

Agenda

SUTTER COUNTY BOARD OF EDUCATION

Regular Meeting

Wednesday, April 12, 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.

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 54954.2 (a)(2) states, "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."* At the discretion of the Board president, time limits may be imposed upon such presentations.

5.0 Approve Minutes of the March 8, 2017, Regular Meeting
[Action Item]

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

6.0 Introduction of the 2017 Sutter County Spelling Bee
Winners – Dorothy Griffin

The following 2017 Sutter County Spelling Bee winners are being recognized by the Sutter County Board of Education:

First place – Stella Triebold, Twin Rivers Charter School
Second place – Taylor Nelson, Brittan Elementary School
Third place – Joscelin Robles, King Avenue Elementary School

7.0 Intervention and Prevention Programs (IPP) Department Overview
Grace Espindola

Grace Espindola, IPP Coordinator, will present a department overview to the Board.

8.0 Business Services Report

8.1 Monthly Financial Report – March 2017 – Barbara Henderson

8.2 Investment Statement – January 2017 – Gail Atwood

9.0 2016-17 Consolidated Application – Winter Release – Dorothy Griffin

The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California.

The Consolidated Application and Reporting System (CARS) is the Consolidated Application Desktop System (CADS) replacement system. Local Educational Agencies (LEA) use the CARS to electronically apply for, manage, report and provide assurances that the county will comply with the legal requirements related to specific formulas driven by state and/or federal categorical programs. The system is also used by the CDE categorical program staff and fiscal services to collect financial and participation data to ensure compliance to state and federal regulation and guidance in the use of the funds.

There are now two releases: Winter (January) and Spring (June).

10.0 Second Reading – Board Policies – Dorothy Griffin
[Action Item]

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

BP 5022 – Students and Family Privacy Rights
B/AR 5022 – Student and Family Privacy Rights

- 11.0 First Reading – Board Policies – Dorothy Griffin
The following Board Policies are being presented for their first reading:

BP 5145.7 – Sexual Harassment
B/AR 5145.7 – Sexual Harassment
BP 5141.52 – Suicide Prevention
B/AR 5141.52 – Suicide Prevention

- 12.0 First Reading – Board Bylaw and Exhibit – Gail Osborne
The following Board Bylaw and Exhibit are being presented for their first reading:

BB 9250 – Remuneration, Reimbursement and Other Benefits
BB/E 9250 – Remuneration, Reimbursement and Other Benefits

- 13.0 Request for Allowance of Attendance Because of Emergency Evacuation, Sutter County Superintendent of Schools Programs, Form J-13A
Gail Osborne **[Action Item]**

Form J-13A is to obtain approval of a waiver for lost attendance and instructional time due to an emergency evacuation from February 14, 2017, through February 17, 2017, for the Sutter County Superintendent of Schools Programs, including Feather River Academy.

- 14.0 Request for Allowance of Attendance Because of Emergency Evacuation, Sutter County Schools and Charters, Form J-13A
Gail Osborne **[Action Item]**

Form J-13A is to obtain approval of a waiver for lost attendance and instructional time due to an emergency evacuation from February 14, 2017, through February 21, 2017, for the Sutter County Schools and Charters.

- 15.0 Board Resolution Designating the Title of Superintendent as an Authorized Signer for DOR Contract Revisions and Renewals
Rinky Basi **[Action Item]**

Bill Cornelius is currently the authorized signer on file with the California Department of Rehabilitation (DOR) for contract renewals and revisions with SCSOS. In order to execute a contract revision, DOR is requesting a Board Resolution form designating the title of Superintendent as an authorized signer for DOR contract revisions and renewals. It is recommended that we authorize the title of Superintendent rather than the person currently holding that position, to avoid obtaining new resolutions each time we have a change in that position. Once this resolution is in place, all subsequent Superintendents will be authorized to sign DOR contract renewals and revisions without the need for a new resolution

16.0 Items from the Superintendent/Board

17.0 Adjournment

Meeting facilities are accessible to persons with disabilities. By request, alternative agenda document formats are available to persons with disabilities. To arrange an alternative agenda document format or to arrange aid or services to modify or accommodate persons with a disability to participate in a public meeting, please provide a written request to: Dr. Baljinder Dhillon, Superintendent, Sutter County Superintendent of Schools Office, 970 Klamath Lane, Yuba City, CA 95993, at least three working days prior to any public meeting.

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

BOARD MEETING DATE: April 12, 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:

Dorothy Griffin

BACKGROUND AND SUMMARY INFORMATION:

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

7.0 Human Resources Department Overview

Wendy Bedard, Human Resources Director, asked each of her staff members to introduce themselves. Wendy presented a PowerPoint overview of the Human Resources Department titled Promoting Organization Success through Service, Support and Compliance “We make it happen with a Smile!” The PowerPoint included responsibilities of each staff member, HR functions, support services, accomplishments and goals.

8.0 Approve the 2016-2017 Second Interim Report

Barbara Henderson expressed her appreciation of her staff to the Board Members for the amazing job they did in preparing the Second Interim Report. The county office was closed due to an evacuation order and the closure required staff to put in extra effort to meet the deadline for submitting the report for the Board Packet. Barbara reviewed the Second Interim Report for 2016-2017 with the Board.

A motion was made to approve the 2016-2017 Second Interim Report.

MOTION: June McJunkin SECONDED: Karm Bains
ACTION: Motion Carried
AYES: 5 (Bains, McJunkin, Richmond, Turner and Lachance)
NOES: 0
ABSENT: 0 ABSTAIN: 0

9.0 Quarterly Surplus Report

Gail Atwood stated SCSOS has items that are surplus and a list of the items was included in the Board Packet. Gail noted that the two QSS Warrant Printers were never put in production for printing checks; the estimated value is what the company paid to buy them back since they were never used.

10.0 Business Services Report

10.1 Monthly Financial Report – February 2017

Barbara Henderson reviewed the Summary Report of Revenues, Expenditures and Changes in Fund Balance.

10.2 Sutter County Investment Statement – January 2017

Gail Atwood reviewed the January 2017 Investment Statement. She stated that over 263 million dollars is invested and the average maturity of invested funds is 1,261 days.

11.0 First Reading of the following Board Policies

Barbara Hickman stated this is an updated requirement for sharing information about families. We cannot market information regarding students, only school related information can be shared.

BP 5022 – Students and Family Privacy Rights

B/AR 5022 – Student and Family Privacy Rights

12.0 Items from the Superintendent/Board

Bal updated the Board on the evacuation. She attended debriefings sponsored by the OES. Many SCSOS staff offered their help. Two Yuba City High School buses were returning from a field trip and they were rerouted to Pleasant Grove High School in Elk Grove and parents had to pick their children up at that location. All staff and district superintendents were debriefed. Sutter High and Brittan had an evacuation center. Students from Winship are temporarily attending class at one of SCSOS classrooms while repair work is being done on the levee. Karm was approached by a teacher from AK who asked about taking 6th graders on a field trip to the Sikh Temple. He was told that the field trip was amazing and he wants to open it up to other schools.

March 21st – CSBA Legislative Action Day. CSBA is hosting a webinar at noon March 9th.

The SCSOS Spelling Bee is being held at Boyd Hall, beginning at 6:00 p.m. this evening. Bal invited the Board Members to attend after the Board Meeting and stated the Board will be introduced.

Bal is going to Washington, D.C. for legislation March 20 – March 24, 2017, and will be out of town for the April 12, 2017, Board Meeting.

Chris McCormick reported on LCAP. CDE is doing something new for county office reporting. CDE will review the county reports in April.

Bal announced the Lip Sync Battle fundraiser for Shady Creek is being held on March 17, 2017. She is participating with other SCSOS staff.

13.0 Adjournment

A motion was made to adjourn the meeting at 6:29 p.m.

MOTION:	Jim Richmond	SECONDED:	Karm Bains
ACTION:	Motion Carried		
AYES:	5 (Bains, Lachance, McJunkin, Turner and Richmond)		
NOES:	0		
ABSENT:	0	ABSTAIN:	0

BOARD AGENDA ITEM: Introduction of 2017 County Spelling Bee Winners

BOARD MEETING DATE: April 12, 2017

AGENDA ITEM SUBMITTED FOR:

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

PREPARED BY:

Angie Gresham

SUBMITTED BY:

Dorothy Griffin

PRESENTING TO BOARD:

Dorothy Griffin

BACKGROUND AND SUMMARY INFORMATION:

Introduction of 2017 Winners:

- 1st place – Stella Triebold, Twin Rivers Charter School
 - 2nd place – Taylor Nelson, Brittan Elementary
 - 3rd place – Joscelin Robles, King Ave Elementary
-

BOARD AGENDA ITEM: Intervention & Prevention Programs (IPP) Report

BOARD MEETING DATE: April 12, 2017

AGENDA ITEM SUBMITTED FOR:

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

PREPARED BY:

Grace Espindola

SUBMITTED BY:

Grace Espindola

PRESENTING TO BOARD:

Grace Espindola

BACKGROUND AND SUMMARY INFORMATION:

Grace Espindola will give a presentation on the Intervention & Prevention Programs to the Board.

BOARD AGENDA ITEM: Business Services Report

BOARD MEETING DATE: April 12, 2017

AGENDA ITEM SUBMITTED FOR:

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

PREPARED BY:

Yosa Figueroa

SUBMITTED BY:

Barbara Henderson

PRESENTING TO BOARD:

Barbara Henderson

BACKGROUND AND SUMMARY INFORMATION:

The monthly financial report for March will be reviewed.

**Summary Report of Revenues, Expenditures and Changes in Fund Balance
(Unrestricted and Restricted Combined)
March 2017**

Description	Account Codes	Original Budget	Operating Budget	Actuals to Date	Projected Yr Totals	Difference (Col D - B)	2016-17 % Actuals as a % of Budget
		7/1/16 (A)	2/15/17 (B)	3/15/17 (C)	3/15/17 (D)	(E)	
A. Revenues							
1) Local Control Funding Formula	8010-8099	\$ 9,493,562	\$ 9,493,615	\$ 6,007,792	\$ 9,509,255	15,640	A 63.3%
2) Federal Revenues	8100-8299	\$ 2,645,752	\$ 3,589,857	\$ 1,594,281	\$ 3,623,254	33,397	B 44.4%
3) Other State Revenues	8300-8599	\$ 12,522,664	\$ 14,918,643	\$ 11,380,116	\$ 14,918,643	-	C 76.3%
4) Other Local Revenues	8600-8799	\$ 11,029,355	\$ 11,349,168	\$ 1,825,843	\$ 11,393,009	43,841	D 16.1%
TOTAL REVENUES		\$ 35,691,333	\$ 39,351,283	\$ 20,808,032	\$ 39,444,161	\$ 92,878	52.8%
B. Expenditures							
1. Certificated Salaries	1000-1999	\$ 8,484,721	\$ 8,239,407	\$ 4,892,367	\$ 8,220,442	(18,965)	E 59.4%
2. Classified Salaries	2000-2999	\$ 9,811,665	\$ 10,401,518	\$ 6,246,177	\$ 10,406,366	4,848	F 60.1%
3. Employee Benefits	3000-3999	\$ 6,889,740	\$ 6,427,520	\$ 3,533,938	\$ 6,425,063	(2,457)	G 55.0%
4. Books and Supplies	4000-4999	\$ 1,073,974	\$ 1,107,564	\$ 544,359	\$ 1,123,671	16,107	H 49.1%
5. Services, Other Operation	5000-5999	\$ 7,206,328	\$ 10,450,043	\$ 2,296,945	\$ 10,580,422	130,379	I 22.0%
6. Capital Outlay	6000-6999	\$ 371,732	\$ 1,906,882	\$ 412,585	\$ 1,899,882	(7,000)	J 21.6%
7. Other Outgo	7100-7299	\$ 5,330,458	\$ 5,102,031	\$ 4,944,950	\$ 5,100,740	(1,291)	K 96.9%
8. Direct Support/Indirect	7300-7399	\$ (63,504)	\$ (91,013)	\$ (50,497)	\$ (91,013)	-	L 55.5%
9. Debt Service	7400-7499					-	M 0.0%
TOTAL EXPENDITURES		\$ 39,105,114	\$ 43,543,952	\$ 22,820,825	\$ 43,665,573	121,621	52.4%
Excess (Deficiency) of Revenues Over Expenditures Before Other Financing Sources and Uses (A5-B9)		\$ (3,413,781)	\$ (4,192,669)	\$ (2,012,793)	\$ (4,221,412)	\$ (28,743)	47.7%
D. Other Financing Sources/Uses							
1. Transfers In	8910-8979	\$ 4,193,216	\$ 4,244,885	\$ 4,118,182	\$ 4,244,885	-	N 97.0%
2. Transfer Out	7610-7629	\$ 1,464,754	\$ 1,495,674		\$ 1,495,674	-	O 0.0%
3. Contributions	8980-8999	\$ -				-	P 0.0%
Total, Other Fin Sources/Uses		\$ 2,728,462	\$ 2,749,211	\$ 4,118,182	\$ 2,749,211	\$ -	149.8%
E. Net Change to Fund Balance		\$ (685,319)	\$ (1,443,458)	\$ 2,105,390	\$ (1,472,201)	\$ (28,743)	
F. Fund Balance (Fund 01 only)							
1. Beginning Balance		\$ 8,177,329	\$ 8,177,329	\$ 8,177,329	\$ 8,177,329	-	
2. Adjustments/Restatements			\$ -	\$ -	\$ -		
Ending Balance		\$ 7,492,010	\$ 6,733,871	\$ 10,282,719	\$ 6,705,128	\$ (28,743)	
G. Components of Ending Fund Balance							
Designated Amounts	9711-9730	\$ 10,000	\$ 10,000		\$ 10,000	\$ -	
Legally Restricted	9740-9760	\$ 2,711,982	\$ 2,131,726		\$ 2,405,789	\$ -	
Assigned	9780	\$ 766,854	\$ 3,336,881		\$ 2,067,823	\$ -	
Restricted Economic Uncertainty	9789	\$ 2,028,493	\$ 2,021,099		\$ 2,221,517	\$ -	
Unassigned/Unappropriated	9790	\$ -	\$ -		\$ -	\$ -	

