612,175	3,178,711	5,790,886	2,612,175	3,075,122	5,687,297
Capital Outlay	6000 - 6599	1,336,776	-	1,336,776	150,000	-	150,000	150,000	-	150,000
Other Outgo	7100-7299, 7400-7499	-	-	-	-	-	-	-	-	-
Direct Support / Indirect Costs	7300 - 7399	(1,839,518)	693,816	(1,145,702)	(1,839,518)	693,816	(1,145,702)	(1,839,518)	693,816	(1,145,702)
Transfer to Charter (Title I)		-	65,204	65,204	-	65,204	65,204	-	65,204	65,204
Transfer to Equipment Reserve		-	-	-	250,000	-	250,000	250,000	-	250,000
Interfund Transfer to ECS		-	-	-	100,000	-	100,000	200,000	-	200,000
TOTAL EXPENDITURES		14,029,515	12,602,266	26,631,781	13,332,561	12,749,395	26,081,956	13,915,088	12,904,780	26,819,868
NET INCREASE/(DECREASE) IN FUND BALANCE		12,919	155,863	168,782	283,521	49,182	332,703	(131,297)	3,838	(127,459)
ENDING FUND BALANCE		9,052,485	1,256,167	10,308,652	9,336,006	1,305,349	10,641,355	9,204,709	1,309,187	10,513,896

Components of Ending Fund Balance

NonSpendable - Rev Cash/Prepays/Stores	223,375	-	223,375	223,375	-	223,375	223,375	-	223,375
Legally Restricted	-	1,256,167	1,256,167	-	1,305,349	1,305,349	-	1,309,187	1,309,187
Board Assigned	7,331,110	-	7,331,110	7,629,631	-	7,629,631	7,476,334	-	7,476,334
Reserve for Economic Uncertainty	1,198,000	-	1,198,000	1,183,000	-	1,183,000	1,205,000	-	1,205,000
UnAssigned	300,000	-	300,000	300,000	-	300,000	300,000	-	300,000
Total	9,052,485	1,256,167	10,308,652	9,336,006	1,305,349	10,641,355	9,204,709	1,309,187	10,513,896

**SHASTA COUNTY BOARD OF EDUCATION
BOARD AGENDA ITEM REQUEST FORM**

This form is due to the Superintendent's Executive Assistant eight (8) calendar days prior to the Board meeting date

Board meeting date: July 11, 2018
Agenda item topic: Board Member Attendance at CSBA Conference - Nov. 29-Dec. 1, 2018 in San Francisco
Name of person requesting agenda item: Judy Flores
Name of person to attend Board meeting to address agenda item: Judy Flores
Name of Cabinet level supervisor for this agenda item: Judy Flores
Date reviewed by Cabinet level supervisor: 06.21.18
Additional materials are provided with this form for the Board agenda packet: Yes No

Type of agenda item (check one):

- Action on Consent Agenda (these items are of routine nature or items for which no discussion is anticipated at the meeting, the Board has the option to request that these items be discussed at the meeting before taking Action)
- Action on Regular Agenda (these items are discussed by the Board at the meeting before taking Action)
- Discussion (these items are presented to the Board at the meeting and will be discussed)
- Information (these items are not discussed at the meeting unless requested by the Board at the meeting)
- Recognition (the person requesting to do a recognition will make arrangements for those being recognized to attend the Board meeting)

Agenda Item Background/Description:

Registration information has been released for the CSBA Annual Conference scheduled for November 29 through December 1, 2018 in San Francisco. The following information provides a brief overview of what the conference offers, a general schedule for the conference, and a link to CSBA's website for more information.

*The following areas are to be completed for **Action** agenda items only:*

Analysis:

Professional development for Board Members is important for board members to understand their role and responsibilities. The CSBA Conference has many sessions on a variety of topics that would be of interest to any board member.

Recommendation:

That the Board take action to send one or more of its members to the CSBA Annual Conference.

AEC 2018: The professional development event of the year

CSBA's Annual Education Conference and Trade Show will be held in San Francisco, Thursday, Nov. 29 through Saturday, Dec. 1, 2018.

