Santa Barbara County Education Office

BOARD BOOK and AGENDA



SANTA BARBARA COUNTY BOARD OF EDUCATION



4400 Cathedral Oaks Road P.O. Box 6307 Santa Barbara, CA 93160-6307

REGULAR MEETING

September 1, 2022 – 2:00 p.m.

AGENDA

Public Comment Procedure

Persons wishing to address the board are requested to complete a "Request to Address Board" form, available at the meeting room entrance, and deliver it to the secretary prior to the time the meeting is called to order. During the time for public comment specified on the agenda, the board will acknowledge requests to speak on agenda items as well as topics not on the agenda, but within the subject matter jurisdiction of the board. The total amount of time for public comments will be 15 minutes. The amount of time an individual speaker may speak is typically 5 minutes but may be adjusted upon consent of the board depending on the total number of persons wishing to be heard. If the speaker needs more time, they may submit written comments.

Interpretation/Interpretación

Spanish interpretation of the board meeting will be available at the meeting. Se proporcionará interpretación al español para la reunión de la junta directiva.

Audio Recording

The board meeting will be audio recorded. The audio recording and transcript will be made available online at https://www.sbceo.org/board/materials.

Assistance with Meeting

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact the superintendent's office at (805) 964-4711 or email afreedland@sbceo.org by 10:00 a.m. the day before the meeting. Notification at least 72 hours prior to the meeting will assist the superintendent in making suitable arrangements.

GENERAL FUNCTIONS

1. Call to Order and Pledge of Allegiance

2. Spanish Interpretation/Interpretación

The president will announce that Spanish interpretation of the board meeting is available. La presidente anunciará que hay interpretación en español disponible durante la reunión de la junta directiva.

3. Roll Call

4. Changes to the Agenda

The president will announce any additions, deletions, or changes in the order of business on the agenda at this time.

5. President and Board Comments

6. Public Comments

The total amount of time for public comments will be 15 minutes. The amount of time an individual speaker may speak is typically 5 minutes, however, with board consent, and depending on the number of persons wishing to be heard, the president may increase or decrease the time allowed for individual speakers. If the speaker needs more time, they may submit written comments.

ORGANIZATIONAL ITEMS

7. Provisional Appointment to the Board for Trustee Area No. 2

The board will provisionally appoint Nadra Ehrman to the vacant board seat for Trustee Area No. 2.

MOVED: SECONDED: VOTE:

8. Oath of Office

The superintendent will administer the oath of office to Nadra Ehrman as the provisional appointment to the board for Trustee Area No. 2.

RECOGNITION

9. Santa Barbara County Classified School Employees of the Year Recognition [Time Approximate: 2:25 p.m.]

Recognition of the 2022 Santa Barbara County Classified School Employees of the Year:

- Kim Domingues, Orcutt Union School District, clerical/administrative category
- Ernesto Vela, Orcutt Union School District, custodial/maintenance category
- Chandra Lauer, Santa Maria Joint Union High School District, food and nutrition category
- Norma Cuevas, Guadalupe Union School District, health and student services category
- Jane Gallet, Orcutt Union School District, paraprofessional category
- Timothy Romine, Orcutt Union School District, skilled trades category
- Jana Graham, Orcutt Union School District, transportation category

PRESENTATION

10. Presentation on the YouthWell Organization

(Attachment)

Executive Director of YouthWell, Rachael Steidl, will provide a presentation to the board about the non-profit organization and its work with schools on mental health services for students.

SUPERINTENDENT'S REPORT

11. Superintendent's Report

(Attachment)

The superintendent's report is presented as an information item.

CONSENT AGENDA

At this time, the board will consider all of the items below together and can act upon them with a single vote. These items are considered to be routine and do not require separate discussion. Individual consent items may be removed and considered separately at the request of a board member or staff. The superintendent recommends approval of all consent items.

12. Minutes of Special Meeting Held July 26, 2022

(Attachment)

13. Minutes of Regular Meeting Held August 4, 2022

(Attachment)

14. Registration of Credentials and Other Certification Documents: Issuance of Temporary County Certificates

(Attachment)

Registration of credentials and other certification documents registered in the Santa Barbara County Education Office from July 7, 2022 to August 6, 2022, and the issuance of temporary county certificates for that same time period.

15. Acceptance of Donations

(Attachment)

Acceptance of donations on the attached donations list for the following department:

Teacher Programs and Support

16. Declaration of Surplus

(Attachment)

Declaration of surplus on the attached surplus list for the following departments:

- Early Care and Education
- Educational Technology Services

17. Recommended Issuance of High School Graduation Diploma

Issuance of a high school graduation diploma to the following students:

Dos Puertas School

- Student CSIS # 6195263714 July 20, 2022
- Student CSIS # 5195153722 August 5, 2022
- Student CSIS # 9195270221 August 5, 2022

Motion to approve all consent items:

$M \cap M = \bigcap_{i}$	SECONDED:	\//\TE:
MOVED:	SECONDED:	VOTE:

ACTION ITEMS

18. Board Policies, Reading and Adoption

(Attachment)

The following board policies are being presented for reading and adoption. Only board policy (BP) 5141.21 includes a "marked copy" and a "clean copy". All other BPs are new or have significant changes and therefore only the new "clean" copy is provided.

Human Resources/Personnel-Related Board Policies General:

- BP 4000 Concepts and Roles (new)
- BP 4020 Drug and Alcohol-Free Workplace (revised)
- BP 4030 Nondiscrimination in Employment (revised)
- BP 4033 Lactation Accommodation (new)

Certificated Personnel:

- BP 4100 Certificated Personnel (new)
- BP 4113.5 Working Remotely (new)
- BP 4115 Evaluation/Supervision (revised)
- BP 4119.11 Sexual Harassment (revised)
- BP 4119.25 Political Activities of Employees (new)
- BP 4131 Staff Development (revised)
- BP 4136 Nonschool Employment (revised)
- BP 4144 Complaints (new)
- BP 4151 Employee Compensation (new)
- BP 4154 Health and Welfare Benefits (new)
- BP 4161 Leaves (revised)
- BP 4161.9 Catastrophic Leave Program (new)

Classified Personnel:

- BP 4200 Classified Personnel (new)
- BP 4213.5 Working Remotely (new)
- BP 4215 Evaluation/Supervision (new)
- BP 4219.11 Sexual Harassment (new)
- BP 4219.25 Political Activities of Employees (revised)
- BP 4231 Staff Development (new)
- BP 4236 Nonschool Employment (new)
- BP 4244 Complaints (new)
- BP 4251 Employee Compensation (new)
- BP 4254 Health and Welfare Benefits (revised)
- BP 4261 Leaves (new)
- BP 4261.9 Catastrophic Leave Program (new)

Management:

- BP 4300 Administrative and Supervisory Personnel (new)
- BP 4313.5 Working Remotely (new)
- BP 4315 Evaluation/Supervision (new)
- BP 4319.11 Sexual Harassment (new)
- BP 4319.25 Political Activities of Employees (new)
- BP 4331 Staff Development (new)
- BP 4336 Nonschool Employment (new)
- BP 4344 Complaints (new)
- BP 4351 Employee Compensation (new)
- BP 4354 Health and Welfare Benefits (new)
- BP 4361 Leaves (new)

• BP 4361.9 – Catastrophic Leave Program (new) Students-Related Board Policy BP 5141.21 – Administering Medication and Monitoring Health Conditions (revised) VOTE: MOVED: SECONDED: **Record Board Meetings** (Attachment) The board will continue the discussion about and may take action on video recording board meetings. The superintendent will provide information on the mechanics of how a video recording could be accomplished and the time needed to implement a change from audio to video. Legal counsel will provide information about any requirements related to the Americans with Disabilities Act (ADA). MOVED: SECONDED: VOTE: California County Boards of Education (CCBE) General Membership **Meeting Voting Member** (Attachment)

The board will again consider whether to select a board member to be a voting representative at CCBE General Membership meetings on September 9 and December 2, 2022 and may take action to select someone. CCBE contacted SBCEO with a request to finalize a voting member before September 9.

MOVED: SECONDED: VOTE:

21. Recommended Adoption of Resolution Recognizing a State of Emergency and Reauthorizing Teleconferenced Meetings
(Attachment)

In accordance with AB 361, Resolution No. 2305 recognizes a state of emergency and reauthorizes teleconferenced meetings for a period of thirty (30) days.

[Roll Call Vote:]

MOVED: SECONDED: VOTE:

INFORMATION ITEM

19.

20.

22. Personnel Report

(Attachment)

The certificated and classified personnel reports are presented as an information item.

FUTURE AGENDA ITEMS

23. Future agenda items

 Kelly Choi, former Santa Barbara County Teacher of the Year and current director of "Innovate" at Dos Pueblos High School: presentation of the "Innovate" program, a three-year program for students who "self-identify as high school dropouts."