Explanation of Differences
Net Change in Current Year Budget February Board Report 02/16 - 03/15 2017

	<u>Amount</u>	<u>Explanation of Differences</u>
A <u>Local Control Funding Formula (8010-8099)</u>		
County Office	\$ 3,701	<i>Refining budget to match estimated actuals</i>
SELPA	\$ 11,939	<i>Refining property tax budget to match estimated actuals</i>
	<u>\$ 15,640</u>	
B <u>Federal Revenues (8100-8299)</u>		
One Stop	\$ 33,397	<i>Refining Workforce Innovation and Opportunity Act budget to match estimated award</i>
	<u>\$ 33,397</u>	
C <u>Other State Revenues (8300-8599)</u>		
	<u>\$ -</u>	
D <u>Other Local Revenues (8600-8799)</u>		
Shady Creek Outdoor School	\$ 42,300	<i>Increasing budget to account for an extra week of instruction</i>
Various departments	\$ 1,541	<i>Net Miscellaneous adjustments</i>
	<u>\$ 43,841</u>	
E <u>Certificated Salaries (1000-1999)</u>		
Educational Services (ES)	\$ (18,965)	<i>Refining Title III budget to match estimated actuals</i>
	<u>\$ (18,965)</u>	
F <u>Classified Salaries (2000-2999)</u>		
One Stop	\$ 4,848	<i>Refining Workforce Innovation and Opportunity Act budget to match estimated award</i>
	<u>\$ 4,848</u>	
G <u>Employee Benefits (3000-3999)</u>		
Various departments	\$ (2,457)	<i>Refining Title III budget to cover expenses, and other miscellaneous adjustments</i>
	<u>\$ (2,457)</u>	
H <u>Books and Supplies (4000-4999)</u>		
County Office	\$ (5,000)	<i>Net of moving budget to cover MIS services expense, and purchase of technology equipment</i>
One Stop	\$ 2,664	<i>Refining Workforce Innovation and Opportunity Act budget to match estimated award, and other miscellaneous adjustments</i>
Educational Services (ES)	\$ (1,339)	<i>Refining Title III budget to cover miscellaneous expenses</i>
Intervention & Prevention Programs (IPP)	\$ 1,091	<i>Refining budget to match estimated actuals</i>
Shady Creek Outdoor School	\$ 17,647	<i>Increasing budget to account for an extra week of instruction</i>
Regional Occupation Program (ROP)	\$ 1,000	<i>Refining California Career Pathways Trust budget to cover expenses</i>
Feather River Academy (FRA)	\$ (1,650)	<i>Refining budget to cover purchase of software</i>
Special Education Local Plan Area (SELPA)	\$ 1,179	<i>Refining Medi-Cal Mini Grant budget to match estimated actuals</i>
Various departments	\$ 515	<i>Net miscellaneous adjustments</i>
	<u>\$ 16,107</u>	
I <u>Services, Other Operations (5000-5999)</u>		
County Office	\$ 14,180	<i>Net of refining MIS services budget to match estimated actuals, moving budget to supplies for purchase of technology equipment, and other miscellaneous adjustments</i>
Special Education	\$ 48,672	<i>Refining budget to match estimated actuals, including purchase of software, paying outstanding contracts, sub costs, and other miscellaneous adjustments</i>
One Stop	\$ 22,200	<i>Refining Workforce Innovation and Opportunity Act budget to match estimated award and other miscellaneous adjustments</i>
Educational Services (ES)	\$ 23,547	<i>Refining Title III budget to match estimated actuals</i>
Shady Creek Outdoor School	\$ 20,980	<i>Increasing budget to account for and extra week of instruction</i>
Regional Occupation Program (ROP)	\$ (1,000)	<i>Refining California Career Pathways Trust budget to match estimated actuals</i>
Feather River Academy (FRA)	\$ 1,650	<i>Refining budget to cover purchase of software</i>

Explanation of Differences
Net Change in Current Year Budget February Board Report 02/16 - 03/15 2017

	<u>Amount</u>	<u>Explanation of Differences</u>
Various departments	\$ 150	<i>Net miscellaneous adjustments</i>
	<u>\$ 130,379</u>	
J <u>Capital Outlay (6000-6999)</u>		
County Office	\$ (7,000)	<i>Moving budget to cover MIS services expense</i>
	<u>\$ (7,000)</u>	
K <u>Other Outgo (7100 - 7299)</u>		
Special Education Local Plan Area (SELPA)	\$ (1,291)	<i>Refining Medi-Cal Mini Grants budget to match estimated actuals</i>
	<u>\$ (1,291)</u>	
L <u>Direct Support / Indirect (7300-7399)</u>		
	<u>\$ -</u>	
M <u>Debt Services (7400 - 7499)</u>		
	<u>\$ -</u>	
N <u>Transfers In (8910-8979)</u>		
	<u>\$ -</u>	
O <u>Transfers Out (7610-7629)</u>		
	<u>\$ -</u>	
P <u>Contributions (8980-8999)</u>		
	<u>\$ -</u>	
Net Change in Current Year Budget	\$ (28,743)	

Decrease is a combination of increase to salaries due to adding new SH Teaching position \$43,557; Speech Therapist increased units \$9,656; increases for Autism Training time for teachers \$3,686; and decreases by hiring Non-Categorical and Medical Handicapped Teachers at a lower step in the salary schedule than originally budgeted in the amount of <\$71,430>

BOARD AGENDA ITEM: Investment Statements

BOARD MEETING DATE: April 12, 2017

AGENDA ITEM SUBMITTED FOR:

PREPARED BY:

Action

Gail Atwood

Reports/Presentation

SUBMITTED BY:

Information

Gail Atwood

Public Hearing

PRESENTING TO BOARD:

Other (specify)

Gail Atwood

BACKGROUND AND SUMMARY INFORMATION:

The Investment Statement as of February 28, 2017 from the County Treasurer will be presented.

Steven L. Harrah, CPA

Treasurer-Tax Collector



Christina N. Hernandez

Assistant Treasurer-Tax Collector

March 10, 2017

To: Sutter County Board of Supervisors
Sutter County Pooled Money Investment Board

Re: Sutter County Investment Portfolio

Attached is a copy of Sutter County's Investment Portfolio as of February 28, 2017. This schedule includes all short-term, mid-term and long-term investments held at the conclusion of business on the final day of the month.

As Treasurer-Tax Collector, I certify that this document reflects the government agencies' pooled investments and that all investments are in compliance with the County of Sutter Investment Policy.

The combined funds in the county treasury total \$258,418,013 and will provide sufficient cash flow liquidity to meet estimated pooled treasury expenditures for the next six months.

Invested treasury funds total \$250,698,444 with \$24,422,089 under the management of the Local Agency Investment Fund and California Asset Management Program. The Bank of New York, which provides third-party safekeeping services to Sutter County, furnishes market value data. The dollar-weighted average maturity of invested funds is 1,258 days.

Investments are selected based on criteria contained in the Sutter County Investment Policy, which emphasizes safety, liquidity, yield and diversification. Therefore, the interest rates will fluctuate and the types of investments will vary depending upon county needs and market availability on a particular day.

Respectfully submitted,

A blue ink signature of Steven L. Harrah, written in a cursive style.

Steven L. Harrah, CPA
Treasurer-Tax Collector

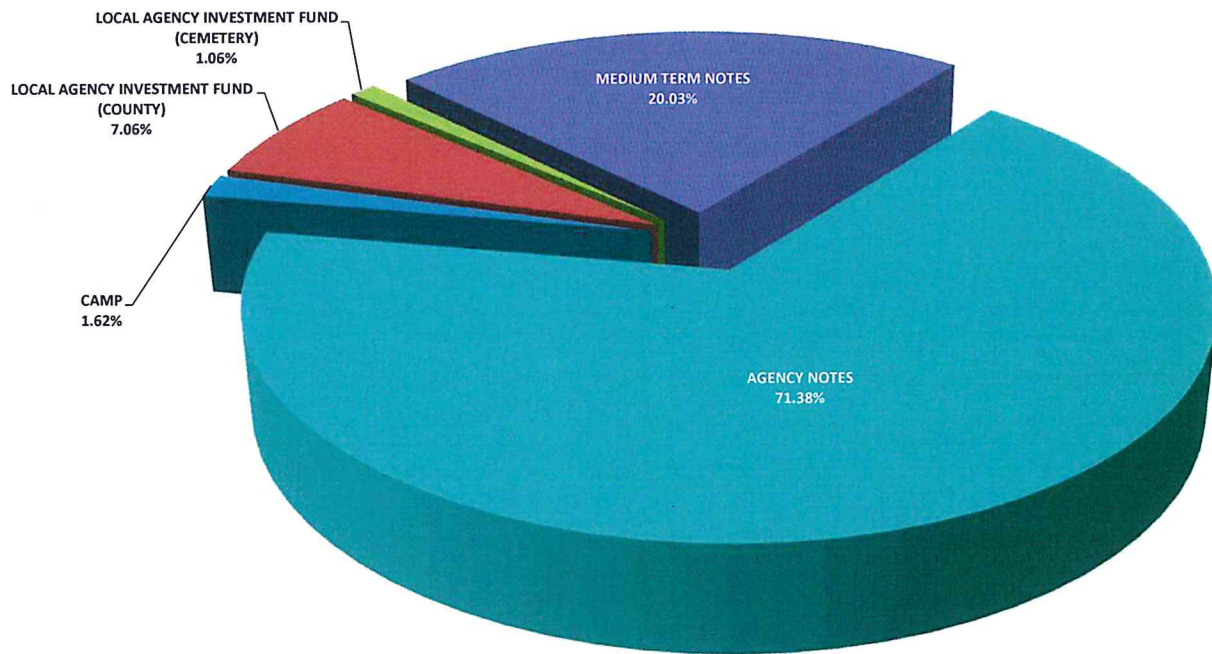
SUTTER COUNTY POOLED TREASURY
INVESTMENT PORTFOLIO
February 28, 2017

