

Agenda

SUTTER COUNTY BOARD OF EDUCATION

Regular Meeting

Wednesday, December 13, 2017 - 5:30 p.m.
Sutter County Superintendent of Schools Office
970 Klamath Lane – Board Room
Yuba City, CA 95993

A full Board packet is available for review at the Sutter County Superintendent of Schools Office Reception Desk, 970 Klamath Lane, Yuba City, CA (8:00 a.m. – 5:00 p.m., Monday through Friday – excluding legal holidays) and the Sutter County Superintendent of Schools' website at www.sutter.k12.ca.us.

Members of the public wishing to address the Board on specific agenda items, or any item of interest that is within the subject matter jurisdiction of the Board, will be given an opportunity to do so. At the discretion of the Board president, time limits may be imposed upon such presentations. No action may be taken on items not appearing on the posted agenda.

5:30 p.m. 1.0 Call to Order

2.0 Pledge of Allegiance

3.0 Roll Call of Members:
Victoria Lachance, President
Jim Richmond, Vice President
Karm Bains, Member
June McJunkin, Member
Ron Turner, Member

4.0 Items of Public Interest to Come to the Attention of the Board

Members of the public are given an opportunity to address the Board regarding items not listed on the agenda. *The California Government Code, Section 54954.3(a) states, ".....no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2.*

5.0 Reorganization of the Sutter County Board of Education

Education Code requires that the Board take action at this meeting to set the date, time and place of their regular meetings and to elect one of their members to serve as President and one to serve as Vice President.

5.1 Election of Board President **[Action Item]**

5.2 Election of Board Vice President **[Action Item]**

5.3 Set Location, Time, Meeting Dates, and Adopt 2017 Calendar **[Action Item]**

6.0 Approve Minutes of the November 8, 2017 Regular Meeting –
[Action Item]

The minutes of the November 8, 2017, Regular Meeting of the Sutter County Board of Education are presented for approval.

7.0 2018 CSBA Delegate Assembly Election – Region 4
Dr. Baljinder Dhillon - **[Action Item]**

This item is agendaized to give the Board an opportunity to elect a county representative to CSBA's Delegate Assembly – Region 4

8.0 Quarterly Report on Williams/Valenzuela Uniform Complaint
(July-September 2017) – Dr. Christine McCormick

Education Code 35186 requires the county superintendent to report on the number and nature of complaints.

9.0 Approve the Sutter County Superintendent of Schools' First
Interim Report 2017-2018 – Barbara Henderson **[Action Item]**

The First Interim Report covers the period of July 1, 2017 – October 31, 2017.

10.0 Business Services Report
10.1 Monthly Financial Report – November 2017 – Barbara
Henderson
10.2 Donations – Barbara Henderson

11.0 Second Reading – Board Policy and AR – Dr. Christine McCormick
[Action Item]

The following Board Policies and AR are being presented for their second reading and Board approval:

BP 5131.2 – Bullying
BP 0420.4 – Charter Schools
B/AR 0420.5 – Charter Schools

12.0 Items from the Superintendent/Board

13.0 Adjournment

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board Meeting room or to otherwise participate at this meeting, including auxiliary aids or services, or alternative agenda document format, please contact the Superintendent's Office at 530-822-2900. Notification of at least three working days prior to the meeting will enable the Superintendent's Office to make reasonable arrangements to ensure accessibility to the Board Meeting.

All Open Session Agenda related documents, including materials distributed less than 72 hours prior to the scheduled meeting, are available to the public for viewing at the Sutter County Superintendent of Schools Office located at 970 Klamath Lane, Yuba City, CA 95993.

BOARD AGENDA ITEM: Reorganization of the Sutter County Board of Education

BOARD MEETING DATE: December 13, 2017

AGENDA ITEM SUBMITTED FOR:

- Action
- Reports/Presentation
- Information
- Public Hearing
- Other (specify)

PREPARED BY:

Maggie Nicoletti

SUBMITTED BY:

Dr. Baljinder Dhillon

PRESENTING TO BOARD:

Dr. Baljinder Dhillon

BACKGROUND AND SUMMARY INFORMATION:

Education Code requires that the Board take action at this meeting to set the date, time and place of their regular meetings and to elect one of their members to serve as President and one to serve as Vice President.



Sutter County Board of Education Calendar 2018

Below is the 2018 calendar for the Sutter County Board of Education meetings (2nd Wednesday of the month with the exception of June). Also listed are the due dates for agenda items and all supporting materials.

Items received after the due date will be placed on the following month's agenda.

Location: Sutter County Superintendent of Schools Office
970 Klamath Lane • Yuba City, CA 95993
North/South Board Room

Board President: Victoria Lachance
Board Vice President: Jim Richmond

Month	Meeting Date	Time	Agenda Items Due
January	Wednesday, January 10, 2018	5:30 p.m.	Wednesday, January 3, 2018
February	Wednesday, February 14, 2018	5:30 p.m.	Monday, February 5, 2018
March	Wednesday, March 14, 2018	5:30 p.m.	Monday, March 5, 2018
April	Wednesday, April 11, 2018	5:30 p.m.	Monday, April 2, 2018
May	Wednesday, May 9, 2018	5:30 p.m.	Monday, April 30, 2018
June	Wednesday, June 20, 2018 <i>(Public Hearing – LCAP & Budget)</i>	5:30 p.m.	Monday, June 11, 2018
	Wednesday, June 27, 2018 <i>(Adoption – LCAP & Budget)</i>	5:30 p.m.	Monday, June 18, 2018
July	Wednesday, July 11, 2018	5:30 p.m.	Monday, July 2, 2018
August	Wednesday, August 8, 2018	5:30 p.m.	Monday, July 30, 2018
September	Wednesday, September 12, 2018	5:30 p.m.	Friday, August 31, 2018
October	Wednesday, October 10, 2018	5:30 p.m.	Monday, October 1, 2018
November	Wednesday, November 14, 2018	5:30 p.m.	Monday, November 5, 2018
December	Wednesday, December 12, 2018	5:30 p.m.	Monday, December 3, 2018

Adopted:

BOARD AGENDA ITEM: Approve Minutes of the November 8, 2017 Regular Board Meeting

BOARD MEETING DATE: December 13, 2017

AGENDA ITEM SUBMITTED FOR:

- Action
- Reports/Presentation
- Information
- Public Hearing
- Other (specify)

PREPARED BY:

Maggie Nicoletti

SUBMITTED BY:

Dr. Baljinder Dhillon

PRESENTING TO BOARD:

Dr. Baljinder Dhillon

BACKGROUND AND SUMMARY INFORMATION:

The minutes of the regular meeting of the Sutter County Board of Education held November 8, 2017, are presented for approval.

Unapproved
SUTTER COUNTY BOARD OF EDUCATION MINUTES
Regular Meeting
November 8, 2017

1.0 Call to Order

A regular meeting of the Sutter County Board of Education was called to order by President Victoria Lachance, 5:30 p.m., November 8, 2017, at the Sutter County Superintendent of Schools Office, 970 Klamath Lane, Yuba City, California.

2.0 Pledge of Allegiance

The Pledge of Allegiance was led by President Lachance.

3.0 Roll call of Members

Victoria Lachance, President – Present
Jim Richmond, Vice President – Present
June McJunkin, Member – Present
Karm Bains, Member – Present Arrived 5:36 p.m.
Ronald Turner, Member – Absent

Dr. Baljinder Dhillon, Ex-officio Secretary – Present

Staff Members Present: Maria Crocker, Dr. Christine McCormick, Wendy Bedard and Maggie Nicoletti

4.0 Items of Public Interest to come to the attention of the Board

None.

5.0 Approve Minutes of the October 11, 2017 Special Meeting

A motion was made to approve the minutes of the October 11, 2017 special meeting of the Sutter County Board of Education.

Motion: Jim Richmond *Seconded:* June McJunkin
Action: Motion Carried
Ayes: 3 (Lachance, McJunkin and Richmond)
Noes: 0
Absent: 2 (Bains and Turner) *Abstain:* 0

5.1 Approve Minutes of the October 11, 2017 Regular Meeting

A motion was made to approve the minutes of the October 11, 2017 regular meeting of the Sutter County Board of Education.

Motion: June McJunkin *Seconded:* Jim Richmond
Action: Motion Carried
Ayes: 3 (Lachance, McJunkin and Richmond)
Noes: 0
Absent: 2 (Bains and Turner) *Abstain:* 0

6.0 Set Date, Time and Place for Annual Organizational Meeting

A motion was made to set December 13, 2017, 5:30 p.m., Sutter County

Superintendent of Schools Office, 970 Klamath Lane, Yuba City, CA 95993, as the date, time and place for the Annual Organizational Meeting.