Join us to celebrate more than 82 years of continued commitment to student achievement and learning at the most robust professional development event you'll attend this year. Invest in your students and schools by attending AEC where you'll network with colleagues from across the state, share insights, and explore ways to raise student achievement levels.

CSBA Website: <http://aec.csba.org/default.aspx>

General Session Speakers

First General Session: Charles Duhigg



Charles Duhigg is the bestselling author of *The Power of Habit: Why We Do What We Do in Life and Business*, which explores the science of habit formation in our lives, companies and societies. His newest book *Smarter, Better, Faster: The Secrets of Being Productive in Life and Business* (2016) is a fascinating exploration of the science of productivity, and why, in today's world, managing how you think—rather than what you think—can transform your life.

Duhigg's presentations are both descriptive and prescriptive, and speak to a wide range of groups from the fields of science, medicine, business and education.

Duhigg is a Pulitzer prize-winning investigative reporter for The New York Times Magazine. A former writer for The New York Times business section as well, he has authored or contributed to multiple series, including *"The Reckoning"* (2008), which studied the causes and outcomes of the financial crisis, and *"The iEconomy"*, which examined the global economy through the lens of Apple, and which won the 2013 Pulitzer prize in explanatory journalism. He has also won the George Polk Award (2007), the Gerald Loeb Award (2008), the National Journalism Award (2009) and other honors.

In addition to his reporting, Charles Duhigg is a regular contributor to television and radio, including the Newshour with Jim Lehrer, Frontline, Dr. Oz and various programs on CNBC and NPR. Before becoming a journalist, Duhigg worked in private equity and founded a health care company in his home state of New Mexico (and, for one terrifying day in 1999, was a bike messenger in San Francisco.) He is a graduate of the Harvard Business School and Yale College.

Second General Session: Ruha Benjamin



Ruha Benjamin is a professor of African American studies at Princeton University and author of *People's Science: Bodies and Rights on the Stem Cell Frontier* (Stanford University Press). She has studied the social dimensions of science, technology, and medicine for over fifteen years and speaks widely on issues of innovation, equity, health, and justice in the U.S. and globally. Ruha is the recipient of many awards and honors, including the 2017 President's Award for Distinguished Teaching at Princeton.

Ruha received her PhD in Sociology from UC Berkeley, completed postdoctoral fellowships at UCLA's Institute for Genetics and Society and Harvard University's Science, Technology, and Society Program, and has received grants and fellowships from the Institute for Advanced Study, American Council for Learned Societies, National Science Foundation, and California Institute for Regenerative Medicine among others.

Her work is published in numerous journals including *Science, Technology, and Human Values; Policy & Society; Ethnicity & Health; and the Annals of the American Academy of Social and Political Science* and reported on in national and international news outlets including *The Guardian, National Geographic, Bulletin of the Atomic Scientists, and Nature.*

Conference registration rates for CSBA Members*

Early registration (Jun. 5 - Aug. 3) \$525

Regular registration (Aug. 4 - Nov. 8) \$540

Late registration (Nov. 9 - Dec. 1) \$725

Schedule-at-a-Glance

Wednesday, November 28

Pre-Conference Activities:

- Orientation for New Trustees: Preparation for the First 100 Days
- Legal Symposium for Experienced Board Members
- Board Presidents Workshop

Thursday, November 29

8:30 – 9:45 a.m.	Sessions
10:00 – 11:15 a.m.	Sessions
9:00 a.m. – 1:30 p.m.	Trade Show Hours
Noon – 1:15 p.m.	Luncheons
1:30 – 3:15 p.m.	First General Session
4:00 – 5:15 p.m.	Student Board Member Program
2:30 – 5:00 p.m.	Trade Show Hours
4:00 – 5:15 p.m.	Sessions
5:00 – 7:00 p.m.	CSBA Golden Bell Awards Reception and Ceremony

Ticketed Meal Functions

CSBA is proud to offer several meal function options during AEC. Please read below for information regarding our meal function policy, costs, and speaker programs.

Meal Function Policy

Meal functions require an additional ticket to be purchased in advance. Tickets will not be sold the day of the meal function. Meals will not be provided to guests without a ticket.

Cost

Breakfasts: \$75

Luncheons & CSBA Golden Bell Awards Reception and Ceremony: \$95

All meal function pricing reflects the current cost passed on to CSBA by the hotel.