ADJOURNMENT

24.	Adjournment to the next regular meeting to be held October 6, 20				
	MOVED:	SECONDED:	VOTE:		

Presentation

YouthWell

YouthWell works in collaboration on youth mental health prevention and early intervention...

to **eliminate stigma** through education and provide tools and tips for managing mental wellness and practicing self-care in order to build resilience

to simplify access and connect youth through age 25 and their families to mental health resources before the crisis

towards **systemic change** that encourages collaborationso that we can fill the gaps and remove barriers to services

WE PRACTICE
SELF CARE IN
SANTA BARBARA
COUNTY BY...

our mental health matters



YOUTHWELL.ORG



IT'S OKAY TO ASK FOR HELP





COLLABORATE TO CREATE CHANGE **YouthWell**

YouthWell Community Collaborative

- 60 partnering agencies in Santa Barbara County convene quarterly including school districts, community-based organizations, providers, healthcare, law enforcement, faith communities, and caregivers.
- **Vision:** Increase youth mental health prevention and early intervention efforts. Work towards systemic change that encourages collaboration so that we can fill the gaps and remove barriers to services for all youth and their families so that they can access the care they need in a timely manner through a warm handoff.
- **Mission:** Prioritize prevention, and early intervention (PEI). Eliminate stigma through education and provide tools and tips for managing mental wellness and practicing self-care in order to build resilience. Simplify access and connect youth through age 25 and their families to mental health resources before the crisis.

Behavioral Health Linkages Team

- Convene monthly to educate 40+ resource navigators, probation officers, local crisis lines, and school counselors so that they are better equipped to support families.
- Mission: Build stronger health linkages in order to foster "warm handoffs" and close
 the loop when referrals are made to ensure youth and caregivers access services.
 Increase responsible outreach to our marginalized and vulnerable communities.
 Share referral experiences and learn from each other. Collect anecdotal data to
 better understand the barriers and challenges to accessing services.

PROJECTSTO CREATE CHANGE

YouthWell

Youth Mental Health First Aid [YMHFA]

Email to register: educationmwc@gmail.com

- YouthWell is partnering with FSA and Mental Wellness Center on a SAMHSA Mental Health Awareness Training grant providing **free YMHFA training classes** in Santa Barbara County. Additional Teen MHFA and MHFA for adults are offered by MWC.
- 1-day course designed to teach caregivers, family members, teachers, school staff, peers, neighbors, health workers, and others how to recognize the signs and symptoms of mental disorders and help youth (age 12-18) who are experiencing a mental health or addiction challenge or is in crisis. Classes are offered monthly both virtually and in person. Classes educate about available community resources.

Integrated Care Clinic Serving Youth

- YouthWell is partnering on a 2-year Cottage Pop Health grant bridging connections between Sanctuary Centers, Children's Medical Clinic, and the community to support youth and parents in accessing psychiatric and therapeutic services.
- Vision: Create a systems change where **psychiatrists & pediatricians** work to treat patients with mild to moderate mental health issues that may or may not require in-person visit.

Resource Navigators in our schools

Working with SB County Education Office and SB County BWell.

Bring allcove integrated care model to Santa Barbara County

 YouthWell, MWC, SBNC, Cottage, SBCC, SB County BWell, and others meet monthly to bring allcove to SB County. Developed by Steve Adelsheim in Santa Clara County.

CONNECT

youth & families to resources & services

YouthWell





Youth & Family Mental Health & Wellness RESOURCE DIRECTORY

- services for youth **ages 0-25** and families
- 200+ organizations listed for SB County
- view in English & Spanish
- tools for navigating mental health, book list, handouts

COMMUNITY CALENDAR

COMMUNITY CALENDAR

• Find support groups, events, workshops, and volunteer opportunities.

YouthWell.org



Parenting Together Classes at CADA

Rack Cards

for parents & students English & Spanish

YouthWell







COORDINATED CARE

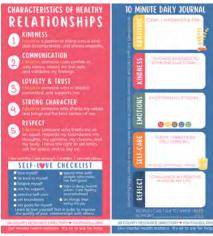


listening









Follow us on Social Media









@YouthWell

Subscribe to our Newsletter





WELLNESS WORKSHOPS

For youth, parents, and those working with youth, in order to eliminate stigma and open up conversations.

Designed to empower participants by providing tools that promote connection, wellness, and self-care in order to build resilience so they are better equipped to cope with stress & challenging situations.

Spanish interpretation provided.





Teens need tools to talk about what's going on with them, and tools for when their friends reach out to them.





Working together to educate caregivers, youth, teachers

HOW SCHOOL DISTRICTS CAN HELP...

- 1. Add a LINK to the Youth & Family Mental Health RESOURCE DIRECTORY to school websites.
- 2. Provide RACK CARDS to educate parents about resources and to provide self-care tools & tips.
- 3. Promote Wellness Workshops to families through Parent Square and on Social Media.
 - a. Let families know they can watch past workshop recordings online.

HOW YOUTHWELL CAN HELP...

- 1. YouthWell will keep the RESOURCE DIRECTORY up to date and accurate for families.
- 2. YouthWell will continue to provide mental health EDUCATION to empower students & caregivers.
- 3. YouthWell will continue to educate through SOCIAL MEDIA with tips and facts.
- 4. YouthWell will continue to PROMOTE PARTNER programs through our monthly newsletter.









@YouthWell

Our Mental Health Matters Campaign

Let's normalize the conversation around mental health and eliminate the stigma and shame so those struggling can ask for help. Promote a unified message that fosters awareness and educates on the signs of emotional

distress while focusing on messages of hope, resilience, and self-care. Messages: It's ok to ask for help. It's ok to not be ok. You are not alone. You matter.















MENTAL HEALTH WITH

our mental health matters *



Social Media Calendar

MON... affirmations

TUES... mental health facts

THURS... spotlight community members

FRI... spotlight partners

SUN... self-care tips









189+ followers



408+ page followers 350+ friends



1,700+ views 87+ subscribers



4,045+ subscribers 36% avg open rate sent 2x/month



YouthWell

OUTREACH

to raise awareness,

to educate, and to

eliminate stigma



self-care

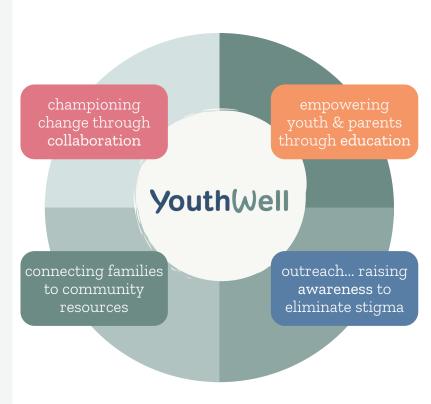
Airport ads At transportation

our mental health matters

YouthWell **OUTCOMES** Santa Barbara County **YouthWell**

AS A COMMUNITY, We have achieved our goals when...

- We prioritize prevention and early intervention [PEI] the way we do crisis.
- Understand that mental illness does not discriminate. It can affect anyone regardless of age, gender, income, social status, ethnicity, religion, sexual orientation, or background.
- We treat mental health challenges with the same respect and care we show someone who has a physical illness or injury (ie: cancer, broken arm).
- We normalize the conversation around mental health so that youth and caregivers do not feel shame asking for help.
- Families feel supported and informed and know where they can go to find mental health services in the community and on their school campuses.
- Providers, school counselors, and resource navigators help ensure families have accessed the resources they need through a warm handoff.
- Schools are incorporating wellness practices for students on campus.
- Providers are working together to design programs and services before they seek funding.



One of the biggest reasons people don't seek help or support when they are struggling with a mental health challenge is because of the stigma and shame associated with it.

OUR TEAM

YouthWell



info@youthwell.org



Elise Fields
Community Liaison &
Resource Navigator

education@youthwell.org



AshleyMarketing
& Project Management

outreach@youthwell.org



• David Selberg, CEO, Hospice of Santa Barbara
• Geoff Green, CEO, SBCC Foundation
• Katy Bazylewicz, VP Marketing & Population Health, Cottage Health
• Megan Riker-Rheinschild, Director, SB DA Victim Witness Assistance
• Susan Salcido, Superintendent, SB County Education Office

Fiscal Sponsor: Community Partners

YouthWell workshops provide extremely helpful information and tools. The speakers are relatable, very knowledgeable and I really appreciate the way they teach the program. -MH Provider

I wanted to reach out to thank you for your incredible resources and work on behalf of our young people in town. Years ago, seeing the same need for a resource guide, our school counselor created a similar guide for us, however, it was limited in scope, and the effort required to keep it up-to-date became onerous. I visited your site, and for the first time as a principal, I feel that I have the ability to send desperate families to a thorough, well-curated resource. What a relief! -School Principal

Thanks to the workshops, I have learned

Thanks to the workshops, I have learned my
how to take care of myself and prioritize my
how to take care of myself and prioritize my
how I wellness. I have learned how to take
mental wellness. I have learned how and learned
mental wellness. I have learned how and learned
in mental who may be struggling.
Think mental health education is important,
learned how I can help others who may be struggling.

Think mental health education is important,
especially for people my age. -Student
especially for people my age.

I always appreciate the thoughtful insights my family and I glean from YW workshops. It's ALWAYS time well spent out of, and can't quite get anywhere else. -Parent

TESTIMONIALS

Our family is enjoying the workshops. I am also enjoying them as a junior high educator. -Educator

Learning about mental health has made me a more compassionate person and I who are struggling and to help myself. -Student

Every program I have attended with YouthWell has had great speakers & valuable information. The information I have learned has made my family's & my life better. Grateful! -Parent

I was blown away by the workshop yesterday. Thank you for your genuine soul and brilliant wisdom. You and Dave moved so many of us and most importantly learning some new skills. We all want and desire connection. You made it for touching me so much. I'm looking forward to help with - how to better listen.