Motion: Karm Bains *Seconded:* June McJunkin
Action: Motion Carried
Ayes: 4 (Bains, Lachance, McJunkin and Richmond)
Noes: 0
Absent: 1 (Turner) *Abstain:* 0

7.0 Approve Local Indicators – California Dashboard

Dr. McCormick reviewed the Local Indicators with the Board. She presented a PowerPoint outlining the following local and state indicators:

- Local Indicator – Priority 1 – Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials and Safe, Clean and Functional Facilities
- Local Indicator – Priority 2 – Implementation of State Academic Standards
- Local Indicator – Priority 3 – Parent Engagement
- Local Indicator – Priority 6 – School Climate
- Local Indicators – Priority 9 and 10 – COEs only – Rubrics for these local indicators were distributed to Board Members
- State Indicators: Priority 4 Student Achievement, Priority 5 Student Engagement, Priority 7 Access to Board Course of Study and Priority 8 Outcomes in a Broad Course of Study.

Anyone can go on line to see how we are doing.
LCAP will align with this report.

Motion made to approve Local Indicators – California Dashboard.

Motion: June McJunkin *Seconded:* Karm Bains
Action: Motion Carried
Ayes: 4 (Bains, Lachance, McJunkin and Richmond)
Noes: 0
Absent: 1 (Turner) *Abstain:* 0

8.0 Public Hearing to Sunshine 2017-2018 Bargaining Proposals CSEA Chapter 634 (classified employees) and Sutter County Superintendent of Schools for CSEA

The Public Hearing was declared open at 5:56 p.m. by President Lachance. There being no input from the public, President Lachance closed the Public Hearing at 5:56 p.m. Wendy said there are no major issues.

9.0 Business Services Report

9.1 Monthly Financial Report – October 2017

Maria Crocker reviewed the Summary Report of Revenues, Expenditures and Changes in Fund Balances for the month of

October 2017 with Board Members. Infant Resource Center – June asked if we were getting a new Infant Resource Center as \$72,000 was allocated for this. Maria will have Barbara Henderson check into this and get back to the Board. The consensus was that the \$72,000 was allocated for staff salary, not an actual location.

9.2 Sutter County Investment Statement – September 2017

Maria Crocker reviewed the Investment Statement with the Board. She stated interest rates were much better than a regular savings account.

10.0 First Reading Board Policies

The following Board Policies were presented for their first reading:

- BP 5131.2 – Bullying
- BP 0420.4 – Charter Schools
- B/AR 0420.5 – Charter Schools

11.0 Second Reading (RESCIND) Board Policies

The following Board Policies were presented for their second reading to rescind:

BP 1312.3, AR-Supt 4144 and B-AR 1312.3, SP-AR 4144

Per Wendy, we had to adopt new policies before we could rescind these policies since they were combined.

A motion was made to rescind Board Policies.

<i>Motion:</i>	Jim Richmond	<i>Seconded:</i>	McJunkin
<i>Action:</i>	Motion Carried		
<i>Ayes:</i>	4 (Bains, Lachance, McJunkin and Richmond)		
<i>Noes:</i>	0		
<i>Absent:</i>	1 (Turner)	<i>Abstain:</i>	0

12.0 Items from the Superintendent/Board

Bal stated we have started negotiations with CTA and they are off to a good start. They have a temporary agreement on eight articles.

Bal is taking the SCSOS show on the road. Service clubs are asking what we do at the county office, what has happened during Bal's last 15 months as superintendent, dual enrollment, etc. She presented at Rotary today and will present at Kiwanis later in the month.

She announced that we have a new website and we are still looking at pictures to use and that the website will be continually updated.

Bal is visiting Live Oak Schools tomorrow and will ask permission to take pictures of some of the students.

Vicky stated that East Nicolaus High School recently lost a teacher, Ms. Goss; she taught for 27 years at the high school. There will be a celebration of life for Ms. Goss on November 18th beginning at 11:00 a.m. at the Yuba Sutter Fairgrounds.

13.0 Adjournment

A motion was made to adjourn the meeting at 6:19 p.m.

Motion: Karm Bains *Seconded:* Jim Richmond

Action: Motion Carried

Ayes: 4 (Bains, Lachance, McJunkin and Richmond)

Noes: 0

Absent: 1 (Turner) *Abstain:* 0

BOARD AGENDA ITEM: 2018 CSBA Delegate Assembly Election

BOARD MEETING DATE: December 13, 2017

AGENDA ITEM SUBMITTED FOR:

- Action
- Reports/Presentation
- Information
- Public Hearing
- Other (specify)

PREPARED BY:

Maggie Nicoletti

SUBMITTED BY:

Dr. Baljinder Dhillon

PRESENTING TO BOARD:

Dr. Baljinder Dhillon

BACKGROUND AND SUMMARY INFORMATION:

This item is agendized to give the Board an opportunity to elect a county representative to CSBA's Delegate Assembly – Region 4.

Any CSBA Member Board is eligible to nominate Board Members within their geographical region or subregion and may nominate as many individuals as it chooses by submitting a nomination form for each nominee.

All nominees must serve on CSBA Member Boards and give their approval prior to being nominated.



October 27, 2017

MEMORANDUM

DEADLINE: Sunday, January 7, 2018
BOARD ACTION REQUIRED
Please deliver to all governing board members.

To: All Board Presidents, Superintendents of CSBA Member Boards of Education

From: Susan Henry, President

Copy: All Executive Assistants

Re: Call for Nominations for CSBA Delegate Assembly – **Due Sunday, January 7, 2018**

Each year, member boards elect representatives from 21 geographic regions to CSBA's Delegate Assembly. The Delegate Assembly is a vital link in the association's governance and sets the general policy direction for the association. Working with member boards, the Board of Directors, and Executive Committee, Delegates ensure that the association promotes the interests of school districts and county offices of education throughout the state. There are two required Delegate Assembly meetings each year. In 2018, the first meeting will be May 19-20 in Sacramento and the second one will be November 28-29 in San Francisco preceding CSBA's Annual Education Conference and Trade show.

Nomination and candidate biographical sketch forms for CSBA's Delegate Assembly are now being accepted until **Sunday, January 7, 2018**. Nomination instructions are listed below:

- Any CSBA member board is eligible to nominate board members within their geographical region or subregion and may nominate as many individuals as it chooses by submitting a nomination form for each nominee.
- All nominees must serve on CSBA member boards and give their approval prior to being nominated.
- All nominees must submit a **one-page, single-sided**, candidate biographical sketch form. An optional one-page, one-sided résumé may also be submitted but cannot be substituted for the biographical sketch form.
- All nomination materials must be postmarked by the U.S.P.S., faxed or emailed no later than 11:59 p.m. on **Sunday, January 7**. It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office by this due date. Late submissions will not be accepted.
- Ballots will be mailed by Thursday, February 1, 2018 and are due Thursday, March 15, 2018.
- Elected Delegates serve a two-year term beginning April 1, 2018 through March 31, 2020.

The nomination materials related to the nomination process are available to download at <https://www.csba.org/About/Leadership/ElectionToCsbaOffice/ElectiontotheDelegateAssembly.aspx>. For more information about the Delegate Assembly, please contact the Executive Office or Leanne Gosselin, lgosselin@csba.org or (800) 266-3382, ext. 3302. Thank you.

(See other side for important dates)



IMPORTANT DELEGATE NOMINATION AND ELECTION DEADLINES

Note: Nominations Due on a Sunday

Important 2018 Dates:

- **Sunday, January 7:** U.S.P.S. postmarked, fax, or email deadline for *required* Nomination and Candidate Biographical Sketch Forms
- **By Thursday, February 1:** Ballots mailed to Member Boards
- **February 1 – March 15:** Boards vote for Delegates
- **Thursday, March 15:** Deadline for the ballots to be returned to CSBA (U.S.P.S. POSTMARK ONLY)
- **By Friday, March 30:** Ballots to be tallied
- **By Sunday, April 1:** Election results, except for run-offs, posted on CSBA's Web site
- **Monday, April 30:** Deadline for run-off ballots to be returned to CSBA (U.S.P.S. POSTMARK ONLY)

CSBA Delegate Assembly Meeting Dates in 2018

- **Saturday, May 19 – Sunday, May 20, Sacramento**
- **Wednesday, November 28 – Thursday, November 29, San Francisco**



2018 Regional County Delegate Assembly Nomination Form

DUE: Sunday, January 7, 2018

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | fax: (916) 371-3407 | or email: nominations@csba.org.