Location

Meal functions will be held at the San Francisco Marriott Marquis unless otherwise noted.

Thursday, November 29

Noon – 1:15 p.m.

California Suburban School Districts Association Luncheon

Speaker: TBD

Urban School Districts Luncheon

Speakers: TBD

Small School Districts Luncheon

Speaker: TBD

California Latino School Boards Association (CLSBA) Luncheon

Speakers: TBD

4:00 – 5:15 p.m.

Student Board Member Ice Cream Social (San Diego Convention Center)*

5:00 – 7:00 p.m.

CSBA Golden Bell Awards Reception and Ceremony

Friday, November 30

7:00 – 8:15 a.m.

Asian Pacific Islander School Board Members Association Breakfast
Speaker: TBD

7:30 – 9:30 a.m.

California County Boards of Education Membership Meeting & Breakfast
Speaker: TBD

Noon – 1:15 p.m.

California Association of Black School Educators Luncheon
Speaker: TBD

California Council of School Attorneys (CCSA) Luncheon
Speaker: TBD

ACSA Superintendents Luncheon
Speaker: TBD

CSBA Legislative Network Luncheon
Speaker: TBD

Student Board Member Networking Luncheon (San Diego Convention Center)*

Saturday, December 1

7:00 – 8:15 a.m.

CSBA/California Women Lead Breakfast
Speaker: TBD

Fellowship Breakfast
Speakers: TBD

**Fee is for students' chaperone. This ice cream social and network luncheon is included in the student board member registration.*

Conference Hotels

Marriott Marquis San Francisco

Headquarters Hotel

\$302 per night (single or double)

Mark Hopkins San Francisco *NEWLY ADDED*

\$239 per night (single or double)

Hilton San Francisco

\$249/\$269/\$289 per night (single, double, triple, or quadruple)

Hotel Abri

\$239 per night (single or double)

InterContinental

\$289 per night (single or double)

Palace Hotel

\$290 per night (single or double)

Parc 55 San Francisco

\$249/\$269/\$289 per night (single, double, triple, or quadruple)

Park Central Hotel

\$290 per night (single or double)

The Mosser Hotel

\$219 per night (single or double)

W San Francisco

\$289 per night (single or double)

**SHASTA COUNTY BOARD OF EDUCATION
BOARD AGENDA ITEM REQUEST FORM**

This form is due to the Superintendent's Executive Assistant eight (8) calendar days prior to the Board meeting date

Board meeting date: July 11, 2018
Agenda item topic: Review Interdistrict Appeal Hearing Process
Name of person requesting agenda item: Board Members
Name of person to attend Board meeting to address agenda item: Board Members and Judy Flores
Name of Cabinet level supervisor for this agenda item: Judy Flores
Date reviewed by Cabinet level supervisor: 06.21.18
Additional materials are provided with this form for the Board agenda packet: Yes No

Type of agenda item (check one):

- Action on Consent Agenda (these items are of routine nature or items for which no discussion is anticipated at the meeting, the Board has the option to request that these items be discussed at the meeting before taking Action)
- Action on Regular Agenda (these items are discussed by the Board at the meeting before taking Action)
- Discussion (these items are presented to the Board at the meeting and will be discussed)
- Information (these items are not discussed at the meeting unless requested by the Board at the meeting)
- Recognition (the person requesting to do a recognition will make arrangements for those being recognized to attend the Board meeting)

Agenda Item Background/Description:

Following the Interdistrict Appeal Hearing that took place in April, it was suggested the process and materials used be reviewed, discussed, and any needed revisions made. Following are Board Bylaw and Exhibit 5117.1 - Interdistrict Attendance Appeal and Interdistrict Attendance Appeal Handbook.

During the course of the Interdistrict Appeal Hearing process, it was determined by our office that a few minor revisions were needed to the Interdistrict Attendance Appeal Handbook, those revisions are noted on the document included in the agenda packet. Any additional changes can be discussed at the Board meeting.

This is not intended to be a review of the appeal case that was before the Board, but simply a review of the process to see if changes should be made to improve the process as we plan toward the future.