TREASURY NUMBER	INSTITUTION/BRANCH	BOOK VALUE	MARKET VALUE	PAR VALUE	DATE	DATE	TOTAL	YIELD	RATE
					INVESTED	MATURES	DAYS		
MANAGED FUNDS									
2016-000	CALIFORNIA ASSET MANAGEMENT	\$4,070,338.34	\$4,070,338.34	\$4,070,338.34	N/A	N/A	N/A	0.8500%	0.8500%
2016-000	LAIF-STATE POOL/SAC	17,692,040.69	17,692,040.69	17,692,040.69	N/A	N/A	N/A	0.7770%	0.7770%
2016-000	LAIF-STATE POOL/SAC (Cemetery)	<u>2,659,710.06</u>	<u>2,659,710.06</u>	<u>2,659,710.06</u>	N/A	N/A	N/A	0.7770%	0.7770%
TOTAL MANAGED FUNDS		24,422,089.09	24,422,089.09	24,422,089.09					
AGENCY									
2013-031	FEDERAL HOME LOAN BANK (FHLB)	1,999,872.40	1,996,460.00	2,000,000.00	04/11/13	04/11/18	1,826	1.0100%	1.0000%
2013-054	FEDERAL HOME LOAN BANK (FHLB)	4,000,000.00	3,985,200.00	4,000,000.00	05/16/13	05/16/18	1,826	1.0000%	1.0000%
2015-119	FEDERAL HOME LOAN BANK (FHLB)	2,284,126.57	2,276,799.99	2,285,714.28	10/29/15	10/29/20	1,827	1.0000%	1.0000%
2016-014	FEDERAL FARM CREDIT BANK (FFCB)	4,000,000.00	3,967,200.00	4,000,000.00	02/24/16	02/24/20	1,461	1.4000%	1.4000%
2016-015	FEDERAL FARM CREDIT BANK (FFCB)	2,000,000.00	1,986,760.00	2,000,000.00	02/23/16	05/23/19	1,185	1.2500%	1.2500%
2016-016	FANNIE MAE (FNMA)	2,000,000.00	2,003,160.00	2,000,000.00	02/26/16	02/26/21	1,827	1.0000%	1.0000%
2016-017	FANNIE MAE (FNMA)	4,000,000.00	3,983,640.00	4,000,000.00	03/15/16	03/15/21	1,826	1.4000%	1.4000%
2016-024	FANNIE MAE (FNMA)	1,999,159.36	1,991,820.00	2,000,000.00	03/15/16	03/15/21	1,826	1.4254%	1.4000%
2016-035	FREDDIE MAC (FHLMC)	2,000,000.00	1,978,740.00	2,000,000.00	03/30/16	03/30/21	1,826	1.2500%	1.2500%
2016-043	FREDDIE MAC (FHLMC)	4,000,000.00	3,938,840.00	4,000,000.00	04/28/16	04/28/21	1,826	1.2500%	1.2500%
2016-046	FEDERAL HOME LOAN BANK (FHLB)	4,000,000.00	3,895,080.00	4,000,000.00	04/26/16	04/26/21	1,826	1.7000%	1.7000%
2016-048	FREDDIE MAC (FHLMC)	4,000,000.00	3,948,440.00	4,000,000.00	04/28/16	04/28/21	1,826	1.2500%	1.2500%
2016-049	FEDERAL FARM CREDIT BANK (FFCB)	4,000,000.00	3,893,720.00	4,000,000.00	04/12/16	04/12/21	1,826	1.6800%	1.6800%
2016-052	FEDERAL HOME LOAN BANK (FHLB)	4,000,000.00	3,923,120.00	4,000,000.00	04/20/16	04/20/21	1,826	1.6250%	1.6250%
2016-054	FEDERAL FARM CREDIT BANK (FFCB)	2,000,000.00	1,975,460.00	2,000,000.00	04/14/16	04/13/20	1,460	1.4000%	1.4000%
2016-064	FEDERAL FARM CREDIT BANK (FFCB)	2,000,000.00	1,965,680.00	2,000,000.00	05/03/16	05/03/21	1,826	1.7000%	1.7000%
2016-070	FANNIE MAE (FNMA)	4,000,000.00	3,984,840.00	4,000,000.00	05/25/16	05/25/21	1,826	1.0000%	1.0000%
2016-072	FEDERAL FARM CREDIT BANK (FFCB)	2,000,000.00	1,955,020.00	2,000,000.00	05/12/16	05/12/21	1,826	1.6400%	1.6400%
2016-075	FANNIE MAE (FNMA)	4,000,000.00	3,984,840.00	4,000,000.00	05/25/16	05/25/21	1,826	1.0000%	1.0000%
2016-077	FREDDIE MAC (FHLMC)	4,000,000.00	3,967,800.00	4,000,000.00	06/09/16	06/09/21	1,826	1.2500%	1.2500%
2016-088	FREDDIE MAC (FHLMC)	1,000,000.00	994,680.00	1,000,000.00	06/30/16	06/30/21	1,826	1.0000%	1.0000%
2016-090	FEDERAL FARM CREDIT BANK (FFCB)	2,000,000.00	1,957,100.00	2,000,000.00	06/29/16	06/29/20	1,461	1.4200%	1.4200%
2016-092	FANNIE MAE (FNMA)	5,007,193.87	4,854,000.00	5,000,000.00	06/30/16	06/30/21	1,826	1.3029%	1.6250%
2016-094	FEDERAL FARM CREDIT BANK (FFCB)	2,000,000.00	1,986,260.00	2,000,000.00	07/05/16	07/05/18	730	0.7800%	0.7800%
2016-097	FEDERAL HOME LOAN BANK (FHLB)	2,000,000.00	1,954,880.00	2,000,000.00	07/13/16	10/13/20	1,553	1.3750%	1.3750%
2016-101	FREDDIE MAC (FHLMC)	4,000,000.00	3,939,720.00	4,000,000.00	07/27/16	07/27/21	1,826	1.0000%	1.0000%
2016-102	FEDERAL FARM CREDIT BANK (FFCB)	2,000,000.00	1,936,400.00	2,000,000.00	07/14/16	07/14/21	1,826	1.4800%	1.4800%
2016-103	FANNIE MAE (FNMA)	4,000,000.00	3,950,560.00	4,000,000.00	07/28/16	07/28/21	1,826	1.0000%	1.0000%
2016-104	FANNIE MAE (FNMA)	4,000,000.00	3,976,360.00	4,000,000.00	07/20/16	07/20/21	1,826	0.8500%	0.8500%
2016-111	FREDDIE MAC (FHLMC)	3,000,000.00	2,978,700.00	3,000,000.00	08/16/16	08/16/21	1,826	1.1250%	1.1250%
2016-115	FEDERAL FARM CREDIT BANK (FFCB)	2,000,000.00	1,932,580.00	2,000,000.00	08/16/16	08/16/21	1,826	1.4400%	1.4400%
2016-116	FREDDIE MAC (FHLMC)	2,000,000.00	1,956,120.00	2,000,000.00	08/30/16	08/27/21	1,823	1.3500%	1.3500%
2016-117	FREDDIE MAC (FHLMC)	4,002,293.93	3,971,600.00	4,000,000.00	08/16/16	08/16/21	1,826	1.0004%	1.1250%
2016-122	FREDDIE MAC (FHLMC)	4,000,000.00	3,931,520.00	4,000,000.00	09/13/16	09/13/21	1,826	1.2500%	1.2500%
2016-125	FREDDIE MAC (FHLMC)	2,000,000.00	1,970,380.00	2,000,000.00	09/29/16	09/29/21	1,826	1.2500%	1.2500%
2016-126	FANNIE MAE (FNMA)	2,000,000.00	1,950,180.00	2,000,000.00	09/29/16	09/29/21	1,826	1.6000%	1.6000%
2016-132	FREDDIE MAC (FHLMC)	2,000,000.00	1,970,380.00	2,000,000.00	09/29/16	09/29/21	1,826	1.2500%	1.2500%
2016-133	FREDDIE MAC (FHLMC)	2,000,000.00	1,934,800.00	2,000,000.00	09/29/16	09/29/21	1,826	1.6500%	1.6500%
2016-134	FANNIE MAE (FNMA)	2,000,000.00	1,939,480.00	2,000,000.00	09/30/16	09/30/21	1,826	1.6250%	1.6250%
2016-140	FREDDIE MAC (FHLMC)	1,000,000.00	971,670.00	1,000,000.00	10/28/16	10/28/21	1,826	1.6500%	1.6500%
2016-142	FANNIE MAE (FNMA)	2,000,000.00	1,973,480.00	2,000,000.00	10/28/16	10/30/19	1,097	1.1250%	1.1250%
2016-148	FREDDIE MAC (FHLMC)	2,000,000.00	1,976,480.00	2,000,000.00	10/21/16	10/28/21	1,833	1.0000%	1.0000%
2016-149	FREDDIE MAC (FHLMC)	4,000,000.00	3,953,760.00	4,000,000.00	11/04/16	11/04/21	1,826	1.1000%	1.1000%
2016-151	FEDERAL HOME LOAN BANK (FHLB)	4,000,000.00	3,968,480.00	4,000,000.00	11/04/16	11/04/21	1,826	1.1000%	1.1000%
2016-152	FEDERAL HOME LOAN BANK (FHLB)	2,965,000.00	2,923,252.80	2,965,000.00	11/23/16	11/23/21	1,826	1.3000%	1.3000%
2016-153	FEDERAL HOME LOAN BANK (FHLB)	2,000,000.00	1,961,200.00	2,000,000.00	11/23/16	11/23/21	1,826	1.6500%	1.6500%
2016-161	FEDERAL HOME LOAN BANK (FHLB)	1,999,508.51	1,967,240.00	2,000,000.00	11/30/16	11/26/21	1,822	1.6553%	1.6500%
2016-163	FREDDIE MAC (FHLMC)	2,000,000.00	1,981,300.00	2,000,000.00	12/09/16	12/09/21	1,826	1.5000%	1.5000%
2016-166	FEDERAL HOME LOAN BANK (FHLB)	1,993,246.87	1,985,460.00	2,000,000.00	11/16/16	05/15/20	1,276	1.3025%	1.0000%

SUTTER COUNTY POOLED TREASURY
 INVESTMENT PORTFOLIO
 February 28, 2017

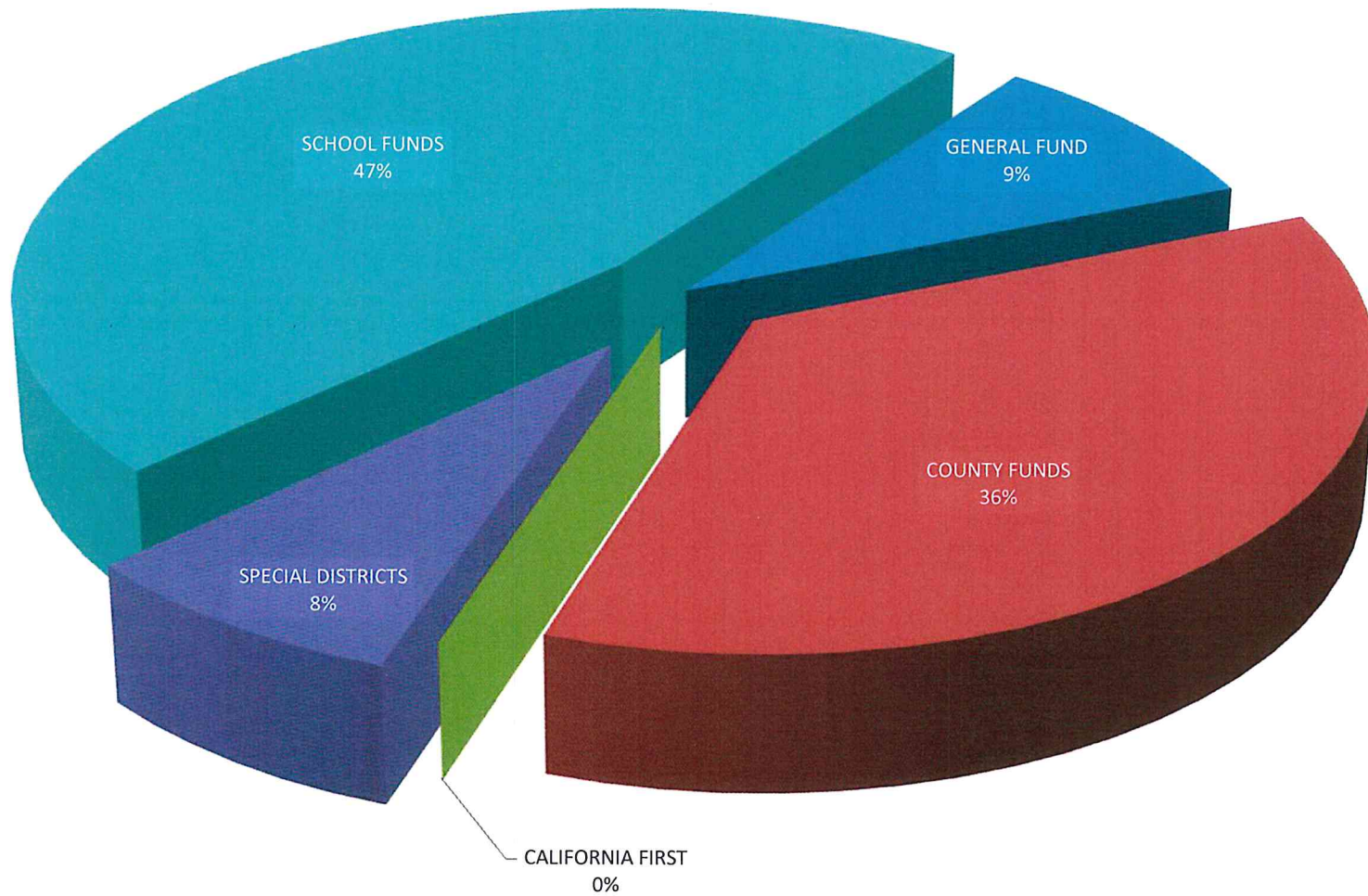
TREASURY					DATE	DATE	TOTAL		
NUMBER	INSTITUTION/BRANCH	BOOK VALUE	MARKET VALUE	PAR VALUE	INVESTED	MATURES	INVESTED	YIELD	RATE
							DAYS		
2016-168	FREDDIE MAC (FHLMC)	4,000,000.00	3,986,920.00	4,000,000.00	12/14/16	12/14/21	1,826	1.8500%	1.8500%
2016-169	FEDERAL FARM CREDIT BANK (FFCB)	1,995,087.62	1,980,860.00	2,000,000.00	11/29/16	11/29/21	1,826	1.7600%	1.8125%
2016-170	FEDERAL HOME LOAN BANK (FHLB)	2,000,000.00	2,000,000.00	2,000,000.00	12/09/16	09/09/21	1,735	2.0000%	2.0000%
2016-171	FREDDIE MAC (FHLMC)	2,000,000.00	1,997,220.00	2,000,000.00	12/13/16	12/13/21	1,826	1.0000%	1.0000%
2016-172	FEDERAL FARM CREDIT BANK (FFCB)	1,992,140.20	1,980,860.00	2,000,000.00	11/29/16	11/29/21	1,826	1.7600%	1.1844%
2016-174	FEDERAL FARM CREDIT BANK (FFCB)	1,000,000.00	991,880.00	1,000,000.00	12/01/16	06/01/21	1,643	2.0000%	2.0000%
2016-175	FREDDIE MAC (FHLMC)	1,999,008.21	1,992,540.00	2,000,000.00	12/16/16	12/16/21	1,826	1.7705%	1.7500%
2016-177	FEDERAL HOME LOAN BANK (FHLB)	2,000,000.00	2,000,080.00	2,000,000.00	12/28/16	06/28/21	1,643	2.0000%	2.0000%
2016-178	FEDERAL HOME LOAN BANK (FHLB)	2,000,000.00	1,994,740.00	2,000,000.00	12/06/16	12/06/21	1,826	2.0500%	2.0500%
2016-180	FEDERAL HOME LOAN BANK (FHLB)	1,986,517.94	1,992,540.00	2,000,000.00	12/02/16	11/29/21	1,823	2.0199%	1.8750%
2016-185	FEDERAL HOME LOAN BANK (FHLB)	2,000,000.00	1,998,200.00	2,000,000.00	12/30/16	12/30/21	1,826	2.0000%	2.0000%
2016-192	FREDDIE MAC (FHLMC)	2,000,000.00	2,000,040.00	2,000,000.00	12/30/16	12/30/21	1,826	2.0000%	2.0000%
2017-004	FREDDIE MAC (FHLMC)	4,000,000.00	3,997,040.00	4,000,000.00	01/27/17	01/27/21	1,461	1.5000%	1.5000%
2017-013	FANNIE MAE (FNMA)	2,000,000.00	2,000,200.00	2,000,000.00	02/28/17	02/28/22	1,826	2.3000%	2.3000%
TOTAL AGENCY BONDS		168,223,155.48	166,263,762.79	168,250,714.28					
MEDIUM TERM NOTES									
2012-147	GENERAL ELECTRIC	2,000,000.00	1,997,140.00	2,000,000.00	12/26/12	12/07/17	1,807	1.4500%	1.4500%
2012-148	JP MORGAN CHASE	2,005,738.69	2,007,060.00	2,000,000.00	12/26/12	08/15/17	1,693	1.5200%	2.0000%
2013-012	JP MORGAN CHASE	1,750,468.49	1,756,037.50	1,750,000.00	01/30/13	01/25/18	1,821	1.7737%	1.8000%
2013-050	JP MORGAN CHASE	999,726.18	998,040.00	1,000,000.00	05/15/13	05/15/18	1,826	1.5418%	1.5418%
2013-118	UNION BANK NA	1,009,950.23	1,011,190.00	1,000,000.00	10/29/13	09/26/18	1,793	2.0100%	2.6250%
2013-135	ANHEUSER-BUSCH (ABIBB)	2,001,737.27	2,001,040.00	2,000,000.00	12/03/13	07/15/17	1,320	1.2091%	1.3750%
2014-050	WELLS FARGO CO.	3,999,631.11	4,020,960.00	4,000,000.00	04/22/14	04/22/19	1,826	2.1292%	2.1250%
2014-081	US BANCORP (USB)	2,010,147.76	2,018,500.00	2,000,000.00	07/18/14	04/25/19	1,742	1.9650%	2.2000%
2014-088	WELLS FARGO CO. (WFC)	3,001,622.60	3,015,720.00	3,000,000.00	07/29/14	04/22/19	1,728	2.0999%	2.1250%
2015-061	WELLS FARGO CO (WFC)	3,000,000.00	3,011,940.00	3,000,000.00	06/01/15	01/30/20	1,704	2.1500%	2.1500%
2015-098	WELLS FARGO & COMPANY	4,000,000.00	3,990,520.00	4,000,000.00	09/25/15	09/25/20	1,827	2.0000%	2.0000%
2015-103	WELLS FARGO & COMPANY	4,044,183.67	4,049,560.00	4,000,000.00	09/23/15	07/22/20	1,764	2.2700%	2.6000%
2015-115	WELLS FARGO COMPANY (WFC)	2,000,000.00	1,983,780.00	2,000,000.00	10/16/15	10/16/20	1,827	1.7500%	1.7500%
2015-137	GENERAL ELECTRIC	3,295,056.14	3,305,040.00	3,000,000.00	11/16/15	01/08/20	1,514	2.0824%	5.5000%
2015-157	WELLS FARGO & COMPANY	3,004,392.16	3,016,350.00	3,000,000.00	12/28/15	12/07/20	1,806	2.5100%	2.5500%
2016-078	WELLS FARGO BANK & CO. (WFC)	2,000,000.00	1,951,540.00	2,000,000.00	06/07/16	06/07/21	1,826	2.0000%	2.0000%
2016-110	WELLS FARGO CO. (WFC)	2,004,674.42	1,959,700.00	2,000,000.00	07/25/16	07/26/21	1,827	2.0459%	2.1000%
2016-119	HSBC USA, INC	2,000,000.00	1,989,020.00	2,000,000.00	08/19/16	08/19/21	1,826	2.1000%	2.1000%
2016-155	WELLS FARGO COMPANY (WFC)	4,976,699.88	4,975,600.00	5,000,000.00	11/03/16	03/06/19	853	1.3963%	1.3963%
2016-184	HSBC USA, INC	4,000,000.00	3,998,960.00	4,000,000.00	12/16/16	12/16/21	1,826	2.2500%	2.2500%
2016-187	US BANCORP (USB)	2,003,861.13	2,003,980.00	2,000,000.00	12/16/16	01/29/21	1,505	2.2990%	2.3500%
2017-002	CHEVRON CORP (CVX)	992,610.00	996,060.00	1,000,000.00	01/09/17	05/16/21	1,588	2.2790%	2.1000%
2017-009	WELLS FARGO & COMPANY	1,952,700.00	1,959,700.00	2,000,000.00	01/23/17	07/26/21	1,645	2.6601%	2.1000%
TOTAL MEDIUM TERM NOTES		58,053,199.73	58,017,437.50	57,750,000.00					
TOTAL POOL PORTFOLIO		250,698,444.30	248,703,289.38	250,422,803.37			Average	1.5423%	1.5885%