Only county boards may nominate for the county regional Delegate Assembly seat.

CSBA Region # _____

The Board of Education of the _____ wishes to

(Nominating COE)

nominate _____.

(Nominee)

The nominee is a member of the

_____, which is a member of the California

(Nominee's COE)

School Boards Association.

- The nominee has consented to this nomination.
- Attached is the nominee's required one-page, single-sided candidate biographical sketch form and optional one-page, single-sided résumé.
- The nominee's required one-page, single-sided candidate biographical sketch form and optional one-page, single-sided résumé will be sent by the deadline date.

Board Clerk or Board Secretary (signed)

Date

Board Clerk or Board Secretary (printed)

PLEASE NOTE: The nomination and candidate biographical sketch forms must either be emailed no later than **11:59 p.m. on Sunday, January 7, 2018** to nominations@csba.org, or faxed to (916) 371-3407 or mailed to CSBA, Attn: Executive Office, 3251 Beacon Blvd., West Sacramento, CA 95691 postmarked by the U.S.P.S. no later than **Sunday, January 7, 2018**. ***It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office by the due date. Late submissions cannot be accepted.*** If you have any questions, please contact the Executive Office at (800) 266-3382 or [Leanne Gosselin](mailto:Lgosselin@csba.org) at [lgosselin@csba.org](mailto:Lgosselin@csba.org). Thank you.

2018 Regional County Delegate Assembly Candidate Biographical Sketch Form

DUE: Sunday, January 7, 2018

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | fax: (916) 371-3407 | or email: nominations@csba.org.

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state “see résumé” and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will **not** be accepted. It is the candidate’s responsibility to confirm that all nomination materials have been received by the CSBA Executive Office. Late submissions will not be accepted. If you have any questions, please contact the Executive Office at (800) 266-3382.

Your signature indicates your consent to have your name placed on the ballot and, if elected, to serve as County Delegate and as a member on the CCBE’s Board of Directors.

Signature: _____ Date: _____

Name: _____	CSBA Region-subregion #: _____
District or COE: _____	Years on board: _____
Profession: _____	Contact Number: (please <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Bus.) _____
*Primary E-mail: _____	
<small>(*Communications from CSBA will be sent to primary email)</small>	
Are you a continuing Delegate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? _____	

Why are you interested in becoming a CSBA County Regional Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

Please describe your activities and involvement on your local board, community, and/or CSBA.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?



COUNTY DELEGATES WHOSE TERM EXPIRES IN 2018

Nomination and Candidate Biographical Sketch forms are due by Sunday, January 7, 2018.

Below are the names of county regional Delegates whose terms expire in 2018. Only CSBA member county boards of education are eligible to nominate county board members within their geographical region for the regional county Delegate seat. All nominees must serve on CSBA and CCBE member county boards of education and must give their approval prior to being nominated to CSBA's Delegate Assembly and the California County Boards of Education (CCBE) Board of Directors. Regional county Delegates have a dual role and are automatically designated to also serve on the CCBE Board of Directors.

REGION 2 - Counties: Lassen, Modoc, Plumas, Shasta, Siskiyou, Trinity

Brenda Duchi (Siskiyou COE)

REGION 4 - Counties: Butte, Colusa, Glenn, Nevada, Placer, Sierra, Sutter, Tehama, Yuba

Suzanne Jones (Placer COE)

REGION 6 - Counties: Alpine, El Dorado, Mono, Sacramento, Yolo

Shelton Yip (Yolo COE)

REGION 8 - Counties: Amador, Calaveras, Merced, San Joaquin, Stanislaus, Tuolumne

Juliana Feriani (Tuolumne COE)

REGION 10 - Counties: Fresno, Kings, Madera, Mariposa,

Sara Wilkens (Madera COE)

REGION 12 - Counties: Kern, Tulare

Donald P. Cowan (Kern COE)

REGION 16 - County: Inyo, San Bernardino

Mark A. Sumpter (San Bernardino COE)

REGION 18 - County: Imperial, Riverside

Susan Manger (Imperial COE)

REGION 20 - County: Santa Clara

Rosemary Kamei (Santa Clara COE)

REGION 21 - County: Los Angeles

Doug Boyd (Los Angeles COE)

BOARD AGENDA ITEM: Quarterly Report on Williams/ Uniform Complaints

BOARD MEETING DATE: December 13, 2017

AGENDA ITEM SUBMITTED FOR:

Action

Reports/Presentation

Information

Public Hearing

Other (specify)

PREPARED BY:

Angie Gresham

SUBMITTED BY:

Chris McCormick

PRESENTING TO BOARD:

Chris McCormick

BACKGROUND AND SUMMARY INFORMATION:

As per Education Code 35186 the county superintendent reports on the number and nature of complaints filed for:

- 1) Textbooks and instructional materials
- 2) Teacher vacancies or mis-assignments
- 3) Facilities and conditions

No complaints filed by the county office programs during the period of July 2017 through September 2017.



970 Klamath Lane
 Yuba City, CA 95993
 PHONE: (530) 822-2933
 FAX: (530) 822-3085

QUARTERLY REPORT ON WILLIAMS/VALENZUELA UNIFORM COMPLAINTS

(Education Code § 35186)

District: Sutter County Superintendent of Schools

Person completing this form: Christine McCormick

Title: Director of Educational Services

Quarterly Report Submission Date:

(check one)

- November 2017
- January 2018
- May 2018
- August 2017

Reporting Months

- July-Aug-Sept**
- Oct-Nov-Dec**
- Jan-Feb-Mar**
- April-May-June**

Date information will be reported publicly at governing board meeting: November 8, 2017.

Please check the box that applies:

- No complaints were filed with any school in the County during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total Number of Complaints	Number Resolved	Number Unresolved
Textbooks & Instructional Materials	0	0	
Teacher Vacancies or Misassignments	0	0	
Facilities/Conditions	0	0	
TOTALS	0	0	

Visits were made at the Bridge Street Elementary, King Avenue Elementary, and Park Avenue Elementary Schools

Dr. Baljinder Dhillon
PRINT NAME OF COUNTY SUPERINTENDENT

Dr. Baljinder Dhillon
SIGNATURE OF COUNTY SUPERINTENDENT

BOARD AGENDA ITEM: First Interim Report

BOARD MEETING DATE: December 13, 2017

AGENDA ITEM SUBMITTED FOR:

PREPARED BY:

Action

Maria Crocker/Barbara Henderson

Reports/Presentation

SUBMITTED BY:

Information

Barbara Henderson

Public Hearing

PRESENTING TO BOARD:

Other (specify)

Barbara Henderson

BACKGROUND AND SUMMARY INFORMATION:

The 17/18 First Interim Report will be presented to the Board for review and approval.

BOARD AGENDA ITEM: Business Services Report

BOARD MEETING DATE: December 13, 2017

AGENDA ITEM SUBMITTED FOR:

PREPARED BY:

Action

Barbara Henderson

Reports/Presentation

SUBMITTED BY:

Information

Barbara Henderson

Public Hearing

PRESENTING TO BOARD:

Other (specify)

Barbara Henderson

BACKGROUND AND SUMMARY INFORMATION:

The monthly financial report for November will be reviewed.