*The following areas are to be completed for **Action** agenda items only:*

Analysis:

Recommendation:

Shasta COE

Board Policy

Interdistrict Attendance Appeal

BP 5117.1

Students

The Shasta County Board of Education is given authority by law to adopt policy establishing procedures for interdistrict attendance appeals. In an effort to explain such legal procedures, the County Board has reviewed and adopted the contents of the Interdistrict Attendance Appeal Handbook. The handbook is established as an exhibit and governs interdistrict attendance appeal hearing requests filed with the County Board.

When a parent wishes to transfer their child(ren) to a school in a district other than the district in which the family resides (district of residence), the parent is to contact the district of residence and request a "Request for Interdistrict Transfer" form. The form is to first be signed off by the district of residence and then signed off by the requested district of attendance.

If either school district fails to approve the interdistrict attendance request, or an agreement has not been entered into, the parent may appeal, within 30 calendar days of the failure or refusal to issue a permit, or enter into an agreement allowing the interdistrict attendance, to the County Board.

Legal Reference:

EDUCATION CODE

46600-46611 Interdistrict Attendance Computation

Policy SHASTA COUNTY OFFICE OF EDUCATION

adopted: December 9, 2009 Redding, California

revised: July 14, 2010

NOTE: Suggested changes are noted by strikethrough, red font, and yellow highlight

Update logo



Shasta County Board of Education

Interdistrict Attendance Appeal Handbook

**To assist parents/guardians, students, and
school districts in understanding the
interdistrict attendance appeal process**

Exhibit 5117.1

Adopted: December 9, 2009

Revised: July 14, 2010

Shasta County Board of Education Interdistrict Attendance Appeal Handbook

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INTRODUCTION

The Shasta County Board of Education has prepared this handbook to provide direction and information to parents/guardians and students who wish to appeal a school district's decision to not grant an interdistrict attendance agreement. It is also provided as a tool for school districts to assist them in preparing for an appeal hearing.

This handbook constitutes the official procedures adopted by the Shasta County Board of Education for conducting interdistrict attendance appeals. The Shasta County Board of Education is committed to an objective review of and the consideration of appeals for students denied interdistrict attendance agreements from local school districts.

The laws on student attendance, interdistrict attendance agreements, and interdistrict attendance appeals in the California Education Code 46600-466140 (*per e-mail from Tom G. on 4/21 Ed. Code 46611 was deleted in 2014*), as well as the local school district's policies and administrative regulations for interdistrict attendance, also apply in these appeals. Parents and/or students have the right to review student records at the school district, and the right to consult with and engage the services of an advocate or an attorney at their own expense.

Parents are strongly encouraged to attend the hearing to ensure that the Board is well informed prior to making a decision.

Districts that have denied an interdistrict attendance request being appealed to the Shasta County Board of Education should take all steps to ensure that they are represented at the appeal hearing by the Superintendent or an administrative designee empowered to make commitments and decisions on behalf of the district.

It is hoped that this handbook is a useful tool in understanding the interdistrict attendance appeal process.



INTERDISTRICT ATTENDANCE APPEALS

Shasta County Board of Education Authority

The Shasta County Board of Education has legal authority to review the procedures and reasoning followed by a school district after the school district has rejected or failed to rule on an interdistrict attendance request. The Shasta County Board of Education will determine whether to grant or deny an interdistrict attendance request after reviewing the relevant facts from the parent, student, and local school district(s) involved.

Limitations on Shasta County Board of Education Authority

There are limits on the types of appeals the Shasta County Board of Education can hear. For example, the Board has no authority to consider the following interdistrict attendance appeals or issues:

1. To determine the specific school within the school district where the student will be enrolled. This authority is reserved for the school district of attendance, after the Shasta County Board of Education has made its final decision;
2. Denial of an interdistrict transfer request based exclusively upon parent physical employment within the district under [Ed. Code 48204(b)];
3. Denial of an interdistrict transfer request by a student under consideration for expulsion or who has been expelled [Ed. Code 46601(e)];
4. Denial of an intradistrict transfer between schools within the same district [Ed. Code 35160.5(b)];
5. A dispute over the placement of a special education student or the services provided to a student with disabilities. Such a dispute should be handled by the district of residence through special education procedures [Ed. Code 56505(g)-(i); 20 U.S. Code 1415(f)]; or
6. A determination by a school district regarding the validity or invalidity of a caregiver affidavit [Ed. Code 48204(d) and Family Code 6550, et seq.].
7. Denial of an application to attend a district other than the district of residence under the District of Choice program. District of Choice application denials are not subject to appeal to the Shasta County Board of Education under current law.