**Sutter County Pooled Investment Portfolio
February 28, 2017**



	<u>BOOK VALUE</u>	<u>PERCENTAGE OF MANAGED PORTFOLIO</u>	<u>INVESTED % OF POOLED PORTFOLIO</u>	<u>AVERAGE DAYS TO MATURITY</u>	<u>AVERAGE YIELD</u>
CAMP	\$4,070,338.34	1.62%	1.64%	1	0.85%
LOCAL AGENCY INVESTMENT FUND (COUNTY)	17,692,040.69	7.06%	7.13%	1	0.78%
LOCAL AGENCY INVESTMENT FUND (CEMETERY)	2,659,710.06	1.06%	-	1	0.78%
MEDIUM TERM NOTES	58,053,199.73	23.16%	23.40%	1,022	1.98%
AGENCY NOTES	<u>168,223,155.48</u>	<u>67.10%</u>	<u>67.82%</u>	<u>1,512</u>	<u>1.42%</u>
TOTAL MANAGED INVESTMENTS	\$250,698,444.30	100.00%		<u>1,335</u>	<u>1.54%</u>
LESS: LAIF FUNDS NOT POOLED	2,659,710.06	1.06%			
TOTAL POOLED INVESTMENTS	<u>\$248,038,734.24</u>	<u>98.94%</u>	<u>100.00%</u>	<u>1,334</u>	<u>1.55%</u>

Sutter County
Pooled Treasury
Major Participants
February 28, 2017



BOARD AGENDA ITEM: 2016-17 Consolidated Application – Winter Release

BOARD MEETING DATE: April 12, 2017

AGENDA ITEM SUBMITTED FOR:

Action

Reports/Presentation

Information

Public Hearing

Other (specify)

PREPARED BY:

Angie Gresham

SUBMITTED BY:

Dorothy Griffin

PRESENTING TO BOARD:

Dorothy Griffin

BACKGROUND AND SUMMARY INFORMATION:

The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California.

The Consolidated Application and Reporting System (CARS) is the Consolidated Application Desktop System (CADS) replacement system. Local Educational Agencies (LEA) use the CARS to electronically apply for, manage, report and provide assurances that the county will comply with the legal requirements related to specific formulas driven by state and/or federal categorical programs. The system is also used by the CDE categorical program staff and fiscal services to collect financial and participation data to ensure compliance to state and federal regulation and guidance in the use of the funds.

There are now two releases: Winter (January) and Spring (June).



970 Klamath Lane
 Yuba City, CA 95993
 PHONE: (530) 822-2933
 FAX: (530) 822-3079

To: Baljinder Dhillon
 Superintendent

From: Dorothy Griffin
 Assistant Superintendent of Educational Services

Attached is your County's Consolidated Application for Winter Release 2017. **Spring Release only will go to the Board in June.** After careful review, please sign the attached Signature page and return by **March 22, 2017**. As always, please call me if you have questions or concerns.

Consolidated Application: Sutter County Superintendent of Schools

Fiscal Year 2014-15	
Title I, Part D Expenditure Report, Closeout 27 Months	Page 1
Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months	Page 2
Title III, Part A LEP YTD Expenditure Report, 27 Months	Page 3

Fiscal Year 2015-16	
Title I, Part A Carryover	Page 4
Title III, Part A LEP YTD Expenditure Report, 18 Months	Page 5

Fiscal Year 2016-17	
School Student Counts, Actuals	Page 6
Title I, Part A Notification of Authorization of Schoolwide Program	Page 7
Title I, Part A LEA Allocation	Page 8
Title I, Part A Reservations, Required	Page 9, 10
Title I, Part A Reservation, Allowed	Page 11, 12
Title I, Part A School Allocations	Page 13, 14
Title II, Part A LEA Allocations	Page 15
Title III, Part A English Learn LEA Allocations	Page 16
Title III, Part A English Learn YTD Expenditure Report	Page 17

District Name: Sutter County Superintendent of Schools

Signature Page for Legal Assurances

Attached is your ConApp Winter Release 2016-17. Please read carefully. Descriptions of the following assurances are listed on the www.cde.ca.gov. These are the assurances for the various state and federal programs for which you receive funds. Please review and sign below. Keep a copy and return a signed copy to Dorothy Griffin. Thank you.

Legal Assurances

Consolidated Application Legal Assurances for fiscal year 2016-17.


Consolidated Application: Sutter County Superintendent of Schools

Fiscal Year 2014-15	
Title I, Part D Expenditure Report, Closeout 27 Months	Page 1
Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months	Page 2
Title III, Part A LEP YTD Expenditure Report, 27 Months	Page 3

Fiscal Year 2015-16	
Title I, Part A Carryover	Page 4
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Title II, Part A LEA Allocations	Page 15
Title III, Part A English Learn LEA Allocations	Page 16
Title III, Part A English Learn YTD Expenditure Report	Page 17

I agree with the certification and assurances of the above categorical programs.


Signature

3/27/17
Date

2014-15 Title I, Part D Fiscal Year Expenditure Report, Closeout 27 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2014 through September 30, 2016.

CDE Program Contact:

Karen Steinhaus, Title I Policy and Program Guidance Office, ksteinhaus@cde.ca.gov, 916-319-0946

Use of Funds

Funds provided to local educational agencies under this subpart (section 1424) may be used, as appropriate, for:

- (1) programs that serve children and youth returning to local schools from correctional facilities, to assist in the transition of such children and youth to the school environment and help them remain in school in order to complete their education;
- (2) dropout prevention programs which serve at-risk children and youth, including pregnant and parenting teens, children and youth who have come in contact with the juvenile justice system, children and youth at least 1 year behind their expected grade level, migrant youth, immigrant youth, students with limited English proficiency, and gang members;
- (3) the coordination of health and social services for such individuals if there is a likelihood that the provision of such services, including day care, drug and alcohol counseling, and mental health services, will improve the likelihood such individuals will complete their education;
- (4) special programs to meet the unique academic needs of participating children and youth, including vocational and technical education, special education, career counseling, curriculum-based youth entrepreneurship education, and assistance in securing student loans or grants for postsecondary education; and
- (5) programs providing mentoring and peer mediation.

2014-15 Title I, Part D Entitlement	\$8,345
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$6,763
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$801
4000-4999 Books and supplies	\$0
5000-5999 Services and other operating expenditures	\$0
Administrative and indirect costs	\$781
Total year-to-date expenditures	\$8,345
2014-15 Unspent funds	\$0
Note: CDE will invoice the LEA for the amount of 2014-15 unspent funds.	
General comment (Maximum 500 characters)	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2014-15 Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2014 through September 30, 2016.

CDE Program Contact:

Melissa Flemmer, Educator Excellence Office, mflommer@cde.ca.gov, 916-324-5689

2014-15 Title II, Part A entitlement	\$2,546
2014-15 Title II, Part A total apportionment issued	\$2,546

Professional Development Expenditures

Professional development for teachers	\$2,321
Professional development for administrators	
Subject matter project	
Other professional development expenditures	

Exams and Test Preparation Expenditures

Exam fees, reimbursement	
Test preparation training and or materials	
Other exam and test preparation expenditures	

Recruitment, Training, and Retaining Expenditures

Recruitment activities	
Hiring incentive and or relocation allotment	
National Board Certification and or stipend	
Verification process for special settings (VPSS)	
University course work	
Other recruitment training and retaining expenditures	

Miscellaneous Expenditures

Class size reduction	
Administrative and indirect costs	\$224
Total funds transferred to Title I, Part A	
Other allowable expenditures or encumbrances	
Total expenditures and encumbrances	\$2,545
2014-15 Unspent Funds	\$1
Note: CDE will invoice the LEA for the 2014-15 unspent apportionment amount.	
General Comment (Maximum 500 characters)	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2014-15 Title III, Part A LEP YTD Expenditure Report, Closeout 27 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2014 through September 30, 2016.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838
 Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Required and Authorized LEP Sub-grantee Activities

Required

Section 3115 (c)(1) To increase the English Proficiency by providing high-quality language instruction educational programs that are based on scientifically based research demonstrating the effectiveness of the programs.

Section 3115 (c)(2) To provide high quality professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals, administrators, and other school or community-based organizational personnel.

Authorized

- (1) Upgrading program objectives and effective instruction strategies.
- (2) Improving the instruction program for limited English proficient children by identifying acquiring and upgrading curricula, instruction materials, educational software, and assessment procedures.
- (3) Providing tutorials and academic or vocational education for limited English proficient children and intensified instruction.
- (4) Developing and implementing elementary school or secondary school language instruction educational programs that are coordinated with other relevant programs and services.
- (5) Improving the English proficiency and academic achievement of limited English proficient children.
- (6) Providing community participation programs, family literacy services and parent outreach and training activities to limited English proficient children and their families.

2014-15 Title III, Part A LEP entitlement	\$42,881
2014-15 Title III, Part A LEP total apportionment issued	\$42,881
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$19,469
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$2,997
4000-4999 Books and supplies	\$535
5000-5999 Services and other operating expenditures	\$19,040
Administrative and indirect costs	\$840
Total year-to-date expenditures	\$42,881
2014-15 Invoice amount	\$0
Note: CDE will invoice the LEA for the 2014-15 unspent apportionment amount.	
General comment (Maximum 500 characters)	

*****Warning*****

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2015-16 Title I Part A Carryover

Report only expenditures for fiscal year 2015-16 allocation to determine funds to be carried over to fiscal year 2016-17.

CDE Program Contact:

Mindi Yates, Title I Policy and Program Guidance Office, myates@cde.ca.gov, 916-319-0789
 Rina DeRose, Title I Policy and Program Guidance Office, RDerosc@cde.ca.gov, 916-323-0472

2015-16 Carryover Calculation

2015-16 Title I Part A Entitlement	\$99,081
Transferred in	\$0
Title I Part A available allocation	\$99,081
Expenditures and obligations from July 1, 2015 through June 30, 2016 (12 Months)	\$98,448
Carryover as of June 30, 2016	\$633
Carryover percent as of June 30, 2016	0.64%
Expenditures and obligations from July 1, 2015 through September 30, 2016 (15 Months)	\$99,081
Carryover as of September 30, 2016	\$0
Carryover percent as of September 30, 2016	0.00%

*****Warning*****

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2015-16 Title III, Part A LEP YTD Expenditure Report, 18 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2015 through December 30, 2016.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838
 Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Required and Authorized LEP Sub-grantee Activities

Required

Section 3115 (c)(1) To increase the English Proficiency by providing high-quality language instruction educational programs that are based on scientifically based research demonstrating the effectiveness of the programs.

Section 3115 (c)(2) To provide high quality professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals, administrators, and other school or community-based organizational personnel.

Authorized

- (1) Upgrading program objectives and effective instruction strategies.
- (2) Improving the instruction program for limited English proficient children by identifying acquiring and upgrading curricula, instruction materials, educational software, and assessment procedures.
- (3) Providing tutorials and academic or vocational education for limited English proficient children and intensified instruction.
- (4) Developing and implementing elementary school or secondary school language instruction educational programs that are coordinated with other relevant programs and services.
- (5) Improving the English proficiency and academic achievement of limited English proficient children.
- (6) Providing community participation programs, family literacy services and parent outreach and training activities to limited English proficient children and their families.