Explanation of Differences
Net Change in Current Year Budget November Board Report 11/1 - 11/15 2017

	<u>Amount</u>	<u>Explanation of Differences</u>
A <u>Local Control Funding Formula (8010-8099)</u>	<u>\$ -</u>	
B <u>Federal Revenues (8100-8299)</u>	<u>\$ -</u>	
C <u>Other State Revenues (8300-8599)</u>		
Intervention & Prevention Programs (IPP)	\$ 57,859	<i>Net refinement of Tobacco-Use Prevention Education (TUPE) and Foster Youth to match awards. Increases to Administrative grant, grades 6-12, and decrease to Foster Youth in License Care Facility to award</i>
	<u>\$ 57,859</u>	
D <u>Other Local Revenues (8600-8799)</u>		
Special Education	\$ 1,603	<i>Increasing donation to estimated actuals and net miscellaneous adjustments</i>
Tri County Induction Program (TCIP) -was BTSA	\$ (7,000)	<i>Refining California Agricultural Teachers' Association (CATA) budget to new estimates based on new credential candidate information</i>
	<u>\$ (5,397)</u>	
E <u>Certificated Salaries (1000-1999)</u>		
Tri County Induction Program (TCIP) -was BTSA	\$ 5,500	<i>Adjusting Facilitator budget to new estimates based on new credential candidate information</i>
Various departments	\$ 271	<i>Net Miscellaneous adjustments</i>
	<u>\$ 5,771</u>	
F <u>Classified Salaries (2000-2999)</u>		
County Office	\$ 2,400	<i>Increase to cover overtime expenses</i>
One Stop	\$ (10,143)	<i>Moving a portion of the Work Experience (WEX) employee salary budget to cover On the Job Training (OTJ) reimbursements to employers/services</i>
Intervention & Prevention Programs (IPP)	\$ (5,316)	<i>Refining Homeless Children Education salaries to estimated actuals</i>
	<u>\$ (13,059)</u>	
G <u>Employee Benefits (3000-3999)</u>		
Various departments	\$ 5,081	<i>Refining Homeless Children Education benefits and other corresponding benefits following salary adjustments</i>
	<u>\$ 5,081</u>	
H <u>Books and Supplies (4000-4999)</u>		
County Office	\$ (1,818)	<i>Transfer to services to cover additional Student Management Information Systems (MIS) contracts</i>
Intervention & Prevention Programs (IPP)	\$ (2,622)	<i>Reducing Foster Youth budget to award</i>
Various departments	\$ 1,167	<i>Net miscellaneous adjustments</i>
	<u>\$ (3,273)</u>	
I <u>Services, Other Operations (5000-5999)</u>		
County Office	\$ 4,668	<i>The majority of this increase is a transfer from supplies and equipment to cover additional Student Management Information Systems (MIS) contracts and the balance is to cover advertising for open positions</i>
One Stop	\$ 10,576	<i>Moving a portion of the salary Work Experience (WEX) employee budget to cover On the job training (OTJ) reimbursements to employers/services</i>
Intervention & Prevention Programs (IPP)	\$ 48,196	<i>Refining Tobacco Use Prevention Education (TUPE) budget to estimated actuals</i>
Tri County Induction Program (TCIP) -was BTSA	\$ (12,199)	<i>Net miscellaneous adjustments</i>
Medi-Cal Administrative Activities (MAA)	\$ (7,052)	<i>Refining budget to estimated actuals</i>
Various departments	\$ 639	<i>Net miscellaneous adjustments</i>
	<u>\$ 44,828</u>	
J <u>Capital Outlay (6000-6999)</u>		

Explanation of Differences
Net Change in Current Year Budget November Board Report 11/1 - 11/15 2017

	<u>Amount</u>	<u>Explanation of Differences</u>
County Office	\$ (2,000)	<i>Transfer to services to cover additional Student Management Information Systems (MIS) contracts</i>
	<u>\$ (2,000)</u>	
K Other Outgo (7100 - 7299)	<u>\$ -</u>	
L Direct Support / Indirect (7300-7399)	<u>\$ -</u>	
M Debt Services (7400 - 7499)	<u>\$ -</u>	
N Transfers In (8910-8979)	<u>\$ -</u>	
O Transfers Out (7610-7629)	<u>\$ -</u>	
P Contributions (8980-8999)	<u>\$ -</u>	
 Net Change in Current Year Budget	 \$ 15,114	

BOARD AGENDA ITEM: Donations

BOARD MEETING DATE: December 13, 2017

AGENDA ITEM SUBMITTED FOR:

PREPARED BY:

 Action

 Maggie Navarro

 Reports/Presentation

SUBMITTED BY:

 X Information

 Linda Protine

 Public Hearing

PRESENTING TO BOARD:

 Other (specify)

 Barbara Henderson

BACKGROUND AND SUMMARY INFORMATION:

<u>Donor</u>	<u>Value</u>	<u>Purpose</u>
Applebee's	\$20.00	NDEAM Open House
Buffalo Wild Wings	\$45.00	NDEAM Open House
Cakes By Request	\$30.00	NDEAM Open House
Carlitos	\$25.00	NDEAM Open House
Casa Lupe	\$27.98	NDEAM Open House
Cinemark	\$20.00	NDEAM Open House
Cool Hand Luke's	\$50.00	NDEAM Open House
Costa Vida	\$60.00	NDEAM Open House
Courthouse Café	\$25.00	NDEAM Open House
Dancing Tomato Caffè	\$40.00	NDEAM Open House
Downtown Shoe Repair	\$25.00	NDEAM Open House
El Zarape	\$20.00	NDEAM Open House
Future Fitness	\$25.00	NDEAM Open House
Gaiser Pets	\$25.00	NDEAM Open House
Grocery Outlet	\$10.00	NDEAM Open House
Jamba Juice	\$20.00	NDEAM Open House
Lumberjacks	\$25.00	NDEAM Open House
Marcello's	\$25.00	NDEAM Open House
Mountain Mike's	\$50.00	NDEAM Open House

Pepsi	\$25.00	NDEAM Open House
Perko's	\$40.00	NDEAM Open House
Pete's Restaurant & Brewhouse	\$60.00	NDEAM Open House
Ross	\$500.00	NDEAM Open House
Round Table Pizza-Gray Ave	\$30.00	NDEAM Open House
Sacramento River Cats	\$200.00	NDEAM Open House
Sam's	\$25.00	NDEAM Open House
Starbucks-Franklin Location	\$40.00	NDEAM Open House
Strings	\$30.00	NDEAM Open House
Sunsweet	\$35.00	NDEAM Open House
The Candy Box	\$30.00	NDEAM Open House
Valley Truck and Tractor	\$50.99	NDEAM Open House
Walmart	\$350.00	NDEAM Open House
Farm Credit West	\$46,638.89	Sutter County Supt. Of Schools
Farm Credit West	\$13,301.47	SCSOS Special Ed.
Total	\$61,924.33	

	<u>17-18 Year</u>	<u>Current Period</u>	<u>To Date</u>
Total SCSOS Donations-Cash	\$0.00	\$350.00	\$350.00
Total SCSOS Donations-Value	\$4,405.00	\$61,574.33	\$65,979.33
Total SCSOS Donations	\$4,405.00	\$61,924.33	\$66,329.33

*Farm Credit West	\$2,808.30	Browns ESD
*Farm Credit West	\$5,616.60	East Nicolaus HSD
*Farm Credit West	\$2,808.30	Franklin ESD
*Farm Credit West	\$14,041.50	Live Oak USD
*Farm Credit West	\$11,307.98	Nuestro ESD
*Farm Credit West	\$2,132.85	Pleasant Grove JUSD
*Farm Credit West	\$2,277.94	Winship-Robbins ESD
*Farm Credit West	\$99,849.71	Yuba City Charter SD
*Farm Credit West	\$11,233.20	Yuba City USD
*Farm Credit West	\$2,808.30	Colusa County Supt. Of Schools

Value of items disbursed to districts \$154,885.00

Total value of Farm Credit West Donations \$214,825.06

***Donations made by Farm Credit West to local educational agencies. SCSOS received the items. Districts identified and picked up the items they choose.**

BOARD AGENDA ITEM: Second Reading – Board Policies

BOARD MEETING DATE: December 13, 2017

AGENDA ITEM SUBMITTED FOR:

- Action
- Reports/Presentation
- Information
- Public Hearing
- Other (specify)

PREPARED BY:

Dr. Chris McCormick

SUBMITTED BY:

Dr. Chris McCormick

PRESENTING TO BOARD:

Dr. Chris McCormick

BACKGROUND AND SUMMARY INFORMATION:

The following policies are being presented for a second reading and Board approval by the Sutter County Board of Education:

- BP 5131.2 – Bullying
- BP 0420.4 – Charter School Policy
- B/AR 0420.4 – Charter School Policy

Series 5000 – Students

BP 5131.2

Students
BULLYING

The Sutter County Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. Sutter County Superintendent of Schools employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

- (cf. 5131 - Conduct)
- (cf. 5136 - Gangs)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)
- (cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

- (cf. 5145.2 - Freedom of Speech/Expression)

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders, ~~including students, parents/guardians, and staff, and may in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall~~ be incorporated into school such plans.

- (cf. 0420 - School Plans/Site Councils)
- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 1220 - Citizen Advisory Committees)
- (cf. 1400 - Relations between Other Governmental Agencies and the Schools)
- (cf. 6020 - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

Bullying Prevention

To the extent possible, County ~~strategies-schools~~ shall focus on prevention of bullying by establishing clear rules for student conduct and ~~implementing~~ strategies to ~~promote establish~~ a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of Sutter County Superintendent of Schools rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for ~~engaging perpetrators-in of~~ bullying.