The Collaborative continues to benefit
Hospice of SB. It is the only meeting where
all leaders come together to share and
coordinate mental health services for youth
in the community and in our schools. Truly
in the community and in our schools are
valuable in my busy calendar and should be
valuable in the table.
for everyone at the table.
-David Selberg, CEO, Hospice of SB

Superintendent's Report



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307 Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Superintendent's Report September 1, 2022 Snapshot

Curriculum and Instruction (C&I) Division

Credential Programs: The Preliminary Administrative Services Credential (PASC) program began on August 14 and will continue to meet on 17 weekends through July 2023. There are 16 people in the cohort seeking their preliminary administrative services credential.

The Clear Administrative Services Credential (CASC) program, which is the two-year program of job-embedded induction and coaching for new administrators, begins this month as districts finalize their leadership positions. We are planning for a total of 40 new administrators to clear their credentials.

The **Teacher Induction Program** (TIP) begins mentor meetings September 7, 8, 12, & 13. There are approximately 215 first- and second-year teachers in our TIP program this year. TIP meets in three locations: Santa Maria at Righetti High School, Lompoc at Cabrillo High School, and in the SBCEO Auditorium.

Additionally, SBCEO was recently informed by the California Commission on Teacher Credentialing that our 3 credential programs have met all preconditions – with zero findings – for the ongoing accreditation process.

Student Events: The first event of the year is also a community event for teachers, parents, librarians, aspiring writers, and students (grade 4 and up). The 70th annual Breakfast with the Authors will be held on Saturday, October 15, 2022, from 10:00 a.m. - 1:00 p.m. in the SBCEO Auditorium. Eleven authors and illustrators of picture books, chapter books, and young-adult novels will join us to talk about developing voice and sharing their craft. Signed copies of books will be raffled, and authors will be available to sign books and take pictures with attendees. Ticket information may be found online at https://www.sbceo.org/breakfast.

Educational Services Division

Responding to the Opioid Crisis: Assistant Superintendent Bridget Baublits hosted a virtual informational session on August 22, 2022, for K-12 public, private and charter school leaders on responding to the opioid crisis. The session covered several topics including Fentanyl 101, Narcan as a response, requirements for Narcan delivery (i.e., board policy updates and staff training), communication plans, and prevention

education. Attendees were also provided access to an electronic resource toolkit. Another virtual informational session will be held on September 16, 2022.

Career Technical Education (CTE): The CTE program is excited to have been selected to present at the 2022 statewide CTE conference, November 16-18, in Rancho Mirage, California. Their presentation, "Bridging the Middle & High School Divide," will focus on how they developed middle and high school partnerships in Santa Barbara County and facilitated the addition of career exploration courses and programming at multiple middle schools and alternative education sites. CTE will also discuss their future plans to continue creating alignment between middle school, high school, and postsecondary programs.

Children's Creative Project (CCP)

Resident Artist Workshops: For the first time, CCP successfully completed several summer school resident artists workshop programs in the San Luis Coastal Unified School District, Santa Maria-Bonita School District, and Lompoc Unified School District. CCP has several new resident artist workshop contracts for the 2022-23 school year, including a new contract with the Goleta Union School District and an expanded contract with the Carpinteria Unified School District. Santa Maria-Bonita School District has also expressed interest in hosting a TK/K arts education program at five of their schools this school year.

Community Partnership Efforts: CCP is working to expand collaborations with community organizations and other arts education services. CCP recently supported a student school supply drive that took place at Ortega Park in Santa Barbara. CCP staff are also working on developing an online website/database in partnership with Santa Barbara County Office of Arts and Culture to be able to provide resources and access to an online version of the CCP catalog. CCP's fundraiser, "I Madonnari," was nominated for the Santa Barbara Independent "Best Of" issue in August 2022.

Children and Family Resource Services (CFRS): CFRS was awarded a three-year, \$1.5 million-dollar federal grant to increase health care coverage for children, parents, and families in Santa Barbara County. "Healthy Kids Santa Barbara County" was chosen as one of only 36 recipients in a very competitive nationwide effort to better "Connect Kids to Coverage." CFRS will lead a countywide effort that includes partnerships with organizations such as Family Service Agency, local health clinics, and interested school districts, to ensure all eligible persons are enrolled in Medi-Cal and have access to all health care needs, including mental health services.

Juvenile Court and Community Schools (JCCS)

FitzGerald Community School: FitzGerald students returned to school on August 11, 2022. The year began with 4 high school students and 2 junior high students. FitzGerald Community School, in partnership with Santa Maria Joint Union High School District, One Community Action, and Allan Hancock College (AHC), is beginning the POR VIDA program, which stands for Positive, Outcomes, Respect, Valor, Identity, Diploma, and

Achievement. POR VIDA supports academic achievement by working with students and families, both individually and in groups, in English and Spanish, to develop the prosocial skills needed to be successful in school and beyond. Allan Hancock College will provide mentorship to students. The AHC mentors will continue working with students as they transition back to their home school with the goal of enrolling in college and earning their degree.

Juvenile Justice Center Inspection: The Office of Youth and Community Restoration (OYCR), a department of the California Health and Human Services Agency, conducted their first-time inspection of the Juvenile Justice Center (JJC) in Santa Maria on August 17, 2022. The OYCR was formed pursuant to Senate Bill 823 (Realignment of the Division of Juvenile Justice) and operates within the California Health and Human Services (CalHHS) Agency to support the transition of justice-involved youth being served in local communities. SB County Probation and SBCEO staff were a part of the visit. The outcome of the inspection was unknown at the time of this report to the County Board of Education.

Special Education Division

The Special Education Division welcomed teachers, occupational therapists, and a school psychologist to our new staff orientation on August 5. The division conducted four back-to-school meetings for all division staff and two professional development days for certificated staff between Monday, August 8 and Monday, August 22. Following these meetings, our instructional staff welcomed students back to school in our programs in Cuyama, Santa Maria-Bonita, Santa Maria Joint, Orcutt, Lompoc, the Santa Ynez Valley, Santa Barbara, Cold Spring, and Montecito school districts.

On August 12, Coordinator Armando Uribe and the Lompoc Learning Autism Program (LEAP) preschool teacher, Donna Todaro, attended the "Salute to Youth" event at the Vandenberg Space Force Base. This event created an opportunity for youth-focused organizations to share and provide resources, activities, and information for all families at Vandenberg. Our staff provided brochures about SBCEO early childhood special education services and supports, and sample materials and recipes for parents to implement sensory activities at home. The annual event was hosted by the Exceptional Family Member Program (EFMP). The EFMP is a military program which assists military families in managing the care and services for family members with special needs.

Administrative Services Division

Internal Services: SBCEO received 160,778 over the counter (OTC) COVID tests in July from the California Department of Public Health (CDPH) for distribution to all Santa Barbara County public and private schools. All tests have now been distributed to public, private, and charter schools.

The number of kits distributed are (each kit contains 2 tests):

- 69,226 kits to public TK-12 schools
- 4,698 kits to charter schools

- 6,379 kits to private schools
- 12 kits to SELPA JPA
- 74 kits to SBCEO programs

This allocation of OTC COVID tests is for testing purposes for the return of students and staff from summer break and for the start of the 2022-23 school year. CDPH recently released a new OTC order form which districts may use to order kits directly from CDPH when they have used the allocation distributed by our office.

Susan Klein-Rothschild has officially passed her baton as school liaison to Holly Warrick, who has been serving in a similar role for several districts in the San Luis Obispo area. I continue to convene countywide meetings to support public, charter, and private schools throughout Santa Barbara County, along with Holly Warrick and SBC Public Health staff.

Partners in Education

Applications are now available for the fall 2022 Job Readiness Training & Internship Program. Santa Barbara County public high school students, ages 15-18, may apply by September 16th. Information and applications may be found at https://partners.sbceo.org/ or email internship@sbceo.org.

My attendance at recent countywide meetings and events (partial list):

- 7/27 Santa Barbara County Workforce Development Board planning retreat
- 8/2 Speaker on a panel at a voter education forum, "District Elections: From Theory to Practice"
- 8/12 Juvenile Justice Coordinating Council meeting and Community Corrections Partnership meeting
- 8/12 Chaired the Project Opioid Education Committee and attended the Project Opioid Public Outreach Committee meeting
- 8/15 First 5 Santa Barbara County Commission meeting
- 8/15 Hosted a countywide Zoom meeting, along with the Santa Barbara County Public Health Department, for public and private school leaders to receive information on COVID-19, monkeypox, and mental health resources for schools
- 8/17 Partners in Education Executive Committee meeting
- 8/17 Project Opioid general meeting
- 8/19 Computer for Families event to refurbish 258 Chromebooks with the help of volunteers from a local company, Ontraport
- 8/22 Responding to the Opioid Crisis informational session hosted by SBCEO
- 8/25 KUHL radio live interview
- 8/25 School/district visits: Blochman Union School District, Orcutt USD Joe Nightingale Elementary, Allan Hancock College CTE program

Consent Agenda

SANTA BARBARA COUNTY BOARD OF EDUCATION



4400 Cathedral Oaks Road P.O. Box 6307 Santa Barbara, CA 93160-6307

SPECIAL MEETING

July 26, 2022 – 2:00 p.m.