Shasta County Board of Education Authority in Appeals Involving Two Counties

If the interdistrict attendance involves school districts located in different counties, the appeal will be heard by the County Board of Education for the district denying an agreement or refusing or failing to enter into an agreement. If both districts in different counties deny an agreement, and refuse or fail to enter into an agreement; the County Board of Education for the district of residence shall hear the appeal. If the appeal is granted, the County Board of Education for the other district will be asked to agree. If the two County Boards of Education do not then agree, the student's appeal shall be denied [Ed. Code 46601 (d)].

Actions the Shasta County Board of Education May Take

The Shasta County Board of Education's review of the appeal may result in:

1. Granting the interdistrict attendance appeal and enrolling the student in the requested school district;
2. Denying the appeal and ordering the student to return to the school district of residence; or,
3. In rare cases, remanding the case to the local school district for further consideration of new evidence or new grounds for the request for interdistrict attendance.

FILING A REQUEST FOR AN APPEAL HEARING

An appeal hearing must be requested within thirty (30) calendar days of when the request for interdistrict attendance was denied by the school district. Before a request for an appeal hearing is filed, the parent must check the policies of the school district that denied the request for interdistrict transfer to see if there is any type of internal appeal procedure (i.e. decisions by the district superintendent may be appealed to the school district governing board). If there is an internal appeal procedure, it must be followed before an appeal is filed with the Shasta County Board of Education.

The appeal hearing process begins with completing and filing a **“Request for Interdistrict Attendance Appeal Hearing”** form which is provided at the end of this handbook. Please read this entire handbook before completing the form. It is especially recommended that the section “Facts That Will Be Considered” be read thoroughly. The form must be completed legibly, signed, and returned within the applicable timelines. The form can be delivered in person or by placing it in the mail to the following address:

**Shasta County Office of Education
Attn: Shasta County Superintendent of Schools
1644 Magnolia Ave.
Redding, CA 96001**

The completed appeal hearing request form should be accompanied by:

1. A copy of the original Request for Interdistrict Transfer form;
2. A copy of any letters from the district of residence regarding the request;
3. A copy of any letters from the denying school district regarding the request; and
4. Any additional written statement or documentation that is pertinent to the request.

The Shasta County Board of Education will accept a date-stamped copy of the Request for Interdistrict Transfer form filed with the school district as evidence that district procedures have been complied with in the event the district fails to act on the original request.

The reasons for an appeal hearing request must be the same as those stated on the original Request for Interdistrict Transfer form. If the reasons on the appeal hearing request are substantially different, the parent may be asked to reapply for an interdistrict transfer.

The effective date of the appeal hearing request is the date on which the completed and signed appeal hearing request form is received by the Shasta County Superintendent of Schools office.

The Executive Assistant to the Shasta County Superintendent of Schools can be contacted at (530) 225-0227 for any questions regarding the appeal hearing process.

PROCESSING THE APPEAL HEARING REQUEST

Shasta County Superintendent of Schools Office Will Verify Information

After receiving an appeal hearing request, the Shasta County Superintendent of Schools office will review the information submitted and may seek to verify certain information before an appeal hearing date is scheduled. The Shasta County Superintendent of Schools will verify whether the student is subject to expulsion. A parent cannot appeal the denial of an interdistrict attendance request if the student is up for expulsion or is currently serving an expulsion term.

The Shasta County Superintendent of Schools office will also check to see if any appeal processes in the local school district have been exhausted. If the local appeal channels have not been followed, the parent will be asked to complete the district appeal process before going forward.

The Shasta County Superintendent of Schools office will review the case to determine that all timelines have been honored prior to setting a hearing.

Misinformation and/or falsification of information may cause rejection of an appeal.