(cf. 5137 - Positive School Climate)
(cf. 6164.2 - Guidance/Counseling Services)

Sutter County Superintendent of Schools may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6163.4 - Student Use of Technology)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)

County staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective ~~responses, prevention and intervention strategies.~~

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

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

Intervention

Students are encouraged to notify Sutter County Superintendent of Schools staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators ~~and may contact law enforcement.~~ He/she also may involve school counselors, mental health counselors, and/or law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the Sutter County Superintendent of Schools compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints **Complaints and Investigation**

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the county's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

~~Students may submit to a teacher or administrator a verbal or written complaint of conduct they~~

Adopted: 12/11/12 Revised:
Sutter County Board of Education

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~~consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site level complaint process/grievance procedures as outlined in AR 5145.7~~

~~When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.~~

~~When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they~~

~~feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.~~

~~If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.~~

Discipline

~~Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with Sutter County Superintendent of School policies and regulations.~~

~~Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with school policies and regulations.~~

~~(cf. 5138 - Conflict Resolution/Peer Mediation)~~

~~(cf. 5144 - Discipline)~~

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

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

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

~~Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.~~

~~(cf. 4118 - Dismissal/Suspension/Disciplinary Action)~~

~~(cf. 4119.21/4219.21/4319.21 - Professional Standards)~~

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

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

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

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

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Harassment and Bullying, October 2010

Adopted: 12/11/12 Revised:
Sutter County Board of Education

WEB SITES

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

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

Common Sense Media: <http://www.common sense media.org>

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

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

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

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Lavine v. Blaine School District, (2002) 279 F.3d 719

CHARTER SCHOOLS

The Sutter County Board of Education believes that charter schools provide an opportunity to implement school-level reform and to support innovations, which improve student learning. Charter schools shall operate under the provisions of this policy, their respective charters, applicable state, and federal laws, and relevant regulations of the Sutter County Superintendent of Schools Office (SCSOS).

The Sutter County Board of Education shall consider any petition submitted for the establishment of a charter school if:

1. The charter school will serve students for whom SCSOS would otherwise be responsible for providing direct education and related services;
2. The charter school will operate as a countywide charter at one or more sites within the geographic boundaries of the county, to provide instructional services not generally provided by Sutter County Superintendent of Schools;

In addition to other requirements, a countywide charter petition may only be approved if Sutter County Board of Education finds that the educational services to be provided by the charter school will offer services to a student population that will benefit from those services and that cannot be served as well by a charter school that operates in only one school district in the county;

3. The charter petition was denied by the governing board of a school district within Sutter County Board of Education's jurisdiction and the petition is submitted to the Sutter County Board of Education within 180 calendar days of the school district governing board's denial.

The Sutter County Board of Education shall ensure that every approved charter contains adequate processes and measures for monitoring and holding the charter school accountable for fulfilling the terms of its charter and for complying with all applicable laws. Such processes and measures shall include fiscal accountability systems, multiple measures for evaluating the educational program, and inspections and observations of any part of the charter school.

Approval/Denial

1. To be considered by the Sutter County Board of Education, all charter petitions, except petitions to establish countywide charters, shall comply with the requirements of Education Code § 47605. For all such charter petitions, the Sutter County Board of Education shall:
 - a. Within 30 days of receiving the charter petition, **at a regularly scheduled Board Meeting**, hold a public hearing to determine the level of support for the petition by parents/guardians, teachers and other employees of the district or County Office, as applicable;
 - b. Within 60 days of receiving the petition, or within 90 days with the consent of both parties, either grant or deny the charter petition.
2. To be considered by the Sutter County Board of Education, a petition to establish a

countywide charter school shall comply with the requirements of Education Code. For a countywide charter petition, the Sutter County Board of Education shall:

- a. Within 60 days of receiving the charter petition, **at a regularly scheduled Board Meeting**, hold a public hearing to determine the level of support for the petition by teachers, parents/guardians, and the school district(s) where the charter school will be located;
- b. Within 90 days of receiving the petition, or within 120 days with the consent of both parties, either grant or deny the charter petition.

All charters approved by the Sutter County Board of Education shall be for a specified term of no more than five years.

The Sutter County Board of Education shall grant the charter if doing so is consistent with sound educational practice. A charter petition shall be denied if granting the petition would authorize the conversion of a private school to a charter school. Otherwise, a petition may only be denied if the Sutter County Board of Education makes written factual findings specific to the petition under review that at least one of the following conditions exists:

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school;
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition;
3. The petition does not contain the number of signatures; or if the petition is one to establish a countywide charter;
4. The petition does not contain an affirmation of each of the conditions described in Education Code, or if the petition is one to establish a countywide charter;
5. The petition does not contain reasonably comprehensive descriptions of the charter provisions stated in Education Code §47605(b)(5), or if the petition is one to establish a countywide charter; or
6. The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school for purposes of Chapter 10.7 of Division 4 of Title I of the Government Code 9commencing with Section 3540). If the petition is for the establishment of a countywide charter school pursuant to Education Code § 47605.6, in addition to the six permissible findings above, the petition may be denied if SCSOS makes written factual findings specific to the petition under review that:
7. The petition does not contain reasonable justification for why the charter school could not be established by petition to a school district; or
8. Any other basis that the Sutter County Board of Education finds justifies denial of the petition.

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

In granting charter petitions, the Sutter County Board of Education shall give preference to petitions that demonstrate the capability to provide comprehensive learning experiences to academically low-achieving students according to standards established by the California Department of Education.

The criteria that the Sutter County Board of Education will utilize in accepting, considering, and approving or denying a charter school petition shall follow the appropriate provisions of the Education Code, regulations developed by the State Board of Education to guide its review of charter petitions and contained in Title 5 of the California Code of Regulations, and the process outlined in Sutter County Superintendent of School's policy AR 0402.4 developed for the implementation of this Sutter County Board of Education Policy.

Upon the Sutter County Board of Education's approval of any charter petition, the petitioners shall provide written notice of the approval, including a copy of the petition, to the Superintendent of Public Instruction and the State Board of Education.

In addition, whenever the Sutter County Board of Education approves a countywide charter petition, the petitioners shall provide written notice of the approval, including a copy of the petition, to the school districts within the county.

Except for a countywide charter, any charter petition denied by the Sutter County Board of Education may be submitted to the State Board of Education within 180 days of the denial.

Revision

Material revisions to the provisions of any charter granted by the Sutter County Board of Education may be made only with the Sutter County Board of Education approval and shall be governed by the same standards and criteria that apply to new charter petitions.

If an approved charter school proposes to expand operations to one or more additional sites within the County's boundaries, the charter school shall request a material revision to its charter and shall notify the Sutter County Board of Education of those additional locations. The Sutter County Board of Education shall consider approval of the additional locations at an open meeting.

In considering material revisions to the provisions of any charter granted by the Sutter County Board of Education, applicable procedures stated above under Approval/Denial and in AR 0420.4 shall be used.

Renewal

Any charter school whose charter was initially granted by the Sutter County Board of Education shall submit a written application to the Sutter County Board of Education, at least 120 days before the expiration date of the charter. At least 90 days before the expiration date of the charter, the Sutter County Board of Education shall conduct a public hearing to receive input on whether or not to extend the charter. At least 60 days before the expiration date, the Sutter County Board of Education shall either grant or

deny the request for renewal.

Any charter school whose application for renewal was denied by the governing board of a school district may submit the renewal application to the Sutter County Board of Education using applicable procedures stated above under Approval/Denial and in AR 0420.4.

All charter renewals shall be subject to the same standards and criteria that apply to new charter petitions, with the exception that the signature requirement applicable to new charter petitions shall not be applicable to petitions for renewal.

To receive a charter renewal, a charter school must also meet at least one of the following criteria:

1. Attain its Academic Performance Index (API) growth target in the prior year or in two of the last three years, or in the aggregate for the prior three years;
2. Rank in deciles 4-10 on the API in the prior year or in two of the last three years;
3. Rank in deciles 4-10 on the API for a demographically comparable school in the prior year or in two of the last three years;
4. The charter school qualifies for an alternative accountability system;
5. Achieve an academic performance that is at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend, as well as the academic performance of schools within the district where the charter school is located, taking into account the composition of the student population that is served at the charter school.

The Sutter County Board of Education shall base this renewal determination on:

1. Documented clear and convincing data;
2. Student achievement data from state assessments;
3. Information submitted by the charter school.

Any charter renewal granted by the Sutter County Board of Education shall be for a period of five years.

If the Sutter County Board of Education fails to make a written factual finding pursuant to items #1-5 above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition.