MINUTES

UNAPPROVED

GENERAL FUNCTIONS

1. Call to Order and Pledge of Allegiance

The special meeting of the County Board of Education was called to order at 2:00 p.m. by Board President Judy Frost, followed by the Pledge of Allegiance.

2. Spanish Interpretation

Spanish interpretation of the board meeting was announced.

3. Roll Call

Board Members Present

Marybeth Carty
Maggi Daane
Michelle de Werd
Judith Frost
Joe Howell
Bruce Porter

Staff Members Present

Susan Salcido, superintendent Austin Payne, legal counsel Anna Freedland, executive assistant

Alli Adam Kirsten Escobedo Mari Baptista Nicole Evenson Camie Barnwell Amy Ramos Bridget Baublits Bill Ridgeway

Others Present

Robert Niehaus Hugo Santos-Gomez, interpreter

4. Changes to the Agenda

None.

5. President and Board Comments

The president and a few board members briefly commented on Dr. Peter MacDougall and his resignation from the board.

6. Public Comments for Items on the Agenda

None.

INFORMATION ITEM

7. Correspondence

July 7, 2022 correspondence from Dr. Peter MacDougall announcing his resignation/retirement from the Santa Barbara County Board of Education was provided as an information item.

ACTION ITEMS

8. Process to Fill Board Vacancy for Trustee Area No. 2 Due to Resignation of Board Member

Dr. Peter MacDougall, Trustee Area No. 2, submitted his letter of resignation from the Santa Barbara County Board of Education on July 7, 2022, effective immediately.

The board discussed how to fill the vacancy. The board approved to fill the vacancy by provisional appointment.

MOVED: Mrs. Daane SECONDED: Mrs. Carty VOTE: Passed 6-0

The board also determined the process to be followed and the timeline for making the appointment.

To fill one of Dr. MacDougall's committee assignments, the board approved the appointment of Board President Judy Frost to the Board Organization and Development Committee.

MOVED: Mrs. de Werd SECONDED: Mr. Howell VOTE: Passed 6-0

9. California County Boards of Education (CCBE) Officer Nomination

This item was on this special agenda due to an upcoming deadline for submission (July 31, 2022). The board considered whether to nominate a board member to an officer position at CCBE. The board approved the nomination of Board Member Michelle de Werd to an officer position, treasurer, at CCBE.

MOVED: Mr. Porter SECONDED: Mrs. Daane VOTE: Passed 6-0

10. California County Boards of Education (CCBE) General Membership Meeting Voting Member

The board considered whether to select a board member to be a voting representative at CCBE General Membership meetings. The board approved to table any decision until a later date.

MOVED: Mrs. Daane SECONDED: Mr. Howell VOTE: Passed 6-0

ADJOURNMENT

11. Adjournment to the next meeting to be held August 4, 2022, at 4:15 p.m.

The meeting was adjourned at 3:31p.m. to the next regular meeting to be held August 4, 2022, at 4:15 p.m.

MOVED: Mrs. Carty SECONDED: Mrs. Daane VOTE: Passed 6-0

Judith Frost, President Dr. Susan Salcido, Secretary County Board of Education County Board of Education

SANTA BARBARA COUNTY BOARD OF EDUCATION



4400 Cathedral Oaks Road P.O. Box 6307 Santa Barbara, CA 93160-6307

REGULAR MEETING

August 4, 2022 – 4:15 p.m.

MINUTES

UNAPPROVED

GENERAL FUNCTIONS

1. Call to Order and Pledge of Allegiance

The regular meeting of the County Board of Education was called to order at 4:15 p.m. by Board President Judy Frost, followed by the Pledge of Allegiance.

2. Spanish Interpretation

Spanish interpretation of the board meeting was announced.

3. Roll Call

Board Members Present

Marybeth Carty
Maggi Daane
Michelle de Werd
Judith Frost
Joe Howell
Bruce Porter

Staff Members Present

Susan Salcido, superintendent Austin Payne, legal counsel Anna Freedland, executive assistant

Ellen Barger Kirsten Escobedo Debra Hood Camie Barnwell Nicole Evenson Amy Ramos Bridget Baublits Matt Evans Bill Ridgeway

Others Present

John Robertson Hugo Santos-Gomez, interpreter

4. Changes to the Agenda

None.

5. President and Board Comments

The president and board members commented on various matters, including:

- Congratulating Director of Communications Camie Barnwell on her cover story about Fiesta in the Santa Barbara Independent.
- Santa Barbara County Fair and the junior livestock program.

6. Public Comments

None.

SUPERINTENDENT'S REPORT

7. Superintendent's Report

The superintendent's report was included in the board book and was presented as an information item. Dr. Salcido also shared three additional information items:

- New school district superintendents: Dr. Darren McDuffie at Santa Maria-Bonita School District, Sierra Loughridge at Solvang School District, and Bree Valla at Vista del Mar Union School District. The superintendent for Lompoc Unified School District is pending. The district is in the midst of selecting an interim superintendent and then will conduct a search for a permanent superintendent.
- New school year starting as soon as next week for a few school districts.
 Dates will be posted on the Santa Barbara County Education Office (SBCEO) website.
- Dates for visits for the board to SBCEO's Juvenile Court and Community Schools (JCCS) sites: Dos Puertas School and FitzGerald Community School.

The superintendent echoed the president's congratulations to Camie Barnwell for her article in the Santa Barbara Independent.

Board Member Carty shared that the Audacious Foundation would hold a conference for early care and education leaders, October 6-8, 2022.

PRESENTATION

8. Presentation on SMARTER Balanced Assessment and Reading/Literacy

Assistant Superintendent of Curriculum and Instruction Ellen Barger provided a presentation to the board on the SMARTER Balanced Assessment as it relates to reading and literacy.

CONSENT AGENDA

The board approved all consent agenda items:

9. Minutes of Meeting Held July 7, 2022

10. Registration of Credentials and Other Certification Documents: Issuance of Temporary County Certificates

Registration of credentials and other certification documents registered in the Santa Barbara County Education Office from June 7, 2022 to July 6, 2022, and the issuance of temporary county certificates for that same time period.

11. Acceptance of Donations

Acceptance of donations for the following department:

Curriculum and Instruction

12. Declaration of Surplus

Declaration of surplus for the following departments:

- Early Care and Education
- Educational Technology Services
- Fiscal Services
- Information Technology Services
- North County/Internal Services

Motion to approve all consent items:

MOVED: Mr. Porter SECONDED: Mrs. Daane VOTE: Passed 6-0

ACTION ITEMS

13. Review Process and Timeline to Fill Board Vacancy for Trustee Area No. 2 by Provisional Appointment

The chair of the Board Organization Committee, Maggi Daane, presented to the board for review and approval the process and timeline to fill the board vacancy for Trustee Area No. 2 by provisional appointment. The board approved the process, timeline, application, and interview questions as amended.

MOVED: Mrs. Carty SECONDED: Mr. Howell VOTE: Passed 6-0

14. Reimburse Expenses for Board Member(s) to Attend the California County Boards of Education (CCBE) Annual Conference, September 2022

The board approved the reimbursement of actual and necessary expenses for a board member(s) to attend the California County Boards of Education (CCBE) Annual Conference, September 9-11, 2022, in accordance with board policy 9250.

MOVED: Mrs. de Werd SECONDED: Mr. Porter VOTE: Passed 6-0

15. Record Board Meetings

The superintendent reported on the audio recording of board meetings. The board reconsidered video recording future board meetings.

MOTION: To start video recording board meetings.

MOVED: Mrs. de Werd SECONDED: Mr. Porter VOTE: Failed 2-4

MOTION: To continue the discussion about video recording board meetings at a future board meeting(s); to have the superintendent provide information on the mechanics of how a video recording could be accomplished, and to receive information on the time needed to implement a change from audio to video; and to have legal counsel provide information about any requirements related to the Americans with Disabilities Act (ADA).

MOVED: Mrs. Carty SECONDED: Mrs. Daane VOTE: Passed 6-0

16. Recommended Adoption of Resolution Recognizing a State of Emergency and Reauthorizing Teleconferenced Meetings

In accordance with AB 361, the board adopted Resolution No. 2303 recognizing a state of emergency and reauthorizing teleconferenced meetings for a period of thirty (30) days.

Ayes: 6 Noes: 0 Absent: 0 Abstain: 0

MOVED: Mrs. Daane SECONDED: Mrs. Carty VOTE: Passed 6-0-0-0

INFORMATION ITEMS

17. Personnel Report

The certificated and classified personnel reports were presented as an information item.

PUBLIC HEARING

18. Public Hearing on Textbook and Instructional Materials Compliance

The public hearing was opened at 5:56 p.m. regarding the Santa Barbara County Education Office's compliance with regulations regarding the availability of textbooks and instructional materials as required by the Williams Case Settlement. With no comments from the public, the public hearing was closed at 5:57 p.m.

ACTION ITEM

19. Recommended Adoption of Resolution Regarding Textbook and Instructional Materials Compliance

The board adopted Resolution No. 2304, the Santa Barbara County Education Office's compliance with regulations regarding the availability of textbooks and instructional materials as required by the Williams Case Settlement.

Ayes: 6 Noes: 0 Absent: 0 Abstain: 0

MOVED: Mr. Howell SECONDED: Mrs. Carty VOTE: Passed 6-0-0-0

FUTURE AGENDA ITEMS

20. Future agenda items

The superintendent shared that a press release would go out on August 8 when the application was available to fill the board vacancy by provisional appointment. She stated that the board webpage about the board vacancy would be available by approximately 9 a.m. on August 8.