Setting a Hearing Date

If the written appeal hearing request is complete and appropriately filed at the Shasta County Superintendent of Schools office, the Shasta County Superintendent of Schools and the Shasta County Board of Education President will place the matter on the Board agenda for a regular or special meeting to be held no later than thirty (30) calendar days following the effective date of the appeal hearing request. The Shasta County Board of Education may extend this thirty (30) day period an additional five (5) calendar days for good cause [Ed. Code 46601(b)]. The Shasta County Superintendent of Schools has discretion to approve a request for postponement filed by the parent or by the school district for good cause provided the written request is received at least seven (7) calendar days prior to the appeal hearing date, except in an emergency. A postponement by the party who filed the appeal hearing request extends the timeline for the Shasta County Board of Education to make a decision.

Notification of Hearing Date

The Shasta County Superintendent of Schools office will notify the parent and the school district(s) involved in writing of the date, time, and place of the appeal hearing.

WHAT ABOUT THE STUDENT DURING THE PROCESS?

For a period not to exceed two (2) school months, the governing board of a school district may provisionally admit to their schools a student who resides in another district, pending a decision of the two boards, or by the Shasta County Board of Education upon appeal, regarding interdistrict attendance (Ed. Code 46603). Although the school district may admit a student to a school in their district pending the appeal, they are not required to admit the student.

PREPARING FOR THE APPEAL HEARING

Written Statement or Documentation

After the appeal hearing request is received, the parent and district will be invited to provide a written statement and/or additional documentation that they would like the Shasta County Board of Education to consider. Prior to the hearing, the district will be provided a copy of information submitted by the parent and the parent will be provided a copy of information submitted by the district.

Additional Documentation

Adequate documentation is helpful when presenting information to the Shasta County Board of Education. Evidence is most effective when it is provided in writing, related to the issue at hand and is the type of evidence upon which reasonable persons can rely in the conduct of serious affairs. Some examples of additional documentary evidence include:

- Professional recommendations by doctors, educators, psychologists, or others.
- Verification of transportation or childcare providers, employment, teachers, or others.
- Brochures or written information about special programs in the school district or community of requested attendance.

Cumulative (CUM) File

With written consent from the parent, the Shasta County Superintendent of Schools office may request the CUM file (or copy) from the student's current school of attendance to have available at the hearing for review by the Shasta County Board of Education.

Waiver of Privacy of Documents Provided

There are numerous laws which protect the release of confidential records. For example, there are certain laws regarding the privacy and confidentiality of student records. (See Ed. Code 49060, et seq.) There are also laws regarding the confidentiality of juvenile court records and medical records. If the parent wishes to have the Shasta County Board of Education consider material from confidential records, it is understood that submitting the records to the Board for the purpose of the appeal hearing **is a waiver of the privacy rights in those records**. In other words, the parent consents for the Shasta County Board of Education to review and comment on the records during the appeal hearing. The parent may wish to consult legal counsel regarding such documents.

Multiple Appeals

Families with multiple appeal hearing requests may have them heard separately or as one. If all the appeals are heard as one, there will be a separate vote on each student, but only one written decision.

Legal Counsel or Advocate at the Hearing

Although the hearing is informal, the parent may bring legal counsel or an advocate. The use of any legal counsel or advocate will be at the parent's own expense.

Verbal Presentation/Witnesses

The Shasta County Board of Education will rely on the written information provided prior to the appeal hearing by the parent and the school district, as well as the verbal presentations that are made at the appeal hearing. A brief verbal presentation should be prepared which focuses on the factors that the Shasta County Board of Education will consider during the appeal hearing. Parents may bring a witness or someone who might make a special statement on behalf of the student to the appeal hearing. Witnesses need to be prepared to make a brief presentation.

Conduct of the Appeal Hearing

The hearing will be conducted in closed session during a Shasta County Board of Education meeting unless the parent requests in writing a public hearing seven (7) calendar days in advance of the hearing.

FACTS THAT WILL BE CONSIDERED

In its discussion and deliberations on the appeal, the Shasta County Board of Education will consider the conditions of, and reasons for, the parent's request for an interdistrict attendance transfer. In deciding whether to grant or deny an appeal, the Shasta County Board of Education weighs the facts which support the criteria favoring a transfer against the adverse impacts presented by the school district.

The parent will have an opportunity to share with the Board their reason for the transfer and how the transfer will affect their child in a positive manner.