The County Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Sutter County Board of Education's action, whenever a renewal of the charter is granted or denied.

Revocation

The Sutter County Board of Education expects any of their authorized charter schools to provide a sound educational program that promotes student learning and to comply with law and the terms of the charter. However, when necessary, the Sutter County Board of Education may revoke a charter before the date it is due to expire.

The Sutter County Board of Education may revoke any charter whenever it makes a written factual finding, supported by substantial evidence, that the charter school has done any of the following:

1. Committed a material violation of any of the conditions, standards or procedures set forth in the charter;
2. Failed to meet or pursue any of the student outcomes identified in the charter;
3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement;
4. Violated any provision of law
 - a. That the charter school has failed or is unable to implement the recommendations of the California Collaborative for Educational Excellence (CCEE); or
 - b. That the adequate performance of the charter school, as based on an evaluation rubric adopted by the State Board of Education (SBE), is so persistent or acute as to require revocation of the charter.

Before issuing a Notice of Intent to Revoke, the County Superintendent or designee shall provide the charter school with a Notice of Violation unless the County Superintendent or designee determines, in writing, that a violation of Education Code § 47607 and the above four conditions constitutes a severe and imminent threat to the health or safety of pupils, in which case no Notice of Violation is required before issuing a Notice of Intent to Revoke.

At least 72 hours prior to issuing a Notice of Violation, the County Superintendent or designee shall provide the charter school with notice and all relevant documents related to the proposed action.

If the County Superintendent or designee takes action to issue a Notice of Violation, the County Superintendent or designee shall deliver the Notice of Violation to the charter school's governing body. The Notice of Violation shall identify:

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

By the end of the remedy period identified in the Notice of Violation, the charter school's governing body may submit a detailed written response and supporting evidence addressing each identified violation, including the refutation, remedial action taken, or

proposed remedial action.

Revocation

Within 60 calendar days of the conclusion of the remedy period, the Sutter County Board of Education shall evaluate any response and supporting evidence provided by the charter school's governing body and shall take one of the following actions:

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

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

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

Within 10 calendar days of the Board's final decision, the County Superintendent or designee shall provide a copy of the final decision to the California Department of Education.

Severe and Imminent Threat

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

Appeals

In the event that the Board revokes the charter, the charter school may, within 30 days of the Board's final decision, appeal the revocation to the State Board of Education.

Waivers

If a Sutter County Board of Education approved charter school submits an application to the Sutter County Board of Education for a waiver of any Education Code provisions, the Sutter County Board of Education shall hold a public hearing on the waiver request

no later than 90 days following receipt of the request.

The Sutter County Board of Education shall subsequently prepare a summary of the public hearing to be forwarded with the waiver request to the State Board of Education. If the Sutter County Board of Education recommends against approval of the waiver request, it shall set forth the reasons for its disapproval in written documentation that shall be forwarded to the State Board of Education.

Financial Relationship

The Sutter County Board of Education shall permit a charter school approved by it to use, at no cost, facilities not currently being used by the Sutter County Superintendent of Schools for instructional or administrative purposes, or not historically being used for rental purposes, provided that the charter school shall be responsible for reasonable maintenance of those facilities.

The Sutter County Board of Education may charge for the actual costs of supervisory oversight of a charter school not to exceed one percent of the charter school's revenue as defined in Education Code § 47613(f). If the Sutter County Board of Education is able to provide substantially rent-free facilities to the charter school, the Sutter County Board of Education may charge actual costs up to three percent of the charter school's revenue for supervisory oversight.

The charter school may separately purchase administrative or other services from the Sutter County Board of Education or any other source.

Legal References: Education Code § 33054 Waivers; § 41365 Charter school revolving loan fund; § 42100 Annual statement of receipts and expenditures; § 44237 Criminal record summary; § 44830.1 Certificated employees, conviction of a violent or serious felony; § 45122.1 Classified employees, conviction of a violent or serious felony; § 46201 Instructional minutes; § 47600-47616.7 Charter Schools Act of 1992, as amended 47640-47647 Special education funding for charter schools; § 47652 Funding of first-year charter schools; § 48000 Minimum age of admission (kindergarten); § 48010 Minimum age of admission (first grade); § 48011 Minimum age of admission from kindergarten or other school 51745-51749.3 Independent study 52052 Alternative accountability system; § 54032 Limited English or low-achieving pupils; § 56026 Special education; § 56145-56146 Special education services in charter schools; § 60600-60649 Assessment of academic achievement, including: § 60605 Academic content and performance standards; assessments; § 60640-60649 Standardized Testing and Reporting Program
Government Code § 3540-3549.3 Educational Employment Relations Act; § 54950-54963 The Ralph M. Brown Act
Penal Code § 667.5 Definition of violent felony; § 1192.7 Definition of serious felony
Code of Regulations, Title 5 § 11700.1-11705 Independent Study; § 11960-11969 Charter Schools

Charter School Petition Review Procedures

Upon receipt of a complete application packet and a charter school petition, either new or denied by a previous district, a designated employee of the Sutter County Superintendent of Schools shall date stamp the cover page of the submitted materials. Petitioners will initiate the process no later than December 15 in the year prior to intended opening. In the case of petitions received after that date, the Sutter County Board of Education reserves the right to consider approval on the basis of a one year delay in the commencement of the charter school operation. It is important that the charter petition be received by December 15 so that, if the charter petition is approved, the impacted school districts (s) has time to make any appropriate certificated staffing adjustments prior to the March 15 deadline.

Once the charter school petition has been submitted to the Sutter County Board of Education, it will be forwarded to the charter review committee. The committee will review the petition according to Education Code requirements. Any review documents are internal memoranda that will not be released to charter school petitioners or to the general public. However a copy of the final findings of fact document may be provided to charter school petitioners at the same time as it is provided to the Sutter County Board of Education.

The charter review committee may request to meet with the petitioners, if the initial review of the charter indicates that the petition has met a minimum threshold of completing the full 16 elements and the committee requires further explanation.

For new charter petitions, the Sutter County Board of Education will not accept any amendments to the charter school petition after the public hearing.

CHARTER SCHOOL PETITION REQUIREMENTS

Application Packet Requirements for ALL Charter Petitions

A new charter petition that is submitted to the Sutter County Superintendent of Schools must include the following:

1. Seven complete copies of the charter petition, including the required signatures.
2. The Sutter County Superintendent of Schools Charter School Petition Review Checklist with page numbers identifying the location of required information.
3. Form A – Notice of Appeal: Denied Charter Petition
 - a. Attach Articles of Incorporation and By-Laws for the non-profit organization, or provide a written explanation of why these have not yet been developed.
4. The original charter petition and supporting documents considered by District when petition was denied
 - a. Include proposed start-up and three-year budgets (including assumptions) denied by the local district board.
 - b. Renewal petitions must contain documentation that the charter school met at least one of the renewal criteria specified in Education Code § 47607(b) and a description of how the school has met all new charter requirements enacted into law since the charter school was granted or last renewed (California

- Code of Regulations, Title 5, 11966.4).
5. Copy of signature pages – 50% of meaningfully interested teachers or 50% of meaningfully interested parents (not applicable to renewal petition).
 6. Appeal documentation including:
 - a. A copy of the District governing board's action of denial of the petition and the governing board's written factual findings specific to the particular petition, as required by Education Code § 47605(b);
 - b. Optional: A brief written response of the charter petitioners to the district board's findings (no more than 3 pages);
 - c. Signed certification that the petitioner(s) will comply with all applicable law, including, but not limited to, the provisions of Education Code § 47605(d) et seq;
 - d. A narrative description of any changes to the petition necessary to reflect the Sutter County Board of Education as the chartering entity. There shall be no material changes to the charter petition as denied by the school district governing board.

In addition the charter petition must include a thorough description of the education, work experience, credential, degrees, and certifications of the individuals comprising, or proposed to comprise, the directors, administrator, and managers of the proposed charter school; the by-laws, articles of incorporation and other management documents, as applicable, governing, or proposed to govern the charter school. The information in this section should specify that the charter school will be subject to the Brown Act, the Public Records Act, as well as the Conflict of Interest provisions that also apply to members of the Sutter County Board of Education.

Petition Signatures

To be considered by the Sutter County Board of Education, any charter school petition must include the names, addresses, telephone numbers, and number of appropriately aged children who will attend the school, original signatures, and the dates of the original signatures of those persons endorsing the charter school petition. The petition form must indicate that a copy of the charter school petition was attached to the form and that the petitioners reviewed it prior to signing the petition. The petition must be signed by one of the following:

1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the school for its first year of operation; or
2. A number of teachers equivalent to at least one-half of the number of teachers that the charter school estimates will be employed at the school during its first year of operation; or
3. When the charter petition calls for an existing public school to be converted to a charter school, at least 50 percent of the permanent status teachers currently employed at the public school to be converted.