ADJOURNMENT

21. Adjournment to the next regular meeting to be held September 1, 2022.

The meeting was adjourned at 6:00 p.m. to the next regular meeting to be held September 1, 2022. The board president reminded the board about the special board meeting to be held on August 22, 2022, via Zoom.

MOVED: Mr. Howell	SECONDED: N	Virs. Carty	VOTE: Passed	6-0
Judith Frost, President		Dr. Susan S	Salcido, Secretary	
County Board of Education	(County Boa	rd of Education	

Registration of Credentials or Other Certification Documents Issuance of Temporary County Certificates July 7, 2022 - August 6, 2022

Name Type of Credential / Permit

Expiration Date: 2022

George Levin 30-Day Substitute Teaching Permit

Fernanda Lopez Substitute Teaching Permit for Prospective Teachers

Carmen Luna Short-Term Staff Permit

EmilyRamos30-Day Substitute Teaching PermitSusanReillyAdministrative Services CredentialTaylorSlover30-Day Substitute Teaching Permit

Expiration Date: 2023

Bemhret Adnew 30-Day Substitute Teaching Permit Karly **Bevers** Teaching Permit for Statutory Leave Ellen Blackwell 30-Day Substitute Teaching Permit 30-Day Substitute Teaching Permit Kimberly Blanchard Eileen Boayue 30-Day Substitute Teaching Permit Lori Bormes 30-Day Substitute Teaching Permit 30-Day Substitute Teaching Permit Isaiah Bowman 30-Day Substitute Teaching Permit Paul Brown Valerie 30-Day Substitute Teaching Permit Canas Teaching Permit for Statutory Leave Ryann Castillo Samuel Castillo III 30-Day Substitute Teaching Permit Paul Administrative Services Credential Collier 30-Day Substitute Teaching Permit Kaebeth Contreras Grecia 30-Day Substitute Teaching Permit Corneio 30-Day Substitute Teaching Permit Janine Dallow Samantha Douglass 30-Day Substitute Teaching Permit Shari Eldridae 30-Day Substitute Teaching Permit Alondra Felix-Vazquez 30-Day Substitute Teaching Permit Mark Fox Multiple Subject Teaching Credential Brenna Fraker 30-Day Substitute Teaching Permit Shari Garcin-Eldridge 30-Day Substitute Teaching Permit 30-Day Substitute Teaching Permit Marjorie Gilstrap 30-Day Substitute Teaching Permit Jeffrey Gleason 30-Day Substitute Teaching Permit Armando Gutierrez 30-Day Substitute Teaching Permit Peter Hill 30-Day Substitute Teaching Permit Michelle Hughes 30-Day Substitute Teaching Permit Simon Janzen Provisional Internship Permit Laura Jenkins Teaching Permit for Statutory Leave Melissa Johnson Multiple Subject Teaching Credential Leigh Johnston Arutvun Kadyan Single Subject Teaching Credential Teaching Permit for Statutory Leave Stephanie Kasai

Olivia

Vargas

Kelley Taylor Teaching Permit for Statutory Leave Nichol 30-Day Substitute Teaching Permit Lara Jennifer 30-Day Substitute Teaching Permit Larrabee Tamara Lawton 30-Day Substitute Teaching Permit Alexander Lohr 30-Day Substitute Teaching Permit 30-Day Substitute Teaching Permit Lopez Laura 30-Day Substitute Teaching Permit Kristina Lowman 30-Day Substitute Teaching Permit Hilton Mac Donald Katlin Majewski Teaching Permit for Statutory Leave Olivia Martinez Teaching Permit for Statutory Leave Lisa Melby Administrative Services Credential Vasti Molina 30-Day Substitute Teaching Permit **Jermaine** Moore 30-Day Substitute Teaching Permit Olivia Morales Teaching Permit for Statutory Leave Provisional Internship Permit Jessica Morgan Taylor Morgan 30-Day Substitute Teaching Permit Margarita Mosqueda Administrative Services Credential

Elizabeth Paulus Gen Ed Limited Assignment Teaching Permit

Amanda Queen 30-Day Substitute Teaching Permit Cinthia Rivera Single Subject Teaching Credential 30-Day Substitute Teaching Permit Fred Romano Paloma Rosales 30-Day Substitute Teaching Permit Hal 30-Day Substitute Teaching Permit Ross Teaching Permit for Statutory Leave **Judith** Ruvalcaba Raquel Sampaio 30-Day Substitute Teaching Permit **Alexis** Sanchez 30-Day Substitute Teaching Permit 30-Day Substitute Teaching Permit Gabriela Sandoval Geordie Scully-Allison 30-Day Substitute Teaching Permit Shapiro 30-Day Substitute Teaching Permit Ethan 30-Day Substitute Teaching Permit Christopher Smith Jeff Spalinger 30-Day Substitute Teaching Permit Katie Spalluto 30-Day Substitute Teaching Permit Amalia Stachowiak 30-Day Substitute Teaching Permit Rachel Stewart 30-Day Substitute Teaching Permit Takier 30-Day Substitute Teaching Permit Jennifer Towle 30-Day Substitute Teaching Permit **Thomas** Tuttle 30-Day Substitute Teaching Permit Rebecca Provisional Internship Permit Jessica Vargas

Caroline Ware 30-Day Substitute Teaching Permit
Paige Wheeler 30-Day Substitute Teaching Permit

Briana White Substitute Teaching Permit for Prospective Teachers

Frederick Winter 30-Day Substitute Teaching Permit
Atsuko Wolcott 30-Day Substitute Teaching Permit
Robert Wolfe 30-Day Substitute Teaching Permit
Brigitte Wright 30-Day Substitute Teaching Permit

Claudia Zepeda Education Specialist Instruction Credential

30-Day Substitute Teaching Permit

County Board of Education

Expiration Date: 2024

Kathleen Brown **Pupil Personnel Services Credential** Rachel Chapman Administrative Services Credential Rachel Chapman Single Subject Teaching Credential Chavez Mirta Lorena Administrative Services Credential **Pupil Personnel Services Credential** Madalynn Cross Single Subject Teaching Credential Mitchell Crosslev Jenna **Dotts Education Specialist Instruction Credential** Noe Gomez Single Subject Teaching Credential

Cherie Hovey Speech-Language Pathology Services Credential

Single Subject Teaching Credential Darren lacono Kapadia **Education Specialist Instruction Credential** Lauren Margaretmarie Levva Multiple Subject Teaching Credential Lotze Single Subject Teaching Credential Zachary Sheryl Miller Multiple Subject Teaching Credential Nguyen Helen **Pupil Personnel Services Credential** Ludmila Nol Multiple Subject Teaching Credential Christine Petrone Administrative Services Credential Tara Richard Multiple Subject Teaching Credential Single Subject Teaching Credential **Thomas** Riparetti-Brown Jaimee Roberts **Education Specialist Instruction Credential**

Carolyn Russell Multiple Subject Teaching Credential

Tara Sanchez Speech-Language Pathology Services Credential

Robert Scheerger Administrative Services Credential

Robert Scheerger Education Specialist Instruction Credential
Vanessa Sessler Education Specialist Instruction Credential
Svetlana Sharp Single Subject Teaching Credential
Tammy Suyeyasu Administrative Services Credential
Lauren Turner Multiple Subject Teaching Credential

Daniela Villanueva Speech-Language Pathology Services Credential

MonicaYoungAdministrative Services CredentialMonicaYoungMultiple Subject Teaching CredentialRobynYoungAdministrative Services Credential

Expiration Date: 2025

Administrative Services Credential Bethany Bodenhamer Single Subject Teaching Credential Vickie Borcher Borcher Multiple Subject Teaching Credential Vickie Single Subject Teaching Credential Johnny Brunz Administrative Services Credential Artesia Carlon Multiple Subject Teaching Credential Cathy Christman **Education Specialist Instruction Credential** Cathy Christman Meredith Coons Speech-Language Pathology Services Credential Jessica Davis Single Subject Teaching Credential

Jessica Davis Single Subject Teaching Credential
Paige Dupont Administrative Services Credential
Karissa Ferraiolo Education Specialist Instruction Credential

Katherine Franson Administrative Services Credential
Pedro Garcia Multiple Subject Teaching Credential

Carolyn Haines District Intern Credential

Taylor Karst Career Technical Education Teaching Credential

Sherri Marshall Multiple Subject Teaching Credential

Eric Reeder District Intern Credential

Graciela Administrative Services Credential Rodriauez Shauna Russell Multiple Subject Teaching Credential Jessica Solorio Single Subject Teaching Credential Virkus Jeffrey Single Subject Teaching Credential **Nicholas** Virtue Single Subject Teaching Credential

Kera Waters Speech-Language Pathology Services Credential

Expiration Date: 2026

Diana Single Subject Teaching Credential Aquilera Rebecca Multiple Subject Teaching Credential Baca **Education Specialist Instruction Credential** Kasey Bauer Carla Single Subject Teaching Credential Chacon Multiple Subject Teaching Credential Caitlyn Cline Kathryn Clough Multiple Subject Teaching Credential Hortencia Corral Administrative Services Credential Liliana Flores Multiple Subject Teaching Credential Abigail **Education Specialist Instruction Credential** Gomez **Education Specialist Instruction Credential** Regina Gottwald Jennifer Graham Multiple Subject Teaching Credential Kimberly Gutierrez **Education Specialist Instruction Credential** Reiko Administrative Services Credential Guy Harrison Keller **Education Specialist Instruction Credential** Maria Laxamana Multiple Subject Teaching Credential Austin Miller Pupil Personnel Services Credential Samuel Orozco Administrative Services Credential Janice Rodriquez Administrative Services Credential Carolyn Russell **Education Specialist Instruction Credential**