The school district representative will have an opportunity to share with the Board the district's reason for the denial of the transfer.

Documentation from all parties supporting their respective positions regarding the appeal must be submitted by the timelines provided by the Shasta County Superintendent of Schools office prior to the appeal hearing. If timelines are not met, supporting documentation will not be considered. If new evidence or grounds for request are presented at the appeal hearing, the Shasta County Board of Education may remand the case for further consideration to the district denying the transfer request.

Ultimately the Board will make their decision based on what they believe is in the best interest of the student.

The Shasta County Board of Education weighs all the facts in each case and makes a decision based on the merits. Misinformation and/or falsification of information provided by either party shall be good cause for deciding against that party.

Factors Which May Support Denying an Appeal

The Shasta County Board of Education, in its discretion, may determine that evidence provided by the affected district to justify one of the adverse impacts listed below outweighs facts supporting one or more of the above criteria justifying granting the appeal:

1. **The negative financial impact of educating the student (district of desired attendance) or losing the student (district of residence).** In either case, the impacted district must demonstrate in writing that the student's transfer would place an undue hardship on the district operations and/or resident students in terms of costs, reduced services, or other unacceptable outcomes.
2. **The student's demonstrated failure to meet reasonable standards relating to behavior, attendance, or diligence to studies.** The demonstration of such failure by the district of proposed attendance must be based on a written explanation of the district's previous experience with the student under an interdistrict attendance agreement or on other documented evidence of behavior or attendance in the prior district of attendance.
3. **Overcrowding/Lack of space for the student in the receiving district.** The district of proposed attendance must demonstrate in writing that the student's transfer would result in an undue hardship on the district's resident students in terms of overcrowding or priority for enrollment in a specific program and/or would be a violation of law, district policy, or a collective bargaining agreement regarding class sizes or facilities use.
4. **The negative impact of the student's transfer based on a court order.** The parent must provide the court order and written evidence of the anticipated negative impact of the student's transfer.

5. **Other exceptional or extraordinary circumstances, which would weigh heavily in favor of the affected school district.** The school district must specify and describe the type of exceptional or extraordinary circumstance.

THE APPEAL HEARING

Appeal hearings are conducted during a regular or special meeting of the Shasta County Board of Education at the following location:

**Shasta County Office of Education
1644 Magnolia Ave.
Redding, CA 96001**

The Shasta County Board of Education will hold a hearing within thirty (30) calendar days following receipt of the appeal hearing request unless the parent or the school district requests a postponement.

Either the parent or the school district may request a postponement by submitting a written request, including the reason, to the Shasta County Superintendent of Schools office at least seven (7) calendar days prior to the hearing. The request shall be acted upon within two (2) days after determining whether the request is based on good cause. Any request for postponement made less than seven (7) calendar days prior to the hearing will be considered by the Shasta County Board of Education at the appeal hearing. The request will be granted only upon a finding that a compelling reason or an emergency exists.

Both the parent and the school district will be sent notice of the appeal hearing date by mail prior to the hearing. The notice will specify the date, time, and place of the hearing. The Shasta County Board of Education usually holds its regular meetings on the second Wednesday of each month at ~~4:00~~ **1:30** p.m. Appeal hearings are normally scheduled to coordinate with a regular meeting. The Shasta County Board of Education may be required to schedule a special meeting on a different date for the appeal hearing.

The hearing will be conducted in closed session unless the parent requests in writing a public hearing seven (7) calendar days in advance of the hearing.

It is the intent of the Shasta County Board of Education to conduct the hearing in a fair and sufficiently informal manner to encourage open communication and understanding of the system. The hearing will also be conducted in such a manner that no special legal expertise is necessary and so that all parties have the opportunity to present their case fairly and completely. Strict rules of evidence as required in court proceedings will not be applied.

Persons to be heard will be limited to the parent, student or student representative, witnesses, representatives of the school district, and the Shasta County Superintendent of Schools and/or designee(s). The law provides that the parent may have legal counsel or an advocate present if they wish.

During the appeal hearing the parent, student or student representative, witnesses, and the representative of the school district will take seats at a table in front of the Shasta County Board of Education. The hearing is conducted as follows:

1. There are seven (7) members on the Shasta County Board of Education; four (4) members must be present for a quorum to conduct the hearing.
2. After introduction of all parties, the Shasta County Superintendent of Schools, or designee, will serve as a facilitator for the hearing and will explain the procedures to be followed during the hearing.