In circulating the petition, the petitioners shall include a prominent statement explaining that a signature means that the parent/guardian is meaningfully interested in having his/her child attend the charter school or, in the case of a teacher's signature, that the teacher is meaningfully interested in teaching at the charter school.

If the petition is for a countywide charter, each school district where the charter school proposes to operate a facility must have received at least 30 days' notice of the petitioner's intent to operate the charter school.

Charter Elements

All charter school petitions shall contain reasonably comprehensive descriptions of all of the following elements:

1. The educational program of the charter school, designed among other things, to identify those whom the charter school is attempting to educate, what it means to be an "educated person" in the 21st Century, and how learning best occurs. The goals identified in that program shall include the objective of enabling students to become self-motivated, competent and lifelong learners. The petition shall include a description of annual goals for all students and for each numerically significant subgroup of students identified pursuant to Education Code § 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. These goals shall be aligned with the state priorities listed in Education Code § 52060 that apply to the grade levels served or the nature of the program operated by the charter school. The petition also shall describe specific annual actions to achieve those goals. The petition may identify additional priorities established by the charter school, goals aligned with those priorities, and specific annual actions to achieve those goals. If the proposed charter school will serve high school pupils, the petition must include a description of how the charter school will inform parents about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the A to G admission criteria may be considered to meet college entrance requirements.
2. The measurable student outcomes identified for use by the charter school. Student outcomes means the extent to which all students of the charter school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program, including outcomes that address increases in student academic achievement both schoolwide and for each numerically significant subgroup of students served by the charter school. The student outcomes shall align with the state priorities identified in Education Code § 52060 that apply for the grade levels served or the nature of the program operated by the charter school.
3. The method by which student progress in meeting those student outcomes is to be measured. To the extent practicable, the method for measuring student

outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.

4. The governance structure of the charter school, including but not limited to the process to be followed by the school to ensure parent/guardian involvement;
5. The qualifications to be met by all individuals to be employed by the charter school;
6. The procedures that the charter school will follow to ensure the health and safety of students and staff. These procedures shall include the requirement that each school employee furnish the school with a criminal record summary;
7. The means by which the charter school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the county's territorial jurisdiction;
8. Admission Requirements, if applicable;
9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the Sutter County Board of Education;
10. The procedures by which students can be suspended or expelled;
11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or Federal Social Security;
12. The public school attendance alternatives for students residing within the district or for which the Sutter County Board of Education is responsible for providing education and related services, who choose not to attend the charter school;
13. A description of the rights of any district or Sutter County Superintendent of Schools employee, as applicable upon leaving district or the Sutter County Superintendent of Education employment to work in the charter school, and of any rights of return to the district or Sutter County Superintendent of Schools after employment at the charter school;
14. The procedures to be followed by the charter school and Sutter County Superintendent of Schools to resolve disputes relating to charter provisions;
15. A description of the procedures to be used if the charter school closes. The procedures shall ensure a final audit of the charter school to determine the disposition of all assets and liabilities of the charter school, including plans for disposing of any net assets and for the maintenance and transfer of student records. The procedures to be used if the charter school closes shall include but are not limited to:
 - a. Designation of a responsible entity to conduct closure-related activities.
 - b. Notification of the closure to parents/guardians, the Board, the County Superintendent, the Special Education Local Plan area in which the school participates, the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:
 - i. The effective date of the closure
 - ii. The name(s) of and contact information for the person(s) to whom

- reasonable inquiries may be made regarding the closure
- iii. The students' districts of residence
 - iv. The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements
- c. Provision of a list of students at each grade level, the classes they have completed, and the students' district of residence to the responsible entity designated in accordance with item #15a above.
 - d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with item #15a above, except for records and/or assessment results that the charter school may require to be transferred to a different entity.
 - e. Transfer and maintenance of personnel records in accordance with applicable law.
 - f. Completion of an independent final audit within six months after the closure of the charter school that includes an accounting of all financial assets and liabilities and an assessment of the disposition of any restricted funds received by or due to the charter school.
 - g. Disposal of any net assets remaining after all liabilities of the charter school have been paid or otherwise addressed.
 - h. Completion and filing of any required annual reports required.
 - i. Identification of funding for the activities identified in item #15 a-h above.

Charter School Petition Requirements

A reasonably comprehensive description, within the meaning of the Education Code shall include, but not limited to, information that:

1. Is substantive and is not, for example, a listing of topics with little elaboration;
2. Addresses each individual element in those elements that have multiple aspects;
3. Is specific to the charter petition being proposed, not to charter schools or charter petitions in general;
4. Describes, as applicable among the different elements, how the charter school will:
 - a. Improve student's learning.
 - b. Increase learning opportunities for its pupils, particularly students who have been identified as academically low achieving.
 - c. Describe the proposed assessment program as it relates to the school's measurable student outcomes. This description should include a discussion of how the charter school shall meet all statewide standards and conduct required students assessments.
 - d. Provide parents, guardians, and students with expanded educational opportunities.
 - e. Hold itself accountable for measurable, performance-based pupil outcomes.

- f. Provide vigorous competition with other public school options available to parents, guardians, and students.

In addition to the above elements, the petition should include:

1. Information regarding the proposed operation and potential effects of the schools, including but not limited to:
 - a. The addresses and a description of the charter school facilities, located within the geographic boundaries of the county, or the district in the case of a petition initially denied by the governing board of a school district, together with such documentation sufficient to provide reasonable evidence that the charter school facility or facilities are safe, habitable, well-suited for its educational purpose, and that the applicant has secured, or has reasonable assurance of securing the facility or facilities for use by the charter school.
 - b. A description of the proposed charter school's building maintenance, replacement, and expansion policies, including related financial projections. Current financial statements for the charter school, including a detailed balance sheet and statement of income and expenses shall be included in case of a charter renewal application.
2. A summary of the administrative structure and organization of the charter school. The summary should specifically include county liaison, special education, how administrative services are to be provided, and other basic elements of charter school operation. This section should also detail the proposed academic school calendar including: days of instruction, hours of operation, expectation of pupil attendance and annual instructional minutes for each grade level to be served.
3. Potential civil liability effects, if any, upon the charter school and upon the Sutter County Board of Education and the Sutter County Superintendent of Schools.
4. A detailed, complete and fully annotated operational budget with estimates of the charter school revenues and expenditures, cash-flows and reserve positions for the first three years of operation, including start-up costs, and the precise salary and benefits paid and to be paid to each employee of the charter school.
5. The manner, format and content by which the charter school proposes to regularly report to the Sutter County Board of Education, or the Sutter County Superintendent of Schools, concerning the implementation of the approved charter, measurable student progress, as well as the current projected financial viability of the charter school.

Location of Charter School

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

A charter school may establish a resource center, meeting space, or other satellite facility located in an adjacent county if both of the following conditions are met:

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

In addition to the above referenced requirements, a charter school petition must demonstrate that the charter school shall meet all statewide performance standards authorized in statute and will conduct the required student assessments and any other student assessments applicable to students in non-charter schools.

A charter school petition must also demonstrate that the charter school shall meet all applicable requirements of the Federal Every Student Succeeds Act.

Requirements for Charter Schools

Charter schools are generally exempt from provisions of the Education Code unless they are expressly included in the law. However, charter schools are subject to the terms of their charters, any memorandum of understanding with their chartering authority, and other legal requirements including, but not limited to, requirements that each charter school:

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

If a charter school will be physically located in a public elementary school attendance

area in which 50 percent or more of the student enrollment is eligible for free or reduced-priced meals, it may also establish an admissions preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area.