Diana Single Subject Teaching Credential Scarola Sharie Strasburger Administrative Services Credential Sharie Strasburger Multiple Subject Teaching Credential

Sharie Strasburger Specialist Instruction Credential in Special Education

Kathleen Vu Single Subject Teaching Credential

Expiration Date: 2027

Abo-Shaeer Administrative Services Credential Amir Nancy Abrams Multiple Subject Teaching Credential **Education Specialist Instruction Credential** Nancv Abrams Martha Acevedo **Pupil Personnel Services Credential** Martha Acevedo Single Subject Teaching Credential Trisha Ainsworth Multiple Subject Teaching Credential Alcaraz Multiple Subject Teaching Credential Ricardo Lindsay Alker Multiple Subject Teaching Credential Barbara Alonso Child Development Associate Teacher Permit

Single Subject Teaching Credential Elizabeth Alvarez Sonia Amaral Administrative Services Credential

Sonia Amaral Single Subject Teaching Credential Kavla Anderson Pupil Personnel Services Credential Madison Ansbro Multiple Subject Teaching Credential Jennifer Arkinson Multiple Subject Teaching Credential Kellv Single Subject Teaching Credential Ayer Alvssa Baca Single Subject Teaching Credential Douglas Baker Single Subject Teaching Credential Janet Baker Single Subject Teaching Credential Single Subject Teaching Credential Kevin Baldizon Jared Banks Administrative Services Credential Demian Barnett Administrative Services Credential Demian Barnett Single Subject Teaching Credential Elizabeth Baycroft Child Development Site Supervisor Permit Philip Beach **Pupil Personnel Services Credential** Kelsey Biegel Multiple Subject Teaching Credential Biegel **Education Specialist Instruction Credential** Kelsev Susan Billinger Multiple Subject Teaching Credential Thomas Billinger Multiple Subject Teaching Credential Multiple Subject Teaching Credential Jaclyn Blue Sharie **Bostwick** Child Development Program Director Permit Mayra **Botello** Child Development Site Supervisor Permit Bryan Brown Single Subject Teaching Credential Christopher Brown Multiple Subject Teaching Credential Janet Brown Multiple Subject Teaching Credential Mary Brown Single Subject Teaching Credential Margaret Burke Single Subject Teaching Credential Laura Campos Child Development Teacher Permit Katherine Carnazzo **Pupil Personnel Services Credential** Jeffery Carroll Administrative Services Credential Samantha Castillo Pupil Personnel Services Credential Jesus Catalan Pupil Personnel Services Credential Dina Clark Multiple Subject Teaching Credential Leanne Clarke Clinical or Rehabilitative Services Credential Single Subject Teaching Credential Cameron Clarno Charles Clow Single Subject Teaching Credential Teresa Colunga Multiple Subject Teaching Credential Cynthia Cook Child Development Site Supervisor Permit Ashlev Cornelius Single Subject Teaching Credential **James** Coronado Multiple Subject Teaching Credential Judith Cosio Multiple Subject Teaching Credential Susan Croshaw Multiple Subject Teaching Credential Melanie Cruz Multiple Subject Teaching Credential Lisa Culmer Specialist Instruction Credential (Reading) Tiffany Cunningham Single Subject Teaching Credential Gerald Dahill Multiple Subject Teaching Credential Kelley DeBernardi Single Subject Teaching Credential Kelley DeBernardi Multiple Subject Teaching Credential Kara Dierkens Multiple Subject Teaching Credential Christian Dowell **Education Specialist Instruction Credential** Erin Dunkle Single Subject Teaching Credential Karen Dutton Single Subject Teaching Credential Multiple Subject Teaching Credential Esther Espinoza

Stephanie

Alisa

Lewis

Lopez

Guadalupe Espinoza Single Subject Teaching Credential Cynthia Multiple Subject Teaching Credential Esquivel Amanda Child Development Site Supervisor Permit Everett Fairbairn ArieAnn Multiple Subject Teaching Credential Marc Fidel Single Subject Teaching Credential Karen Field Multiple Subject Teaching Credential Pupil Personnel Services Credential Samantha Field Lauren Gable Single Subject Teaching Credential Kory Gabrys Single Subject Teaching Credential Hozby Galindo Single Subject Teaching Credential Christine Gallagher Multiple Subject Teaching Credential Juanita Gallardo **Pupil Personnel Services Credential** Vincent Gallo Single Subject Teaching Credential Carrie Single Subject Teaching Credential Garner Danielle **Education Specialist Instruction Credential** Garren Miles Multiple Subject Teaching Credential Gary Valerie Gavilanes Multiple Subject Teaching Credential Administrative Services Credential Laurie Graack Laurie Graack Single Subject Teaching Credential Abigail Haak Multiple Subject Teaching Credential Kelly Hain Multiple Subject Teaching Credential Larissa Single Subject Teaching Credential Halsell Stefanie Single Subject Teaching Credential Hardgrave Single Subject Teaching Credential Li Harper Single Subject Teaching Credential Victoria Harvey Single Subject Teaching Credential Diana Hemsley Pupil Personnel Services Credential Sandra Heredia Lauren Jackson **Education Specialist Instruction Credential** Nicole Jackson Multiple Subject Teaching Credential Jamie Johnson Administrative Services Credential **Education Specialist Instruction Credential** Jamie Johnson Administrative Services Credential Kelly Johnson Multiple Subject Teaching Credential Kelly Johnson **Betsy** Jones Multiple Subject Teaching Credential Lizette Juarez **Education Specialist Instruction Credential** Heloisa Kaman Child Development Associate Teacher Permit Speech-Language Pathology Services Credential Doreen Kasselman Single Subject Teaching Credential Kyle Katzenmeyer Kristen Single Subject Teaching Credential Kent Single Subject Teaching Credential Gary Kesselring David Single Subject Teaching Credential Kirkhart Single Subject Teaching Credential Julie Kluss Katherine Larsen Pupil Personnel Services Credential **Pupil Personnel Services Credential** Trace Larson Colleen Lathery Administrative Services Credential Colleen Latherv Multiple Subject Teaching Credential Salli Lee Pupil Personnel Services Credential Stacia Multiple Subject Teaching Credential Lenger Chrystal LeSuer Multiple Subject Teaching Credential Spencer LeSuer Multiple Subject Teaching Credential

Multiple Subject Teaching Credential

Pupil Personnel Services Credential

Angela Lopez Child Development Master Teacher Permit Kimberly Lynch Multiple Subject Teaching Credential Laura Marsh Single Subject Teaching Credential Single Subject Teaching Credential Steven Martinez Multiple Subject Teaching Credential Steven Martinez Carvn Mason Multiple Subject Teaching Credential Josephine Maybrun Multiple Subject Teaching Credential Multiple Subject Teaching Credential Karen McBride Megan McCarter Multiple Subject Teaching Credential Martin McLaughlin Multiple Subject Teaching Credential Natalia Mendez Child Development Teacher Permit Evangelina Mendoza Child Development Master Teacher Permit Chantel Miller **Pupil Personnel Services Credential** Andrea Modugno Multiple Subject Teaching Credential Shannon Montanes Single Subject Teaching Credential **Education Specialist Instruction Credential** Shannon Montanes **Pupil Personnel Services Credential** Nancy Morales Deborah Multiple Subject Teaching Credential Morris Single Subject Teaching Credential Robyn Morrison Michelle Multiple Subject Teaching Credential Mortensen Karen Multiple Subject Teaching Credential Neese Karen Nguyen Single Subject Teaching Credential **Multiple Subject Teaching Credential** Aimee Oani Single Subject Teaching Credential Tiffany Olson Thalia Ormsby Multiple Subject Teaching Credential **Administrative Services Credential** Monica Pallan **Pupil Personnel Services Credential** Monica Pallan Pasallo Multiple Subject Teaching Credential Juanita Multiple Subject Teaching Credential Diane Pecen Child Development Program Director Permit Brittany Perez Single Subject Teaching Credential Erika Perez Marquez Anna Petronakis Single Subject Teaching Credential Suzzanne **Phipps** Single Subject Teaching Credential Chelsea Pierce Multiple Subject Teaching Credential **Education Specialist Instruction Credential** Chelsea Pierce **Pupil Personnel Services Credential** Emma Pierini Jessica Platz Multiple Subject Teaching Credential Cheril Priest **Education Specialist Instruction Credential** Child Development Associate Teacher Permit Cynthia Prindeville Nicole Provost Multiple Subject Teaching Credential Single Subject Teaching Credential Genevieve Quinn Single Subject Teaching Credential Laura Rasgado Leticia Real Multiple Subject Teaching Credential Sarah Reed Multiple Subject Teaching Credential Ashley Reigstad **Education Specialist Instruction Credential** Salvador Multiple Subject Teaching Credential Revnoso Devin Riezebos Multiple Subject Teaching Credential Cesar Rodriguez **Pupil Personnel Services Credential** Fernando Rodriguez, Jr. Multiple Subject Teaching Credential Corie Ross Multiple Subject Teaching Credential Jeannette Ruley Administrative Services Credential Single Subject Teaching Credential Jeannette Ruley