3. The parent, student or student representative, will present the reasons for requesting the student attend the district of requested attendance. The speaker will have a specified amount of time [normally fifteen (15) minutes] to summarize his/her position. During this time, the speaker will also respond to questions from the Board, if any.
4. The school district representative will be given the opportunity to describe its position and the action taken by the district [normally fifteen (15) minutes)]. During that time, the school district representative will respond to questions from the Board, if any.
5. The parent will be given additional time to present any rebuttal information to the information presented by the school district and give any closing remarks. The school district representative will also have additional time for closing and/or response.
6. Board Members may ask questions to clarify the issues. The Board may also ask questions of the staff and/or legal counsel.
7. The Shasta County Superintendent of Schools, or designee, may at this time present any factual information or other consideration not already covered by others present.
8. Following the hearing, the parent, student, and student representative as well as the school district representative shall be excused and the Board shall convene to a closed deliberation.
9. When the Board President determines that deliberations are complete, they will then open the closed session and report action taken in the closed session deliberation.
10. A majority of the Board Members must vote "yes" for the appeal to be granted. If a majority of the members present do not vote to grant the appeal, it will be denied. There are seven (7) members on the Board, four (4) members constitutes a majority regardless of the number of members present (BB 9323).

The Shasta County Board of Education shall render a decision within three (3) school days of the hearing, unless the person who filed the appeal requests a postponement. The decision of the Board may only be to:

1. Approve the appeal
2. Deny the appeal, or
3. Remand the case back to the school district.

The Shasta County Board of Education may order attendance in a school district, but not in a specific school within the district. The decision rendered by the Board will be recorded in the Board minutes.

AFTER THE APPEAL HEARING

Following the Shasta County Board of Education rendering their decision, a written decision incorporating the Board's rationale will be mailed to all parties within three (3) school days.

If the Board determines that the appeal is approved, the student shall be enrolled in the school district of requested attendance without delay.

If the Board determines that the appeal is denied, the student shall be enrolled in the school district of residence without delay.

Shasta County Board of Education
REQUEST FOR INTERDISTRICT ATTENDANCE APPEAL HEARING

(Please print or type all material except signature)

[**Note:** This appeal hearing request shall be submitted to the Shasta County Superintendent of Schools office within thirty (30) calendar days following the date of a school district's failure or refusal to enter into an agreement allowing interdistrict attendance.]

Student Name: _____ Birth Date: _____ Grade: _____

Parent(s)/Guardian(s) Name: _____

Residence Address: _____
Address City State/Zip

Residence **Primary** Phone: _____ **Business Phone** **E-Mail:** _____ **Other Phone:** _____

School District in which student lives: _____

School District student is now attending: _____

School District student desires to attend: _____

1. How many other children in the home? _____ If any, give ages: _____

2. Do they attend school in the district of residence? Yes _____ No _____

Explain, if answer to #2 is no: _____

Explain why you have requested an interdistrict attendance transfer. The information provided will be reviewed by the Shasta County Board of Education to help them arrive at a decision regarding your appeal. Include any facts that you believe will help your appeal. You are invited to explain your request in more detail to the Board at the hearing. If you need more space, please attach a separate sheet to this form. _____

Please attach to this form the following:

1. A copy of the original Request for Interdistrict Transfer form;
2. A copy of any letters from your district of residence regarding your request;
3. A copy of any letters from the denying district regarding your request; and
4. Any additional written statement or documentation that is pertinent to your request.

This request is submitted in accordance with Education Code 46601 and the Shasta County Board of Education Board Policy 5117.1. I understand that the Shasta County Board of Education will rely upon the information submitted to decide my appeal. I hereby certify that I have read the Shasta County Board of Education Interdistrict Attendance Appeal Handbook and that the information I have provided is true and correct to the best of my knowledge.

Signature of Parent/Guardian or Adult Student Filing Appeal Hearing Request Date

Submit to: Shasta County Office of Education • Attn: Superintendent's Office • 1644 Magnolia Ave. • Redding, CA 96001