2015-16 Title III, Part A LEP entitlement	\$32,837
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$0
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$0
4000-4999 Books and supplies	\$810
5000-5999 Services and other operating expenditures	\$5,976
Administrative and indirect costs	\$119
Total year-to-date expenditures	\$6,905
2015-16 Unspent funds	\$25,932
General comment (Maximum 500 characters)	

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CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Sutter County Office of Education (51 10512 0000000)

- Home
- Data Entry Forms
- Certification Preview
- Reports
- Contacts
- FAQs

2016-17 School Student Counts, Actuals

The purpose of this data collection is to allow the LEA to select allowable ranking and funding options and to enter school level student data. The information entered will be used to calculate eligibility and ranking for Economic Impact Aid and or Title I Part A school allocations.

Required fields are denoted with an asterisk (*).

s).

* Group By Grade Span: No Yes

* Select a Low Income Measure: FRPM

Note:

The columns and student count options displayed below are based on the selections made above. They are also displayed based on the school type and whether or not the school qualifies for Economic Impact Aid funding via the ConApp.

School Name	School Code	Low Grade Offered	High Grade Offered	Grade Span Group	* Student Enrollment	Low Income Students
Sutter County Special Education	6069454	K	12	3	281	171
Feather River Academy	0114207	7	12	3	112	96

Last Saved: Dorothy Griffin (DorothyG2), 1/17/2017 9:44 AM, Certified

2016-17 Title I, Part A Notification of Authorization of Schoolwide Program

This report provides notification to the California Department of Education of a school's eligibility and local board approval to operate under and report as Schoolwide Program

CDE Program Contact:

Mindi Yates, Title I Policy and Program Guidance Office, myates@cde.ca.gov, 916-319-0789
 Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269

Note:

In order for CDE program staff to have visibility to all SWP authorized schools, it is important to have an Authorized Representative certify this Notification of Authorization data collection after a change is made.

School Name	School Code	Authorized	Local Board Approval Date (ex. 04/30/2015)	SIG Approval Date (ex. 04/30/2015)	Poverty Level %
Feather River Academy	0114207	Y	06/17/2008		95.00%
Sutter County Special Education	6069454	N			

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2016-17 Title I, Part A LEA Allocation

The purpose of this data collection is to calculate the full Title I Part A allocation available to the LEA.

CDE Program Contact:

Jane Liang, District Innovation and Improvement Office, jliang@cde.ca.gov, 916-319-0259

Jacqueline Matranga, District Innovation and Improvement Office, jmatranga@cde.ca.gov, 916-445-4905

2016-17 Title I, Part A entitlement	\$104,711
Transferred-in amount	\$0
Title I, Part A entitlement after transfers	\$104,711
Note:	
In order for the 2015-16 Allowable Carryover amount to be pre-populated, the 2015-16 Title I, Part A Carryover data collection should be completed and saved before beginning data entry on this data collection.	
2015-16 Allowable Carryover	\$633
(Allowable values are the 12 month 2015-16 carryover amount or, whichever is less either the 15 month 2015-16 carryover amount or 15% of the 2015-16 entitlement plus transfers-in amount)	
Repayment of funds	\$0
2016-17 Total allocation	\$105,344
Indirect cost reservation	\$9,148
Administrative reservation	
2016-17 Title I, Part A adjusted allocation	\$96,196
Indirect Cost and Administration Calculation Tool	
To help determine allowable indirect cost and administration reserves, based on your Approved Indirect Cost Rate as defined on http://www.cde.ca.gov/fg/ac/ic/ , below are recommended values.	
2016-17 Approved indirect cost rate	9.51%
Maximum allowable indirect cost reservation	\$9,148
Recommended administration reservation	\$6,653

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2016-17 Title I, Part A Reservations, Required

To report LEA required reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956
 Sylvia Hanna, Title I Policy and Program Guidance Office, shanna@cde.ca.gov, 916-319-0948

Nonprofit Private School Equitable Services Percentage Calculation

Total participating nonprofit private school low income students	
Total participating attendance area low income students	
Percent of nonprofit private school low income students for equitable service calculations	0.00%

Required Reservations

Title I Part A adjusted allocation	\$96,196
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Parental Involvement

Parental involvement (1% of the entitlement plus transfers-in if greater than \$500,000.)	\$0
Supplemental parental involvement (Optional: Additional discretionary set-aside.)	\$0
Nonprofit private school parental involvement set-aside	\$0
Amount remaining	\$0
Public school parental involvement	\$0
Balance available for LEA parental involvement activities	\$0

Direct and Indirect Services

Direct or indirect services to homeless children, regardless of their school of attendance	\$5,081
Homeless services provided (Maximum 500 characters)	Feather River Academy provides support to homeless students with supplies. The majority of set aside funds are used for transportation. Students use public transportation to and from school.
Local neglected institutions Does the LEA have local institutions for neglected children or children currently classified as neglected?	No
Direct or indirect services in local institutions for neglected children	\$0
Local delinquent institutions	No

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2016-17 Title I, Part A Reservations, Required

To report LEA required reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956
 Sylvia Hanna, Title I Policy and Program Guidance Office, shanna@cde.ca.gov, 916-319-0948

Does the LEA have local institutions for delinquent children?	
Other neglected or delinquent services	

Program Improvement (PI)

The following reservation is required if the LEA is in Program Improvement, or has one or more schools in Program Improvement.

Program Improvement activities (Including Alternative Supports and public school Choice Transportation.)	\$0
Program Improvement comments (Maximum 500 characters)	Not Applicable

Program Improvement Professional Development

Professional development funds Will the LEA use PI school-level professional development funds to help meet the LEA 10% minimum professional development requirement?	Yes
PI professional development (Minimum 10% of the entitlement plus transfers in.)	\$10,472
2015-16 PI professional development carryover	\$579
Total PI professional development	\$11,051

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2016-17 Title I, Part A Reservations, Allowed

To report LEA allowable reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956
 Nancy Bodenhausen, Title I Policy and Program Guidance Office, NBodenhausen@cde.ca.gov, 916-445-4904

Allowed Reservations

Professional development for credentialed teachers and highly qualified paraprofessionals

Professional development for teachers and paraprofessionals	
Nonprofit private school equitable services	\$0
Professional development reserved for public schools	\$0

District-wide Instructional Programs

District-wide instructional programs (Non-PI activities)	
Nonprofit private school equitable services	\$0
District-wide instructional programs for Title I public schools	\$0

Other School Programs

Other school programs Including summer school or intersession programs or before and after school programs.	\$29,568
Nonprofit private school equitable services	\$0
Other school programs reserved for public schools	\$29,568

Other Allowable Reservations

Salary differentials	
Preschool programs	
Capital expenses for nonprofit private schools	

Program Improvement Activities

Teacher incentives and rewards (Maximum 5% of entitlement after transfers.)	
Professional development of credentialed teachers	
Technical assistance to schools	
Summer school, intersession programs or before and after school programs	

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2016-17 Title I, Part A Reservations, Allowed

To report LEA allowable reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956

Nancy Bodenhausen, Title I Policy and Program Guidance Office, NBodenhausen@cde.ca.gov, 916-445-4904

Reservation Summary

Adjusted Allocation	\$96,196
Total required reservations	\$16,132
Total allowed reservations	\$29,568
Allocations after reservations	\$50,496
Total nonprofit private school set aside	\$0
Nonprofit private school Parental Involvement set-aside	\$0
Public school Parental Involvement set-aside	\$0
Amount available for Title I, Part A school allocations	\$50,496

*****Warning*****

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2016-17 Title I, Part A School Allocations

This identifies the amount of Title I, Part A funds to be allocated to eligible public schools and equitable services to students in nonprofit private schools.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956
Nancy Bodenhausen, Title I Policy and Program Guidance Office, NBodenhausen@cde.ca.gov, 916-445-4904

LEA meets small district criteria.

An LEA is defined as a small district criteria if, based on the school list and the data entered in School Student Counts Actuals, the LEA meets one or more of the following:

- Is a single school district
- Has a single school per grade span
- Has enrollment total for all schools less than 1,000

If an exception to funding is needed, enter an Exception Reason. Use lower case only.

Allowable Exception Reasons

- a - Meets 35% Low Income Requirement
- c - Funded by Other Allowable Sources
- d - Desegregation Waiver on File
- e - Grandfather Provision
- f - Feeder Pattern
- g - Local Funded Charter Opted Out
- h - Local Funded Charter Opted In

Low income measure	FRPM
Group Schools by Grade Span	Yes
District-wide low income %	67.94%
Grade span 1 low income %	0.00%
Grade span 2 low income %	0.00%
Grade span 3 low income %	67.94%
Available Title I, Part A school allocation	\$50,496

Warning

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2016-17 Title I, Part A School Allocations

This identifies the amount of Title I, Part A funds to be allocated to eligible public schools and equitable services to students in nonprofit private schools.

Available public school parental involvement reservation	\$0
Total participating attendance area low income students (entered on Reservations, Required)	0
Available nonprofit private school set-asides	\$0
Available nonprofit private school parental involvement reservation	\$0
Unallocated school amount	\$0.00
Unallocated public school parental involvement	\$0
Unallocated nonprofit private school set-asides	\$0
Unallocated nonprofit private school parental involvement	\$0
Sum of Title I participating schools low income student count	96
Difference between participating attendance area low income students (entered on Reservations, Required) and Sum of Title I participating schools low income student count	0

School Name	School Code	Grade Span Group	Student Enrollment	Low Income Students	Low Income Student %	\$ Per Low Income Student (0.00)	Carryover	Public School Parental Involvement	Nonprofit Private Parental Involvement	Nonprofit Private Set Aside	Total School Allocation	Exception Reason	EIA Funded	Other Program Funds	Exception Comment
Feather River Academy	0114207	3	112	96	85.71	526.00					50496.00		N	N	
Sutter County Special Education	6069454	3	281	171	60.85	0.00					0.00		N	N	

*****Warning*****

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2016-17 Title II, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title II, Part A Teacher & Principal Training & Recruiting.

CDE Program Contact:

Melissa Flemmer, Educator Excellence Office, mflommer@cde.ca.gov, 916-324-5689

Juan J. Sanchez, Educator Excellence Office, jsanchez@cde.ca.gov, 916-319-0452

2016-17 Title II, Part A entitlement	\$2,279
Total funds transferred out of Title II, Part A	\$0
Total entitlement after transfers	\$2,279
Repayment of funds	\$0
Repayment comment Provide an explanation of why repayment dollars were added back to the allocation	
2016-17 Allocation	\$2,279
Administrative and indirect costs	\$43
2016-17 Title II, Part A adjusted allocation	\$2,236

*****Warning*****

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2016-17 Title III, Part A English Learner LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title III, Part A English Learner, and to report required reservations.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838

2016-17 Title III, Part A English Learner entitlement	\$39,774
Repayment of funds	\$0
2016-17 Allocation	\$39,774
Administrative and indirect costs	\$779
2016-17 Adjusted allocation	\$38,995

*****Warning*****

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2016-17 Title III, Part A English Learner YTD Expenditure Report, 6 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2016 through December 30, 2016.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838
 Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Required and Authorized English Learners Sub-grantee Activities

Required

Section 3115 (c)(1) To increase the English proficiency by providing high-quality language instruction educational programs that are based on scientifically based research demonstrating the effectiveness of the programs.
 Section 3115 (c)(2) To provide high quality professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals, administrators, and other school or community-based organizational personnel.

Authorized

- (1) Upgrading program objectives and effective instruction strategies.
- (2) Improving the instruction program for English learners by identifying acquiring and upgrading curricula, instruction materials, educational software, and assessment procedures.
- (3) Providing tutorials and academic or vocational education for English learners and intensified instruction.
- (4) Developing and implementing elementary school or secondary school language instruction educational programs that are coordinated with other relevant programs and services.
- (5) Improving the English language proficiency and academic achievement of English learners.
- (6) Providing community participation programs, family literacy services and parent outreach and training activities to English learners and their families.

2016-17 Title III, Part A English learner entitlement	\$39,774
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$0
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$0
4000-4999 Books and supplies	\$0
5000-5999 Services and other operating expenditures	\$0
Administrative and indirect costs	\$779
Total year-to-date expenditures	\$779
2016-17 Unspent funds	\$38,995
General comment (Maximum 500 characters)	

*****Warning*****

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BOARD AGENDA ITEM: Second Reading – Board Policies

BOARD MEETING DATE: April 12, 2017

AGENDA ITEM SUBMITTED FOR:

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

PREPARED BY:

Chris McCormick

SUBMITTED BY:

Chris McCormick

PRESENTING TO BOARD:

Dorothy Griffin

BACKGROUND AND SUMMARY INFORMATION:

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

- BP 5022 – Students and Family Privacy Rights
- B/AR 5022 – Student and Family Privacy Rights

**Policies and Regulations Manual
Sutter County Board of Education**

Series 5000 - Students

~~STUDENTS AND FAMILY PRIVACY RIGHTS~~

~~The Board believes that personal information concerning Sutter County Superintendent of Schools students and their families should be kept private in accordance with law.~~

~~The Superintendent or designee shall consult with parent/guardian representatives of students who attend special education or alternative programs regarding the development and adoption of this policy.~~

~~Collection of Personal Information for Marketing Purposes~~

~~The Board prohibits County Superintendent of Schools staff from administering or distributing to students survey instruments that are designed for the purpose of collecting personal information for marketing or for selling that information.~~

~~Legal Reference: EDUCATION CODE
49450-49457 Physical examinations
49602 Confidentiality of pupil information
51513 Personal beliefs
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
1232h Protection of pupil rights~~

5000 Series – Students

STUDENTS AND FAMILY PRIVACY RIGHTS

The Governing Board respects the rights of county office students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their personal information. The Superintendent or designee shall develop regulations to ensure compliance with law when the county office requests, retains, discloses, or otherwise uses the personal information of its students and their families.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5021 - Noncustodial Parents)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 6162.8 - Research)

The regulations shall, at a minimum, address the following: (20 USC 1232h)

1. Whether the county office may collect the personal information of students for marketing or sale

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Sutter County Board of Education**

Series 5000 - Students

2. How the county office will administer surveys that may request information about the personal beliefs and practices of students and their families

3. The rights of parents/guardians to inspect:

a. Survey instruments requesting information about their personal beliefs and practices or those of their children

b. Instructional materials used as part of their children's educational curriculum

4. Whether the county office may administer any nonemergency invasive physical examination or screening

5. Notifications that the county office will provide to students and parents/guardians with respect to their privacy rights

The Superintendent or designee shall consult with parents/guardians regarding the development of the procedures. (20 USC 1232h)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committee)

(cf. 1230 - School-Connected Organizations)

Legal Reference:

EDUCATION CODE

49450-49458 Physical examinations

49602 Confidentiality of personal information received during counseling

51101 Parents Rights Act of 2002

51513 Test, questionnaire, survey, or examination concerning personal beliefs

51938 Sexual Health and HIV/AIDS Prevention Education Act; notice and parental excuse

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1232h Protection of pupil rights

Management Resources:

WEB SITES

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

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

U.S. Department of Education, Family Policy Compliance Office:
<http://www.ed.gov/offices/OM/fpco>

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Sutter County Board of Education**

Series 5000 – Students

STUDENT AND FAMILY PRIVACY RIGHTS

Definition

Collection of Personal Information for Marketing or Sale

Personal information for marketing or sale means individually identifiable information including a student's or parent/guardian's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a social security identification number. (20 USC 1232h)

County office staff shall not administer or distribute to students any survey instrument that is designed for the purpose of collecting personal information for marketing or sale.