County Board of Education

Ruth Multiple Subject Teaching Credential Amy Patricia Ruth Single Subject Teaching Credential Jacqueline Salinas Multiple Subject Teaching Credential Multiple Subject Teaching Credential Jorge Santana Monica Scafide Single Subject Teaching Credential Schifferns Multiple Subject Teaching Credential Tracy Kimberly Schmidt Single Subject Teaching Credential Vanessa Sessier Multiple Subject Teaching Credential Severance Jenee Administrative Services Credential Jenee Severance Multiple Subject Teaching Credential Gloria Sevilla **Education Specialist Instruction Credential** Monica Shugart Multiple Subject Teaching Credential Smith Child Development Site Supervisor Permit Amanda **Education Specialist Instruction Credential** Daniel Spencer Multiple Subject Teaching Credential Erica Spohn Single Subject Teaching Credential John Sprague Springer Single Subject Teaching Credential Shelly

Sierra Steinert Child Development Associate Teacher Permit

Kyle Stewart Single Subject Teaching Credential Clara Thomann Single Subject Teaching Credential Dolores **Torres** Child Development Teacher Permit Single Subject Teaching Credential Michael Turner **Pupil Personnel Services Credential** Lindsey Underwood Underwood Multiple Subject Teaching Credential Lindsey Lauren Vance **Education Specialist Instruction Credential** Multiple Subject Teaching Credential Patricia Velasco Allison Vellema Single Subject Teaching Credential Raquel Villalpando Multiple Subject Teaching Credential Sarah-Sue Wadell Single Subject Teaching Credential Erin Waters Multiple Subject Teaching Credential **Pupil Personnel Services Credential** Suzanna Wheeler Multiple Subject Teaching Credential Amanda Wildhagen Willbanks Single Subject Teaching Credential Teresa Scott Wonnell Single Subject Teaching Credential

Scott Wonnell Career Technical Education Teaching Credential Scott Wonnell Specialist Instruction Credential (Agriculture)

Tracy Woodham Single Subject Teaching Credential

Expiration Date: 2028

General Elementary Teaching Credential Judith Bartels Laura Berastrom Single Subject Teaching Credential Single Subject Teaching Credential Amy Hennings Karen Mier Multiple Subject Teaching Credential Amanda Ramirez **Education Specialist Instruction Credential** Lee Speshyock Single Subject Teaching Credential Sharon Strich Single Subject Teaching Credential Tice **Education Specialist Instruction Credential** Megan Alma Valencia Child Development Site Supervisor Permit Webber Administrative Services Credential Elaine Elaine Webber Single Subject Teaching Credential

County Board of Education

September 1, 2022

Jesse Philip

Weipert Windham **Education Specialist Instruction Credential** Single Subject Teaching Credential

Certificates of Competence

Vickie Borcher Rachel Chapman Carmen Lujan

Crosscultural, Language, & Academic Development Cert Certificate of Completion of Staff Development

Juanita Pasallo Robert Scheerger Schmidt Kimberly Sharie Strasburger Lauren Turner

Bilingual, Crosscultural, Language, & Academic Development Bilingual, Crosscultural, Language, & Academic Development Crosscultural, Language, & Academic Development Cert Crosscultural, Language, & Academic Development Cert

Certificate of Completion of Staff Development Reading and Literacy Added Authorization

<u>Name</u>

Type of Credential / Permit

Temporary County Certificates

Emily Geraldo Bott Canongo Child Development Site Supervisor Permit

Single Subject Teaching Credential Short-Term Staff Permit

Chyane Fabing Jessica Finocchio Eric Gregg

Provisional Internship Permit Short-Term Staff Permit Multiple Subject Teaching Credential

Humberto Jimenez-Santos Brittany Kirkland Demi Kouvaris

Teaching Permit for Statutory Leave Speech-Language Pathology Services Credential

Jamie Lear Multiple Subject Teaching Credential Miller Single Subject Teaching Credential Carinne **Pupil Personnel Services Credential** Sarah Montalvo

Crosscultural, Language, & Academic Development Permit Maile Okamoto

Short-Term Staff Permit Orosco Regina Multiple Subject Teaching Credential Thea Pirnat

Short-Term Staff Permit Mara Reves

Tracy Woodham Crosscultural, Language, & Academic Development Permit



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307 Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Santa Barbara County Board of Education Recommended Approval for Acceptance of Donations September 1, 2022

Teacher Programs and Support

Teachers Network Grants

• \$1,500 from Altrusa International Foundation

Bill Cirone Heart of Education Award (Grant)

\$250 from Bill Cirone Trust

A Salute to Teachers event

- \$2,500 from Griffith & Thornburgh, LLP
- \$3,500 from Santa Barbara City College Foundation
- \$7,000 from Fielding Graduate University
- \$7,000 from Melfred Borzall, Inc.
- \$7,000 from Montecito Bank & Trust



Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

Santa Barbara County Board of Education Recommended Approval for Declaration of Surplus

September 1, 2022

Early Care and Education – Administration

- SB 19688 iPHONE, Apple 5C
- SB 20388 LAPTOP, Surface Pro

Early Care and Education – Just for Kids State Preschool

- SB 13992 SHED
- SB 19814 COMPUTER, Dell, mini tower
- SB 17262 STORAGE UNIT, 10' x 8'

Early Care and Education – De Colores State Preschool

• SB 19020 AKAMBRIA, tall

Early Care and Education - La Honda State Preschool

- SB 14714 COMPUTER STATION, Lakeshore locking work center
- SB 19030 BLOCKS, see through, set of 27

Early Care and Education – Learning Place State Preschool

- SB 19034 BLOCKS, see through, set of 27
- SB 19035 BLOCKS, see through, set of 27

Early Care and Education – Santa Ynez Valley State Preschool

- SB 17874 LAMINATOR
- SB 16884 REFRIGERATOR, 5 x 5, white

Early Care and Education – Santa Maria Cal-SAFE Center

SB 20817 PLAYGROUND EQUIPMENT, clubhouse climber

Educational Technology Services

SB 19359 SERVER, Dell PowerEdge R820

The value of items listed above does not exceed \$25,000.

Action Items

Red=revised from current Blue=New

8/22	10/22	TBD	TBD	TBD	Policy #	Title	Original Adopted Date	Last Revised Date
X					4000	Concepts And Roles	PENDING	
X					4020	Drug And Alcohol-Free Workplace	10/1989	09/07/2017
X					4030	Nondiscrimination In Employment	10/07/1976	12/11/2020
X					4033	Lactation Accommodation	PENDING	
	X				4040	Acceptable Use Agreement	PENDING	
						CERTIFICATED		
X					4100	Certificated Personnel	PENDING	
	X				4111	Recruitment And Selection	PENDING	
	X				4111.2	Legal Status Requirement	PENDING	
	X				4112.2	Certification	PENDING	
	X				4112.21	Interns	PENDING	
	X				4112.8	Employment Of Relatives	PENDING	
	X			12.00	4112.9	Employee Notifications	PENDING	
		X			4113	Assignment	11/01/2004	
		X			4113.4	Temporary Modified/Light-Duty Assignment	10/01/1995	
X					4113.5	Working Remotely	PENDING	
		Х			4114	Transfers	PENDING	
X					4115	Evaluation/Supervision	07/01/2000	08/01/2014
		X			4116	Probationary/Permanent Status	PENDING	
		X			4117.13	Early Retirement Option	PENDING	
		X			4117.2	Resignation	PENDING	
		X			4117.3	Personnel Reduction	PENDING	
		X			4118	Dismissal/Suspension/Disciplinary Action	PENDING	
		X			4119.1	Civil And Legal Rights	PENDING	
X					4119.11	Sexual Harassment	12/01/2015	10/01/2020
		X			4119.21	Professional Standards	PENDING	
		X			4119.22	Dress And Grooming	PENDING	
		X			4119.23	Unauthorized Release Of Confidential Privileged Information	PENDING	
	-	X			4119.24	Maintaining Appropriate Adult-Student Interactions	PENDING	
X					4119.25	Political Activities Of Employees	PENDING	
			X		4119.41	Employees With Infectious Disease	PENDING	
			X		4119.42	Exposure Control Plan For Bloodborne Pathogens	PENDING	
			X		4119.43	Universal Precautions	PENDING	