- b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing. However, preference shall be extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code § 47614.5.
 - c. Other admissions preferences may be permitted by the chartering district on an individual school basis consistent with law.
9. Immediately enroll a homeless student, except where such enrollment would conflict with Education Code §47605(d);
10. Comply with the requirements of Education code §§ 48850-48859 regarding the enrollment and placement of foster youth;
11. If the school offers a kindergarten program:
 - a. Offer a transitional kindergarten (TK) program to students whose fifth birthday is from September 2 through December 2.
 - b. Ensure that any credentialed teacher first assigned to teach a TK class after July 1, 2015 meets the qualifications specified in Education Code § 48000 by August 1, 2020.
12. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) equivalent to that which a teacher in other public schools would be required to hold;
13. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on their behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment;
14. Not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by law;
15. Report to the Commission on Teacher Credentialing (CTC) any change in a certificated employee's employment status (dismissal, non-re-election, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or re-employ) as a result of an allegation of misconduct or while an allegation of misconduct is pending;
16. Meet the requirement of education Code § 47611 regarding the State Teacher's Retirement System (STRS);
17. Meet the requirement of Government Code §§ 3540-3549.3 related to collective bargaining in public education employment;
18. If the charter school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy, with specified components;
19. Meet all statewide standards and conduct any statewide assessment applicable to non-charter public schools;
20. Until July 31, 2018, grant a high school diploma to any student who completed grade 12 in the 2003-04 school year or a subsequent school year and who has met all applicable graduation requirements other than the passage of the high

- school exit examination;
21. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school;
 22. If the charter school provides independent study, meet the requirements of Education Code §§ 51745-51749.3, except that the charter school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code § 51745(e);
 23. Identify and report to the Superintendent of Public Instruction (SPI) any portion of its average daily attendance that is generated through non-classroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education;
 24. If the charter school offers competitive athletics, annually post on the charter school's website or on the website of the charter operator the total enrollment of the charter school classified by gender, and the number of boys' and girls' teams classified by sport and by competition level;
 25. If the charter school offers an athletic program, annually provide an information sheet about concussion and head injury to athletes and their parents/guardians, which must be signed and returned to the charter school before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider and receives written clearance to return to the activity;
 26. On a regular basis, consult with parents/guardians and teachers regarding the charter school's educational programs;
 27. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications;
 28. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection;
 29. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information;
 30. Electronically submit the grade point average of all students in grade 12 to the Student Aid Commission each academic year for use in the Cal Grant program, after notifying the students and their parents/guardians as applicable, by October 15 of each year, of the opportunity to opt out of being deemed a Cal Grant applicant within a specified period of time of at least 30 days;
 31. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions:

- a. The facility complies with the Field Act pursuant to Education Code §§17280-17317 and §§17365-17374.
 - b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.
32. Provide reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding;
33. Ensure the availability and proper use of emergency epinephrine auto-injectors by:
- a. Providing school nurses or other voluntary, trained personnel with at least one regular and one junior device for elementary schools and, for secondary schools, one regular device if there are no students who require a junior device.
 - b. Distributing a notice at least once per school year to all staff requesting volunteers and describing the training that volunteers will receive.
 - c. Providing defense and indemnification to volunteers for any and all civil liability from such administration.
34. Promptly respond to all reasonable inquiries from the Sutter County Superintendent of Schools Office or the Superintendent of Public Instruction (SPI), including, but not limited to, inquiries regarding the charter school's financial records.
35. Annually prepare and submit financial reports to the Governing Board and the County Superintendent of Schools in accordance with the following reporting cycle:
- a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code § 47605(g) will satisfy this requirement.
 - b. By July 1 each year, an update of the charter school's goals and the actions to achieve those goals as identified in the charter, developed using the local control and accountability plan template in 5 CCR 15497.5. This report shall include a review of the progress toward the goals, an assessment of the effectiveness of the specific actions toward achieving the goals, a description of changes the school will make to specific actions as a result of the review and assessment, and a listing and description of expenditures for the fiscal year implementing the specific actions.
 - c. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31.
 - d. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31.
 - e. By September 15, a final unaudited report for the full prior year. The report submitted to the Sutter County Board of Education shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year.

- f. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year. The audit report shall also be submitted to the State Controller and the California Department of Education.
36. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670;
37. Annually adopt a school accountability report card.

Complaints

Each charter school shall establish and maintain policies and procedures to enable any person to file a complaint, in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4687, alleging the school's non-compliance with Education Code § 47606.5 or § 47607.3.

A complainant who is not satisfied with the decision may appeal the decision to the Superintendent of Public Instruction.

Approval of Charter Petitions

The Sutter County Board of Education may grant a charter for a specified term of up to five years. Upon approval of the Board, the petitioners(s) shall provide written notice of the Sutter County Board of Education's approval and a copy of the charter to the State Department of Education, and the State Board of Education, and (if applicable) to the district in which the charter school will be operating.

1. The Sutter County Board of Education shall give preference to petitions that demonstrate the capability to provide comprehensive learning experiences to academically low-achieving students according to the standards established by the California Department of Education.
2. Should a charter school elect to operate as, or be operated by, a nonprofit public benefit corporation, the Sutter County Board of Education may appoint a representative to serve on the board of directors of the corporation, and the corporation shall confer upon the board's appointee all rights and responsibilities exercised by any other director of the corporation.

Approval or Denial of Petition – Findings of Fact

It is the intent of the Sutter County Board of Education that charter schools with sound educational practice should be encouraged.

The analysis of each charter school petition shall be completed by staff and/or outside agencies designated by the County Superintendent. At the date and time of the public meeting to render its decision on the charter school petition, staff of SCSOS shall provide a brief oral report of its analysis of the petition. The County Superintendent shall provide the recommendation to the Sutter County Board of Education for approval or denial.

The Sutter County Board of Education will deliberate on the recommendation, based on staff analysis, findings of fact and compliance with the requirements of Education Code and Title 5. Following deliberations, the Sutter County Board of Education shall approve or deny a petition. The Sutter County Board of Education shall only deny a petition if the Board makes one or more of the following findings:

1. A charter school does not present a sound education program for the pupils to be enrolled in the charter schools;
2. The petitioners are not demonstrably likely to successfully implement the program set forth in the petition;
3. The petition does not contain the required number of signatures;
4. The petition does not contain an affirmation of each of the conditions set forth in Education Code;
5. The petition does not contain reasonably comprehensive descriptions of all the required charter school elements set forth in Education Code; or
6. The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school for purposes of Chapter 10.7 of Division 4 of Title I of the Government Code (commencing with Section 3540).

Additionally, for countywide charters, the Sutter County Board of Education may also deny a petition if it makes one or more of the following findings:

7. The petition does not provide reasonable justification for why it could not be established by petition to a school district as provided by law.
8. The petition or proposed program is inconsistent with state law.
9. Any other basis that the Sutter County Board of Education finds justifies the denial of the petition. Additionally, for charter renewals, the Sutter County Board of Education may also deny a renewal petition if it finds that the charter school has not satisfied at least one of the renewal criteria in Education Code 47607(b).

The Sutter County Board of Education shall not deny a charter petition on the actual or potential costs of serving students with exceptional needs.

Monitoring and Supervision of Approved Charters

The Sutter County Office of Education has supervisory and oversight responsibilities over charter schools that have been approved by the Sutter County Board of Education. In order to carry out such responsibilities, the Superintendent or designee may inspect or observe any part of a charter school at any time. The County Superintendent or designee may enter into an agreement with a third party to oversee, monitor, and report to the Sutter County Board of Education on the operations of the charter school.

Such supervisory and oversight responsibilities shall include, but are not limited to, the following:

1. Identification of at least one staff member as a contact person for the charter school.
2. Visiting each charter school at least each semester.

3. Ensuring that each charter school under its authority complies with all reports required of charter schools by law.
4. Monitoring the fiscal condition of each charter school under its authority.
5. Providing timely notification to the State Department of Education if any of the following circumstances occur or will occur with regard to a charter school for which SCSOS is the chartering authority:
 - a. A renewal of the charter is granted or denied.
 - b. The charter is revoked.
 - c. The charter school will cease operation for any reason.
6. The County Superintendent or designee shall attend meetings of the charter school board whenever possible and shall periodically meet with a representative of the charter school.

The Sutter County Board of Education, or designee, shall monitor each charter school to determine whether it is achieving, both school-wide and for all groups of students served by the school, the measurable student outcomes set forth in the charter. This determination shall be based on the measures specified in the approved charter and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its Local Control and Accountability Plan (LCAP).

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

An approved charter school must promptly respond to all reasonable inquiries, including but not limited to, inquiries regarding its financial records, staff qualification, students' progress toward charter school goals and objectives, student progress on state mandated assessments, and compliance with the Every Student Succeeds Act. The charter school shall also consult with the Sutter County Board of Education regarding any inquiries.

The County Superintendent, or designee, shall inspect, not less often than annually, documents on file at the charter school which shall verify that all teachers at the school hold Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which teachers in other public schools would be required to hold.

Technical Assistance/Intervention

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

1. Shall provide technical assistance to the charter school using an evaluation rubric

adopted by the State Board of Education (SBE) pursuant to Education Code § 52064.5;

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

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

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