Requirements regarding the collection of personal information for marketing or sale shall not apply to the collection, disclosure, or use of personal information collected from students for the purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following: (20 USC 1232h)

1. College or other postsecondary education recruitment or military recruitment
2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary and secondary schools
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments

(cf. 6162.51 - State Academic Achievement Tests)

5. The sale by students of products or services to raise funds for school-related or education-related activities

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

6. Student recognition programs

(cf. 5126 - Awards for Achievement)

Surveys Requesting Information about Beliefs and Practices

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Sutter County Board of Education**

Series 5000 – Students

A student's parent/guardian shall provide prior written consent before the student is required to participate in a survey containing one or more of the following items: (20 USC 1232h; Education Code 51513)

1. Political affiliations or beliefs of the student or his/her family
2. Mental or psychological problems of the student or his/her family
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality
4. Illegal, anti-social, self-incriminating or demeaning behavior
5. Critical appraisals of other individuals with whom students have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians or ministers
7. Religious practices, affiliations or beliefs of the student or his/her parent/guardian
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program

~~If a student participates in a survey regarding information about beliefs and practices as identified above, school officials and staff members shall not request or disclose the student's identity.~~

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5148 - Child Care and Development)

Notwithstanding the above requirements, the ~~district/County~~ School office may administer to students in grades 7-12, anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys about the student's attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request, in writing, that their child not participate. (Education Code 51938)

If a student participates in a survey requesting information about beliefs and practices as identified above, school officials and staff members shall not request or disclose the student's identity.

(cf. 6162.8 - Research)

**Policies and Regulations Manual
Sutter County Board of Education**

Series 5000 – Students

~~Exceptions to Collection of Personal Information~~

~~Any district/County School restriction regarding collection of personal information shall not apply to the collection, disclosure, or use of personal information collected from students for the purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: (20 USC 1232h)~~

- ~~1. College or other postsecondary education recruitment or military recruitment~~
- ~~2. Book clubs, magazines, and programs providing access to low-cost literary products~~
- ~~3. Curriculum and instructional materials used by elementary and secondary schools~~
- ~~4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessment~~
- ~~5. The sale by students of products or services to raise funds for school-related or education-related activities~~
- ~~6. Student recognition programs~~

Parent/Guardian Access to Surveys and Instructional Materials

~~Before school staff administers a survey or evaluation containing personal information as identified above or distributes an instrument to a student for the purpose of collecting personal information for marketing, the student's parent/guardian may: (20 USC 1232h; Education Code 51938)~~

- ~~1. Upon request, inspect that survey or instrument before it is administered or distributed to his/her child or any instructional material used as part of his/her child's educational curriculum~~

~~Within a reasonable period of time of receiving a request, the principal or designee shall permit a parent/guardian to view a survey, instrument or instructional material. A parent/guardian may view the document any time during normal business hours.~~

- ~~2. Refuse to allow his/her child to participate in the activity~~

~~Students whose parents/guardians exercise this option shall not be penalized by the district/County School. (20 USC 1232h)~~

The parent/guardian of any county office student, upon his/her request, shall have the right to inspect: (Education Code 51938; 20 USC 1232h)

1. A survey or other instrument to be administered or distributed to his/her child that either collects personal information for marketing or sale or requests information about beliefs and

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practices

2. Any instructional material to be used as part of his/her child's educational curriculum

(cf. 5020 - Parent Rights and Responsibilities)

Within a reasonable period of time after receiving a parent/guardian's request, the principal or designee shall permit the parent/guardian to view the survey or other document he/she requested. A parent/guardian may view the document any time during normal business hours.

No student shall be subject to penalty for his/her parent/guardian's exercise of any of the rights stated above.

Health Examinations

~~No school official or staff member shall subject a student to a non-emergency, invasive physical examination as a condition for school attendance, except as permitted or required under California law. (20 USC 1232h)~~

Authorized school officials may administer to any student any physical examination or screening permitted under California law. However, no student shall be subjected to a nonemergency, invasive physical examination without prior written notice to his/her parent/guardian. (20 USC 1232h)

Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a properly authorized hearing, vision or scoliosis screening. (20 USC 1232h)

(cf. 5131.61 - Drug Testing)

(cf. 5141.3 - Health Examinations)

Notifications

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of: (20 USC 1232h)

1. The ~~district's/County School's-County office's~~ policy regarding student privacy
2. The process to opt their children out of participation in any activity described in this policy and administrative regulation
3. The specific or approximate dates during the school year when the following activities are scheduled:
 - a. Survey requesting personal information

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b. Physical exams or screenings

Prior to administering anonymous and voluntary surveys regarding health risks and behaviors to students in grades 7-12, the ~~district/county school~~ county office shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938)

Parents/guardians shall also be notified of any substantive change in this policy and administrative regulation within a reasonable period of time after adoption of the change. (20 USC 1232h)

(cf. 5145.6 - Parental Notifications)

BOARD AGENDA ITEM: First Reading – Board Policies

BOARD MEETING DATE: April 12, 2017

AGENDA ITEM SUBMITTED FOR:

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

PREPARED BY:

Christine McCormick

SUBMITTED BY:

Christine McCormick

PRESENTING TO BOARD:

Dorothy Griffin

BACKGROUND AND SUMMARY INFORMATION:

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

- BP 5145.7 – Sexual Harassment
- B/AR 5145.7 – Sexual Harassment
- BP 5141.52 – Suicide Prevention
- B/AR – Suicide Prevention

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BP 5145.7

Sexual Harassment

Students

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The school strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

The Superintendent or designee shall take appropriate actions to reinforce the school's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged

victim of the harassment has not complained

4. A clear message that student safety is the school's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the school's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

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

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

Upon investigation of a sexual harassment complaint, any employee found to have engaged in

sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7 - Employment Status Report)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the school to monitor, address, and prevent repetitive harassing behavior.

(cf. 3580 - School Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

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

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

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

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

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

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

Dear Colleague Letter: Transgender Students, May 2016

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

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

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

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

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

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~~The Sutter County Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

~~(cf. 1312.3—Uniform Complaint Procedures)~~

~~(cf. 4119.11/4219.11/4319.11—Sexual Harassment)~~

~~(cf. 5131—Conduct)~~

~~(cf. 5131.2—Bullying)
(cf. 5137—Positive School Climate)
(cf. 5145.3—Nondiscrimination/Harassment)
(cf. 6142.1—Sexual Health and HIV/AIDS Prevention Instruction)~~

Instruction/Information

~~The Superintendent or designee shall ensure that all Sutter County Superintendent of Schools' students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:~~

- ~~1. —What acts and behavior constitute sexual harassment; including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence.~~
- ~~2. —A clear message that students do not have to endure sexual harassment.~~
- ~~3. —Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained.~~
- ~~4. —Information about the Sutter County Superintendent of Schools' procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made.~~
- ~~5. —Information about the rights of students and parents/guardians to file a criminal complaint, as applicable.~~

Complaint Process

~~Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.~~

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

~~The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.~~

Disciplinary Actions

~~Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.~~

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

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

~~Confidentiality and Record Keeping~~

~~All complaints and allegations of sexual harassment shall be kept confidential, except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)~~

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

~~(cf. 5125—Student Records)~~

~~The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the Sutter County Superintendent of Schools to monitor, address, and prevent repetitive harassing behavior in the schools.~~

~~Legal Reference:~~

~~EDUCATION CODE~~

~~200-262.4 Prohibition of discrimination on the basis of sex~~

~~48900 Grounds for suspension or expulsion~~

~~48900.2 Additional grounds for suspension or expulsion; sexual harassment~~

~~48904 Liability of parent/guardian for willful student misconduct~~

~~48980 Notice at beginning of term~~

~~CIVIL CODE~~

~~51.9 Liability for sexual harassment; business, service and professional relationships~~

~~1714.1 Liability of parents/guardians for willful misconduct of minor~~

~~GOVERNMENT CODE~~

~~12950.1 Sexual harassment training~~

~~CODE OF REGULATIONS, TITLE 5~~

~~4600-4687 Uniform complaint procedures~~

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

~~UNITED STATES CODE, TITLE 20~~

~~1681-1688 Title IX, discrimination~~

~~UNITED STATES CODE, TITLE 42~~

~~1983 Civil action for deprivation of rights~~

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

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

~~CODE OF FEDERAL REGULATIONS, TITLE 34~~

~~106.1-106.71 Nondiscrimination on the basis of sex in education programs~~

~~COURT DECISIONS~~

~~Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567~~

~~Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130~~

~~Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736~~

~~Davis v. Monroe County Board of Education, (1999) 526 U.S. 629~~

~~Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274~~

~~Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473~~

~~Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447~~

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AR 5145.7

**Sexual Harassment
Students**

The county office designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Dr. Baljinder Dhillon, Superintendent
970 Klamath Lane
Yuba City, CA 95993
530-822-2900

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any school program or activity.

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited in school and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions

2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of this policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall

be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment 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 the school's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the school of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the school's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the school will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the school of the harassment but requests that the school not pursue an investigation, the school will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

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

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

A copy of the sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)

A copy of the sexual harassment policy and regulation shall be posted on school web sites and, when available, on county supported social media.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)

4. Appear in any school publication that sets forth the school's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

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~~Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a~~

~~sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the following conditions: (Education Code 212.5; 5 CCR 4916)~~

- ~~1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.~~
- ~~2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.~~
- ~~3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.~~
- ~~4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any Sutter County Superintendent of Schools' (SCSOS) program or activity.~~

~~(cf. 5131—Conduct)~~

~~(cf. 5131.2—Bullying)~~

~~(cf. 5137—Positive School Climate)~~

~~(cf. 5145.3—Nondiscrimination/Harassment)~~

~~(cf. 6142.1—Sexual Health and HIV/AIDS Prevention Instruction)~~

~~Examples of types of conduct which are prohibited in the SCSOS and which may constitute sexual harassment include, but are not limited to:~~

- ~~1. Unwelcome leering, sexual flirtations, or propositions~~
- ~~2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions~~
- ~~3. Graphic verbal comments about an individual's body or overly personal conversation~~
- ~~4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature~~
- ~~5. Spreading sexual rumors~~
- ~~6. Teasing or sexual remarks about students enrolled in a predominantly single sex class~~
- ~~7. Massaging, grabbing, fondling, stroking, or brushing the body~~
- ~~8. Touching an individual's body or clothes in a sexual way~~

- ~~9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex~~
- ~~10. Displaying sexually suggestive objects~~
- ~~11. Sexual assault, sexual battery, or sexual coercion~~

School-Level Complaint Process/Grievance Procedure

~~Complaints of sexual harassment, or any behavior prohibited by the Sutter County Board of Education's Nondiscrimination/Harassment Policy—BP 5145.3, shall be handled in accordance with the following procedure:~~

- ~~1. Notice and Receipt of Complaint: Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the principal. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the principal, whether or not the victim files a complaint.~~

~~In any case of sexual harassment involving the Principal to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall instead report to the Superintendent or designee.~~

- ~~2. Initiation of Investigation: The principal shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The SCSOS shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the student's parent/guardian, an employee who received a complaint from a student, or any employee or student who witnessed the behavior.~~

~~If the principal receives an anonymous complaint or media report about alleged sexual harassment, he/she shall determine whether it is reasonable to pursue an investigation considering the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment.~~

- ~~3. Initial Interview with Student: When a student or parent/guardian has complained or provided information about sexual harassment, the principal shall describe the SCSOS grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit the SCSOS ability~~

~~to investigate.~~

- ~~4. Investigation Process: The principal shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)~~

~~The principal shall interview individuals who are relevant to the investigation, including, but not limited to, the student who is complaining, the person accused of harassment, anyone who witnessed the reported harassment, and anyone mentioned as having relevant information. The principal may take other steps such as reviewing any records, notes, or statements related to the harassment or visiting the location where the harassment is alleged to have taken place.~~

~~When necessary to carry out his/her investigation or to protect student safety, the principal also may discuss the complaint with the Superintendent or designee, the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and SCSOS legal counsel.~~

~~(cf. 5141.4 Child Abuse Prevention and Reporting)~~

- ~~5. Interim Measures: The principal shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.~~

- ~~6. Optional Mediation: In cases of student on student harassment, when the student who complained and the alleged harasser so agree, the principal may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.~~

~~(cf. 5138 Conflict Resolution)~~

- ~~7. Factors in Reaching a Determination: In reaching a decision about the complaint, the principal may take into account:~~

- ~~a. Statements made by the persons identified above~~
- ~~b. The details and consistency of each person's account~~
- ~~c. Evidence of how the complaining student reacted to the incident~~
- ~~d. Evidence of any past instances of harassment by the alleged harasser~~

- ~~e. Evidence of any past harassment complaints that were found to be untrue~~
- ~~To judge the severity of the harassment, the principal may take into consideration:~~
- ~~a. How the misconduct affected one or more students' education~~
 - ~~b. The type, frequency, and duration of the misconduct~~
 - ~~c. The identity, age, and sex of the harasser and the student who complained, and the relationship between them~~
 - ~~d. The number of persons engaged in the harassing conduct and at whom the harassment was directed~~
 - ~~e. The size of the school, location of the incidents, and context in which they occurred~~
 - ~~f. Other incidents at the school involving different students~~
- ~~8. Written Report on Findings and Follow-Up: No more than 30 days after receiving the complaint, the principal shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the principal shall notify the student who complained and explain the reasons for the extension.~~

~~The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If it is determined that harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents/guardians of the student who complained and the student who was accused, and the Superintendent or designee.~~

~~In addition, the principal shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The principal shall make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.~~

Enforcement of Sutter County Board of Education Policy

~~The Superintendent or designee shall take appropriate actions to reinforce Sutter County Board of Education's sexual harassment policy. As needed, these actions may include any of the following:~~

- ~~1. Removing vulgar or offending graffiti~~

~~(cf. 5131.5—Vandalism and Graffiti)~~

~~2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond~~

~~(cf. 4131—Staff Development)~~

~~(cf. 4231—Staff Development)~~

~~(cf. 4331—Staff Development)~~

~~3. Disseminating and/or summarizing the Sutter County Board of Education's policy and regulation regarding sexual harassment~~

~~4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community~~

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

~~(cf. 5125—Student Records)~~

~~5. Taking appropriate disciplinary action~~

~~In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.~~

~~(cf. 4118—Suspension/Disciplinary Action)~~

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

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

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

Notifications

~~A copy of the Sutter County Board of Education's sexual harassment policy and regulation shall:~~

~~1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)~~

~~(cf. 5145.6—Parental Notifications)~~

~~2. Be displayed in a prominent location in the main administrative building or other area where notices of SCSOS rules, regulations, procedures, and standards of conduct are posted, including school web sites (Education Code 231.5)~~

~~3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)~~

4. ~~Appear in any school or SCSOS publication that sets forth the school's or SCSOS comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)~~

Series 5000 – Students

BP 5141.52

**Suicide Prevention
Students**

The Governing Board recognizes that suicide is a major cause of death among youth and should be taken seriously. In order to attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop preventive strategies and intervention procedures.

The Superintendent or designee may involve school health professionals, school counselors, administrators, other staff, parents/guardians, students, local health agencies and professionals, and community organizations in planning, implementing, and evaluating the school's strategies for suicide prevention and intervention.

(cf. 1020 - Youth Services)

(cf. 1220 - Citizen Advisory Committees)

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

Prevention and Instruction

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with the school and is characterized by caring staff and harmonious interrelationships among students.

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

The comprehensive health education program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem. Suicide prevention instruction shall be incorporated into the health education curriculum in the secondary grades. Such instruction shall be aligned with state content standards and shall be designed to help students analyze signs of depression and self-destructive behaviors, including potential suicide, and to identify suicide prevention strategies.

(cf. 6142.8 - Comprehensive Health Education)

The Superintendent or designee may offer parents/guardians education or information which describes the severity of the youth suicide problem, the suicide prevention curriculum, risk factors and warning signs of suicide, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis.

Staff Development

Suicide prevention training for staff shall be designed to help staff identify and respond to students at risk of suicide. The training shall be offered under the direction of a counselor/psychologist and/or in cooperation with one or more community mental health agencies and may include information on:

1. Research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, and other factors

(cf. 5131.6 - Alcohol and Other Drugs)

2. Warning signs that may indicate suicidal intentions, including changes in students' appearance, personality, or behavior

3. Research-based instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health

4. School and community resources and services

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

5. School procedures for intervening when a student attempts, threatens, or discloses the desire to commit suicide

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Intervention

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly notify the principal or school counselor. The principal or counselor shall then notify the student's parents/guardians as soon as possible and may refer the student to mental health resources in the school or community.

(cf. 5141 - Health Care and Emergencies)

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall complete the suicide prevention curriculum, including identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 - Conflict Resolution/Peer Mediation)

The Superintendent or designee shall establish crisis intervention procedures to ensure student safety and appropriate communications in the event that a suicide occurs or an attempt is made on campus or at a school-sponsored activity.

Legal Reference:

EDUCATION CODE

32280-32289 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 Mental Health Services Act

COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

Youth Suicide-Prevention Guidelines for California Schools, 2005

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CALIFORNIA DEPARTMENT OF MENTAL HEALTH PUBLICATIONS

California Strategic Plan for Suicide Prevention: Every Californian is Part of the Solution, 2008

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

National Strategy for Suicide Prevention: Goals and Objectives for Action, 2001

WEB SITES

American Psychological Association: <http://www.apa.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Mental Health, Children and Youth Programs:

http://www.dmh.ca.gov/Services_and_Programs/Children_and_Youth

Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>

National Institute for Mental Health: <http://www.nimh.nih.gov>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services

Administration: <http://www.samhsa.gov>

Policy Approved:

Sutter County Board of Education

Series 5000 – Students

AR 5145.2

**Suicide Prevention
Students**

At appropriate secondary grades, the suicide prevention instruction shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Identify alternatives to suicide and develop coping and resiliency skills
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking mental health, substance abuse, and/or suicide prevention services

(cf. 1020 - Youth Services)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5141.6 - School Health Services)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6164.2 - Guidance/Counseling Services)

Intervention

When a suicide attempt or threat is reported, the principal or designee shall:

1. Ensure the student's physical safety by one of the following, as appropriate:
 - a. Securing immediate medical treatment if a suicide attempt has occurred
 - b. Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
 - c. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene

(cf. 5141 - Health Care and Emergencies)

2. Designate specific individuals to be promptly contacted, including the school counselor, psychologist, nurse, superintendent, and/or the student's parent/guardian, and, as necessary, local

law enforcement or mental health agencies

3. Document the incident in writing as soon as feasible

(cf. 5125 - Student Records)

4. Follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed

5. Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident at the school

6. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions

In the event that a suicide occurs or is attempted on campus, the principal or designee shall follow the crisis intervention procedures contained in the school safety plan. After consultation with the Superintendent or designee and the student's parents/guardians about facts that may be divulged in accordance with the laws governing confidentiality of student record information, the principal or designee may provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1112- Media Relations)

BOARD AGENDA ITEM: First Reading – Board Bylaw and Exhibit

BOARD MEETING DATE: April 12, 2017

AGENDA ITEM SUBMITTED FOR:

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

PREPARED BY:

Gail Osborne

SUBMITTED BY:

Gail Osborne

PRESENTING TO BOARD:

Gail Osborne

BACKGROUND AND SUMMARY INFORMATION:

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

- BB 9250 – Remuneration, Reimbursement and Other Benefits
- B/E 9250 – Remuneration, Reimbursement and Other Benefits

REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS

Compensation

Each member of the Governing Board may receive the maximum monthly compensation as provided for in Education Code 1090.

Each member of the Governing Board may receive compensation of \$25 per meeting not to exceed \$160 per month. (Education Code 1090)

On an annual basis, the Board may increase the compensation of Board members beyond the limit delineated in Education Code 35120 in an amount not to exceed five percent based on the present monthly rate of compensation. Any increase made pursuant to this section shall be effective upon approval by the county board of education. (Education Code 1090)

Board members are not required to accept payment for meetings attended.

Any member who does not attend all Board meetings during the month is eligible to receive only a percentage of the monthly compensation equal to the percentage of meetings he/she attended, unless otherwise authorized by the Board in accordance with law. (Education Code 1090)

A member may be compensated for meetings he/she missed when the Board, by resolution, finds that he/she was performing designated services for the county office at the time of the meeting or that he/she was absent because of illness, jury duty, or a hardship deemed acceptable by the Board. (Education Code 1090)

Reimbursement of Expenses

Board members shall be reimbursed for actual and necessary expenses incurred when performing authorized services for the county office. Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for county office personnel and at the same rate of reimbursement.

(cf. 1160 - Political Processes)

(cf. 3100 - Budget)

(cf. 3350 - Travel Expenses)

(cf. 3513.1 - Cellular Phone Reimbursement)

Board members may be reimbursed for travel expenses incurred when performing services directed by the Board. (Education Code 1090)

(cf. 9240 - Board Development)

REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS

(Continued)

Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the county office's interests; attendance at county office or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include, but are not limited to, the personal portion of any trip, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on county office-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on county office business.

Any questions regarding the propriety of a particular type of expense should be resolved by the Superintendent or designee before the expense is incurred.

Health and Welfare Benefits for Current Board Members

Board members may participate in the health and welfare benefits program provided for county office employees.

(cf. 4154/4254/4354 - Health and Welfare Benefits)

Health and welfare benefits for Board members shall be no greater than that received by the county office's nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

The county office shall pay the premiums required for Board members electing to participate in the county office health and welfare benefits program to the same extent that it pays for county office employees.

Health and welfare benefits provided to Board members shall be extended at the same level to their spouse/registered domestic partner and to their eligible dependent children as specified in law and the health plan.

Health and Welfare Benefits for Former Board Members

Former Board members may participate in the health and welfare benefits program provided for county office employees under the conditions specified below.

REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS

(Continued)

Health and welfare benefits for former Board members shall be no greater than those received by county office nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

Any former Board member leaving the Board after at least one term of office may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

Health and welfare benefits provided to a former Board member shall be extended, at his/her expense and at the same level, to his/her spouse/registered domestic partner and eligible dependent children as specified in law and the health plan.

Legal Reference:

EDUCATION CODE

- 33050-33053 *General waiver authority*
- 33362-33363 *Reimbursement of expenses for attendance at workshops*
- 35012 *Board members; number, election and term*
- 35044 *Payment of traveling expenses of representatives of board*
- 35120 *Compensation for services as member of governing board*
- 35172 *Promotional activities*
- 44038 *Cash deposits for transportation purchased on credit*

FAMILY CODE

- 297-297.5 *Rights, protections and benefits under law; registered domestic partners*

GOVERNMENT CODE

- 8314 *Use of public resources*
- 20322 *Elective officers; election to become member*
- 20420-20445 *Membership in Public Employees' Retirement System; definition of safety employees*
- GOVERNMENT CODE (continued)*
- 53200-53209 *Group insurance*
- 54952.3 *Simultaneous or serial meetings; announcement of compensation*

HEALTH AND SAFETY CODE

- 1373 *Health services plan, coverage for dependent children*

INSURANCE CODE

- 10277-10278 *Group and individual health insurance, coverage for dependent children*

UNITED STATES CODE, TITLE 26

- 403 *Tax-sheltered annuities*

UNITED STATES CODE, TITLE 42

- 18011 *Right to maintain existing health coverage*

REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS

(Continued)

CODE OF FEDERAL REGULATIONS, TITLE 26

1.403(b)-2 Tax-sheltered annuities, definition of employee

COURT DECISIONS

Thorning v. Hollister School County office, (1992) 11 Cal.App.4th 1598

Board of Education of the Palo Alto Unified School County office v. Superior Court of Santa Clara County, (1979) 93 Cal.App.3d 578

ATTORNEY GENERAL OPINIONS

91 Ops.Cal.Atty.Gen. 37 (2008)

83 Ops.Cal.Atty.Gen. 124 (2000)

Management Resources:

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Sample Expense and Use of Public Resources Policy Statement, January 2006

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax-Sheltered Annuity Plans (403(b) Plans) for Employees of Public Schools and Certain Tax-Exempt Organizations, Publication 571, rev. February 2013

WEB SITES

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

Institute for Local Government: <http://www.ca-ilg.org>

Internal Revenue Service: <http://www.irs.gov>

Public Employees' Retirement System: <http://www.calpers.ca.gov>

REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS

RESOLUTION ON BOARD COMPENSATION FOR MISSED MEETINGS

Pursuant to Education Code 1090, a County Board member may receive compensation for County Board meetings that he/she missed if the County Board makes a finding, by resolution that one or more specified circumstances exist.

WHEREAS, the Sutter County Superintendent of Schools County Board of Education appreciates the services provided by members of the County Board and provides compensation for meeting attendance in accordance with Education Code 1090 and Board Bylaw 9250; and

WHEREAS, Education Code 1090 provides that the monthly compensation provided to County Board members shall be commensurate with the percentage of meetings attended during the month unless otherwise authorized by County Board resolution; and

WHEREAS, Education Code 1090 specifies limited circumstances under which the County Board is authorized to compensate a County Board member for meetings he/she missed; and

WHEREAS, the County Board finds that (name of Board member) did not attend the County Board meeting(s) on (dates) for the following reason(s): (check applicable reasons)

- Performance of designated duties for the County Board during the time of the meeting
- Illness or jury duty
- Hardship deemed acceptable by the County Board

NOW THEREFORE BE IT RESOLVED that the Sutter County Superintendent of Schools County Board of Education approves full compensation of (name of Board member) for the month of _____.

PASSED AND ADOPTED THIS _____ day of _____, _____ at a regular meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

County Board Secretary

County Board President

Agenda Item No. 13.0

BOARD AGENDA ITEM: Request for Allowance of Attendance Because of Emergency Evacuation, Sutter County Superintendent of Schools Programs Form J-13A

BOARD MEETING DATE: April 12, 2017

AGENDA ITEM SUBMITTED FOR:

PREPARED BY:

Action

Gail Osborne

Reports/Presentation

SUBMITTED BY:

Information

Gail Osborne

Public Hearing

PRESENTING TO BOARD:

Other (specify)

Gail Osborne

BACKGROUND AND SUMMARY INFORMATION:

Form J-13A is to obtain approval of a waiver for lost attendance and instructional time due to an emergency evacuation from February 14, 2017, through February 17, 2017, for the Sutter County Superintendent of Schools Programs, including Feather River Academy.

**REQUEST FOR ALLOWANCE OF ATTENDANCE
BECAUSE OF EMERGENCY CONDITIONS
Form J-13A (Rev. 01-05)**

School District (or Charter School) Name: Sutter County Superintendent of Schools

School District (or Charter School) Address: 970 Klamath Ln., Yuba City, CA 95993

County-District Code: 51105120000000

County Name: Sutter

This form replaces the Form J-13A (Rev. 4-90) and should be used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code* Section 41422
- When one or more schools were kept open but experienced a material decrease in attendance because of conditions described in *Education Code* Section 46392
- When attendance records have been lost or destroyed as described in *Education Code* Section 46391

Approved credit for instructional time may be used in conjunction with regular instructional days to satisfy the requirements of *Education Code* Section 37202 (equal length of instructional time among schools within a district).

A separate form should be submitted for each emergency event, but credit may be requested for more than one school and under one or more of the foregoing conditions on the same form. Each separate form must include the affidavit of the governing board members and the county superintendent before it can be approved by the State Superintendent of Public Instruction.

The original form (with the board members' affidavit) and two copies should be filed with the county superintendent of schools. If the county superintendent approves the request, he or she should execute the affidavit certifying that approval and forward all pages of the original and one copy of the form to:

Office of Principal Apportionment and Special Education
School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

This form consists of five preprinted pages. Pages 1 and 5 (5C for charter schools) must accompany all submissions. Page 4 (Lost or Destroyed Attendance Records) will not need to be submitted by most districts. Multiple copies of Pages 2 and/or 3 may have to be submitted when claims are made on a school-by-school basis.

SCHOOL CLOSURE

Nature of Emergency (describe): An evacuation order was in effect for the districts of Sutter County as a reaction to the damage to the Oroville Dam spillway. Most schools in the area were under mandatory evacuation from February 14-17.

Name of School(s):
(if request covers all schools, write "all schools")
All Schools

School Code(s):

51105120000000

[Sutter County Office of Education](#)

We request that apportionments be maintained and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates):

February 14 – 17, 2017

Because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (ADA) (per Section 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *Education Code* Section 46200, et seq.

If the school closure resulted from a power outage or impassable roads caused by inclement weather, state the number of school closure days for the same conditions in each of the last five years:

MATERIAL DECREASE

Nature of Emergency (describe):

Name of School:
(if request covers all schools, write "all schools")

School Code(s):

We request the substitution of estimated days of attendance for actual days of attendance in accordance with the provisions of Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of apportionments for the foregoing school(s) for (dates) _____ during which school attendance was materially decreased because of the described emergency.

Estimated attendance for each day (October or May ADA): _____ students per day.
Estimated daily attendance multiplied by number of days of material decrease, yields _____ days of attendance requested.

State method of determining estimated daily attendance (October or May ADA):
ADA for school month beginning on _____, 2____ and ending on _____, 2_____.

Actual apportionable attendance for days of material decrease:

Site	Date	Actual Attendance
<u>N/A</u>		

N/A

LOST OR DESTROYED ATTENDANCE RECORDS

We request the use of estimated attendance in lieu of attendance that cannot be verified because of the loss or destruction of attendance records. This request is made in accordance with Section 46391. The entire period covered by the lost or destroyed records commences with _____, 2____, up to and including, _____, 2____.

Describe circumstances and extent of records loss or destruction:

N/A

Describe how it is proposed to reconstruct attendance records or estimate attendance in the absence of records:

AFFIDAVIT OF GOVERNING BOARD MEMBERS

We, members constituting a majority of the governing board of the Sutter County Superintendent of Schools, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.

_____	_____
Victoria Lachance	
_____	_____
Jim Richmond	
_____	_____
June McJunkin	
_____	_____
Karm Bains	
_____	_____
Ron Turner	
_____	_____
_____	_____

Printed Names

Signatures

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 12th day of April, 2017.

Signature, Title _____
of Sutter County, California

Contact/Individual responsible for preparing this form:

Name: Gail Osborne Title: Asst. Superintendent of Business and Administrative Services

Phone: (530) 822-2957 Fax : (530) 822-3010 E-mail: Gailo@sutter.k12.ca.us

AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

Signature, County Superintendent of Schools _____

Date: _____

Subscribed and sworn (or affirmed) before me, this ___ day of _____, 2017.

Signature, Title _____
of Sutter County, California

Contact/Individual responsible for preparing this form:

Name: Gail Osborne Title: Asst. Superintendent of Business and Administrative Services

Phone: (530) 822-2957 Fax : (530) 822-3010 E-mail: Gailo@sutter.k12.ca.us

AFFIDAVIT OF CHARTER SCHOOL GOVERNING BOARD MEMBERS

We, members constituting a majority of the governing board of the _____
_____ charter school, hereby swear (or affirm) that the foregoing
statements are true and are based on official district records.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Printed Names

Signatures

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this ____ day of _____, 2____.

Signature, Title _____

of _____ County, California

Contact/Individual responsible for preparing this form:

Name: _____ Title: _____

Phone: _____ Fax : _____ E-mail: _____

Approval by Superintendent of Authorized Local Educational Agency (LEA)

Signature, Title _____

of _____ (LEA).

AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct
to the best of my knowledge and belief.

Signature, County Superintendent of Schools _____

Date: _____

Subscribed and sworn (or affirmed) before me, this ____ day of _____, 2____.

Signature, Title _____

of _____ County, California

Contact/Individual responsible for preparing this form:

Name: _____ Title: _____

Phone: _____ Fax : _____ E-mail: _____

Agenda Item No. 14.0

BOARD AGENDA ITEM: Request for Allowance of Attendance Because of Emergency Evacuation, all Sutter County Schools and Charters Form J-13A

BOARD MEETING DATE: April 12, 2017

AGENDA ITEM SUBMITTED FOR:

PREPARED BY:

Action

Gail Osborne

Reports/Presentation

SUBMITTED BY:

Information

Gail Osborne

Public Hearing

PRESENTING TO BOARD:

Other (specify)

Gail Osborne

BACKGROUND AND SUMMARY INFORMATION:

Form J-13A is to obtain approval of a waiver for lost attendance and instructional time due to an emergency evacuation from February 14, 2017, through February 21, 2017, for all Sutter County Schools and Charters.

**REQUEST FOR ALLOWANCE OF ATTENDANCE
BECAUSE OF EMERGENCY CONDITIONS
Form J-13A (Rev. 01-05)**

School District (or Charter School) Name: Sutter County Superintendent of Schools

School District (or Charter School) Address: 970 Klamath Ln.

County-District Code: 51

County Name: Sutter

This form replaces the Form J-13A (Rev. 4-90) and should be used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code* Section 41422
- When one or more schools were kept open but experienced a material decrease in attendance because of conditions described in *Education Code* Section 46392
- When attendance records have been lost or destroyed as described in *Education Code* Section 46391

Approved credit for instructional time may be used in conjunction with regular instructional days to satisfy the requirements of *Education Code* Section 37202 (equal length of instructional time among schools within a district).

A separate form should be submitted for each emergency event, but credit may be requested for more than one school and under one or more of the foregoing conditions on the same form. Each separate form must include the affidavit of the governing board members and the county superintendent before it can be approved by the State Superintendent of Public Instruction.

The original form (with the board members' affidavit) and two copies should be filed with the county superintendent of schools. If the county superintendent approves the request, he or she should execute the affidavit certifying that approval and forward all pages of the original and one copy of the form to:

Office of Principal Apportionment and Special Education
School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

This form consists of five preprinted pages. Pages 1 and 5 (5C for charter schools) must accompany all submissions. Page 4 (Lost or Destroyed Attendance Records) will not need to be submitted by most districts. Multiple copies of Pages 2 and/or 3 may have to be submitted when claims are made on a school-by-school basis.

SCHOOL CLOSURE

Nature of Emergency (describe): An evacuation order was in effect for the districts of Sutter County as a reaction to the damage to the Oroville Dam spillway. Most schools in the area were under mandatory evacuation from February 14-21.

Name of School(s):
 (if request covers all schools, write "all schools")
 All Schools

School Code(s):

51713570000000	Sutter	Brittan Elementary
51713650000000	Sutter	Browns Elementary
51713730000000	Sutter	East Nicolaus Joint Union High
51713810000000	Sutter	Franklin Elementary
51713990000000	Sutter	Live Oak Unified
51714070000000	Sutter	Marcum-Illinois Union Elementary
51714150000000	Sutter	Meridian Elementary
51714230000000	Sutter	Nuestro Elementary
51714310000000	Sutter	Pleasant Grove Joint Union
51105120000000	Sutter	Sutter County Office of Education
51714490000000	Sutter	Sutter Union High
51714560000000	Sutter	Winship-Robbins
51714640000000	Sutter	Yuba City Unified

Charter Schools in the County:

51714070109793	Marcum-Illinois Union Elementary	South Sutter Charter
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51714150132761 Meridian Elementary [California Prep Sutter 8-12](#)

51714150132753 Meridian Elementary [California Prep Sutter K-7](#)

51714150129007 Meridian Elementary [California Virtual Academy @ Sutter](#)

51714230132977 Nuestro Elementary [Sutter Peak Charter Academy](#)

51714560133934 Winship-Robbins [Inspire Charter School - North](#)

51714566053334 Winship-Robbins [Winship Community](#)

51714640107318 Yuba City Unified [Twin Rivers Charter](#)

51714645130125 Yuba City Unified [Yuba City Charter](#)

We request that apportionments be maintained and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed between:

February 14 – 21, 2017

Because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (ADA) (per Section 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *Education Code* Section 46200, et seq.

If the school closure resulted from a power outage or impassable roads caused by inclement weather, state the number of school closure days for the same conditions in each of the last five years:

MATERIAL DECREASE

Nature of Emergency (describe):

Name of School:
(if request covers all schools, write "all schools")

School Code(s):

We request the substitution of estimated days of attendance for actual days of attendance in accordance with the provisions of Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of apportionments for the foregoing school(s) for (dates) _____ during which school attendance was materially decreased because of the described emergency.

Estimated attendance for each day (October or May ADA): _____ students per day.
Estimated daily attendance multiplied by number of days of material decrease, yields _____ days of attendance requested.

State method of determining estimated daily attendance (October or May ADA):
ADA for school month beginning on _____, 2____ and ending on _____, 2____.

Actual apportionable attendance for days of material decrease:

Site	Date	Actual Attendance
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N/A

LOST OR DESTROYED ATTENDANCE RECORDS

We request the use of estimated attendance in lieu of attendance that cannot be verified because of the loss or destruction of attendance records. This request is made in accordance with Section 46391. The entire period covered by the lost or destroyed records commences with _____, 2____, up to and including, _____, 2_____.

Describe circumstances and extent of records loss or destruction:

N/A

Describe how it is proposed to reconstruct attendance records or estimate attendance in the absence of records:

AFFIDAVIT OF GOVERNING BOARD MEMBERS

We, members constituting a majority of the governing board of the Sutter County Superintendent of Schools, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.

_____	_____
Victoria Lachance	
_____	_____
Jim Richmond	
_____	_____
June McJunkin	
_____	_____
Karm Bains	
_____	_____
Ron Turner	
_____	_____
_____	_____
Printed Names	Signatures

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 12 day of April, 2017.

Signature, Title _____
of Sutter County, California

Contact/Individual responsible for preparing this form:

Name: Gail Osborne Title: Asst. Superintendent of Business and Administrative Services

Phone: (530) 822-2957 Fax : (530) 822-3010 E-mail: Gailo@sutter.k12.ca.us

AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

Signature, County Superintendent of Schools _____
Date: _____

Subscribed and sworn (or affirmed) before me, this ___ day of _____, 2017.

Signature, Title _____
of Sutter County, California

Contact/Individual responsible for preparing this form:

Name: Gail Osborne Title: Asst. Superintendent of Business and Administrative Services

Phone: (530) 822-2957 Fax : (530) 822-3010 E-mail: Gailo@sutter.k12.ca.us

AFFIDAVIT OF CHARTER SCHOOL GOVERNING BOARD MEMBERS

We, members constituting a majority of the governing board of the _____
_____ charter school, hereby swear (or affirm) that the foregoing
statements are true and are based on official district records.

Printed Names

Signatures

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this ____ day of _____, 2____.

Signature, Title _____

of _____ County, California

Contact/Individual responsible for preparing this form:

Name: _____ Title: _____

Phone: _____ Fax : _____ E-mail: _____

Approval by Superintendent of Authorized Local Educational Agency (LEA)

Signature, Title _____

of _____ (LEA).

AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct
to the best of my knowledge and belief.

Signature, County Superintendent of Schools _____

Date: _____

Subscribed and sworn (or affirmed) before me, this ____ day of _____, 2____.

Signature, Title _____

of _____ County, California

Contact/Individual responsible for preparing this form:

Name: _____ Title: _____

Phone: _____ Fax : _____ E-mail: _____

AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief. The conditions specified in the foregoing request necessitated the closure of all districts and charter schools on the enclosed list within Sutter County.

Signature, County Superintendent of Schools _____

Date: _____

Subscribed and sworn (or affirmed) before me, this ____ day of April 2017.

Signature, _____ Title _____

of Sutter County, California

Contact/Individual responsible for preparing this form:

Name: Gail Osborne Title: Assistant Superintendent,
Business and Administrative Services

Phone: (530) 822-2957 Fax : (530) 822-3010 E-mail

GailO@sutter.k12.ca.us

BOARD AGENDA ITEM: Board Resolution Designating the Title of Superintendent as an Authorized Signer for DOR Contract Revisions and Renewals

BOARD MEETING DATE: April 12, 2017

AGENDA ITEM SUBMITTED FOR:

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

PREPARED BY:

Dawn Heraty (Accountant, One Stop)

SUBMITTED BY:

Dawn Heraty (Accountant, One Stop)

PRESENTING TO BOARD:

Rinky Basi

BACKGROUND AND SUMMARY INFORMATION:

Bill Cornelius is currently the authorized signer on file with the California Department of Rehabilitation (DOR) for contract renewals and revisions with SCSOS. In order to execute a contract revision, DOR is requesting a Board Resolution form designating the title of Superintendent as an authorized signer for DOR contract revisions and renewals. It is recommended that we authorize the title of Superintendent rather than the person currently holding that position, to avoid obtaining new resolutions each time we have a change in that position. Once this resolution is in place, all subsequent Superintendents will be authorized to sign DOR contract renewals and revisions without the need for a new resolution.

FULL Name of Corporation or Public Agency

Sutter County Superintendent of Schools

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person/position

Name/Position of Person Authorized to Sign Agreement

Superintendent

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute any and all documents required by DOR to effectuate the execution of said Agreement and all amendments. This authorization shall remain in effect until the expiration of the agreement and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.

CERTIFICATION

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

Address Where Board Meeting Held

970 Klamath Lane, Yuba City, CA 95993

Date of Board Meeting

April 12, 2017

Signature of Recording Secretary



Date Signed