			X	4121	Temporary/Substitute Personnel	PENDING	
X				4131	Staff Development	11/01/2008	07/01/2015
			X	4132	Publication Or Creation Of Materials	PENDING	
			X	4135	Soliciting And Selling	PENDING	
X				4136	Nonschool Employment	09/01/1991	07/01/2008
			X	4140	Bargaining Units	PENDING	
			X	4141	Collective Bargaining Agreement	PENDING	
			X	4141.6	Concerted Action/Work Stoppage	PENDING	
			X	4143	Negotiations/Consultation	PENDING	
	X			4143.1	Public Notice - Personnel Negotiations	07/01/2001	03/01/2007
X				4144	Complaints	PENDING	
X				4151	Employee Compensation	PENDING	
X				4154	Health And Welfare Benefits	PENDING	
)		Awards And Recognition	PENDING	
)		Employee Property Reimbursement	PENDING	
)		Employee Safety	PENDING	
)		Employee Security	PENDING	
)		Employee Assistance Programs	PENDING	
X				4161	Leaves	12/01/1988	07/01/2008
X				4161.9	Catastrophic Leave Program	PENDING	
					CLASSIFIED		
X				4200	Classified Personnel	PENDING	
	X			4211	Recruitment And Selection	PENDING	
	X			4211.2	Legal Status Requirement	PENDING	
	X			4212.8	Employment Of Relatives	PENDING	
	X			4212.9	Employee Notifications	PENDING	
		X		4213.4	Temporary Modified/Light-Duty Assignment	PENDING	
X				4213.5	Working Remotely	PENDING	
X				4215	Evaluation/Supervision	PENDING	
		X		4216	Probationary/Permanent Status	PENDING	
		X		4217.2	Resignation	PENDING	
		X		4218	Dismissal/Suspension/Disciplinary Action	PENDING	
		X		4218.1	Dismissal/Suspension/Disciplinary Action (Merit System)	PENDING	
	+	X		4219.1	Civil And Legal Rights	PENDING	
X				4219.11	Sexual Harassment	PENDING	
		X		4219.21	Professional Standards	PENDING	
		X		4219.22	Dress And Grooming	PENDING	
_		X		4219.23	Unauthorized Release Of Confidential/Privileged Information	PENDING	

		X			4219.24	Maintaining Appropriate Adult-Student Interactions	PENDING	
X					4219.25	Political Activities Of Employees	06/01/1996	12/01/2020
			X		4219.41	Employees With Infectious Disease	PENDING	
			X		4219.42	Exposure Control Plan For Bloodborne Pathogens	PENDING	
			X		4219.43	Universal Precautions	PENDING	
			X		4222	Teacher Aides/Paraprofessionals	PENDING	
X					4231	Staff Development	PENDING	
			X		4232	Publication Or Creation Of Materials	PENDING	
			X		4235	Soliciting And Selling	PENDING	
<					4236	Nonschool Employment	PENDING	
			X		4240	Bargaining Units	PENDING	
			X		4241	Collective Bargaining Agreement	PENDING	
			X		4241.6	Concerted Action/Work Stoppage	PENDING	
			X		4243	Negotiations/Consultation	PENDING	
	X				4243.1	Public Notice - Personnel Negotiations	PENDING	
(1		177	4244	Complaints	PENDING	
(4251	Employee Compensation	PENDING	
(4254	Health And Welfare Benefits	07/01/2009	10/01/2015
				Х	4256.2	Awards And Recognition	PENDING	
				X	4256.3	Employee Property Reimbursement	PENDING	
				X	4257	Employee Safety	PENDING	
				X	4258	Employee Security	PENDING	
				X	4259	Employee Assistance Programs	PENDING	
(1 5				4261	Leaves	PENDING	
					4261.3	Professional Standards	PENDING	
(4261.9	Catastrophic Leave Program	PENDING	
	1					MANAGEMENT		
(4300	Administrative And Supervisory Personnel	06/01/1998	
	X				4301	Administrative Staff Organization	PENDING	
	X		1		4311	Recruitment And Selection	PENDING	
	X				4311.2	Legal Status Requirement	PENDING	
	X				4312.1	Contracts	PENDING	
	X				4312.8	Employment Of Relatives	PENDING	
	X				4312.9	Employee Notifications	PENDING	
		X			4313.2	Demotion/Reassignment	PENDING	
		X			4313.4	Temporary Modified/Light-Duty Assignment	PENDING	
<		7,			4313.5	Working Remotely	PENDING	
_		X			4314	Transfers	PENDING	

X				4315	Evaluation/Supervision	PENDING
	X			4317.13	Early Retirement Option	PENDING
	X			4317.2	Resignation	PENDING
	X			4319.1	Civil And Legal Rights	PENDING
X				4319.11	Sexual Harassment	PENDING
	X			4319.21	Professional Standards	PENDING
	X			4319.22	Dress And Grooming	PENDING
	X			4319.23	Unauthorized Release Of Confidential/Privileged Information	PENDING
	X			4319.24	Maintaining Appropriate Adult-Student Interactions	PENDING
X				4319.25	Political Activities Of Employees	PENDING
		X		4319.41	Employees With Infectious Disease	PENDING
		X		4319.42	Exposure Control Plan For Bloodborne Pathogens	PENDING
		X		4319.43	Universal Precautions	PENDING
X				4331	Staff Development	PENDING
		X		4332	Publication or Creation of Materials	PENDING
		X		4335	Soliciting And Selling	PENDING
X				4336	Nonschool Employment	PENDING
		X		4340	Bargaining Units	PENDING
X				4344	Complaints	PENDING
X				4351	Employee Compensation	PENDING
X				4354	Health And Welfare Benefits	PENDING
			X	4356.2	Awards And Recognition	PENDING
			X	4356.3	Employee Property Reimbursement	PENDING
			X	4357	Employee Safety	PENDING
			X	4358	Employee Security	PENDING
			X	4359	Employee Assistance Programs	PENDING
X				4361	Leaves	PENDING
X				4361.9	Catastrophic Leave Program	PENDING

TOTAL=137



BOARD POLICY - CONCEPTS AND ROLES

BP 4000

The County Board of Education and the County Superintendent of Schools recognize that the success of SBCEO students and programs hinges on effective personnel. The County Board of Education and the Superintendent desire to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students. The SBCEO's personnel policies and related regulations shall be designed to ensure a supportive, positive climate and shall be consistent with collective bargaining agreements, personnel commission rules, and in conformance with state and federal law and regulations, as applicable.

As the legal representative of the SBCEO in negotiations with employee representatives, the County Superintendent of Schools shall set goals and guidelines for collective bargaining, select the bargaining team, maintain communications during the bargaining process, and adopt the negotiated contract. Terms and conditions of employment which have been negotiated and stated in employee contracts shall have the force of policy. The Superintendent shall hear employee complaints and appeals when such hearings are in accordance with Board policy, personnel commission rules, or negotiated agreements. The Superintendent shall also adopt wage and salary schedules and shall commit budget funds for staff development so that staff members may continue developing their skills.

The County Superintendent of Schools has primary responsibility for overseeing the SBCEO's personnel system. To support this effort, the Superintendent shall approve a framework for sound hiring practices. The Superintendent shall nominate all personnel for employment and shall approve only those persons so recommended. Individuals who approach Board members regarding prospective employment shall be referred to the Superintendent or designee.

The County Superintendent of Schools or designee shall assign and supervise the work of all employees and shall evaluate their work in accordance with effective accountability systems approved by the Superintendent. The Superintendent or designee also shall recommend disciplinary action against employees when warranted pursuant to Board policy, administrative regulations, personnel commission rules, exclusive bargaining agreements, and/or state or federal law, as applicable.

The County Superintendent of Schools recognizes that every employee has a stake in the SBCEO's successful operation. The Superintendent encourages all SBCEO employees to express their ideas, concerns and proposals related to the improvement of working conditions and the total educational program. The Superintendent or designee shall establish procedures whereby the Superintendent will receive and consider employee suggestions.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Description

Ed. Code 35020

Duties of employees fixed by governing board



Ed. Code 35035

Ed. Code 35160 Gov. Code 3540-3549.3

Powers and duties of the superintendent; transfer authority Authority of governing boards Educational Employment Relations Act

Cross References

Code	Description
4030	Nondiscrimination in Employment
4030	Nondiscrimination in Employment
4111	Recruitment and Selection
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4131	Staff Development
4141	Collective Bargaining Agreement
4143	Negotiations/Consultation
4144	Complaints
4144	Complaints
4151	Employee Compensation
4211	Recruitment and Selection
4215	Evaluation/Supervision
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4218.1	Dismissal/Suspension/Disciplinary Action (Merit System)
4231	Staff Development
4241	Collective Bargaining Agreement
4243	Negotiations/Consultation
4244	<u>Complaints</u>
4244	<u>Complaints</u>
4251	Employee Compensation
4300	Administrative and Supervisory Personnel
4300	Administrative and Supervisory Personnel
4301	Administrative Staff Organization
4311	Recruitment and Selection
4315	Evaluation/Supervision
4331	Staff Development
4344	<u>Complaints</u>
4344	Complaints
4351	Employee Compensation
9000	Role of the Board

ADOPTED BY COUNTY BOARD:

Pending

REVISED:



PROVISIONS RELATING TO ALL EMPLOYEES

BOARD POLICY - DRUG AND ALCOHOL-FREE WORKPLACE

BP 4020

The County Board of Education and the County Superintendent of Schools believe that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace. (Government Code 8355; 41 USC 8103)

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and non-instructional time in the classroom or workplace, at extracurricular or co-curricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform the employee's job.

The County Superintendent of Schools or designee shall notify employees of the SBCEO's prohibition against drug use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC 8103)

An employee shall abide by the terms of this policy and shall notify the SBCEO within five days of their conviction for violation in the workplace of any criminal drug statute. (Government Code 8355; 41 USC 8103)

The County Superintendent of Schools or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 8103)

In accordance with law and the SBCEO's collective bargaining agreements, the County Superintendent of Schools or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

Drug-Free Awareness Program

The County Superintendent of Schools or designee shall establish a drug-free awareness program to inform employees about: (Government Code 8355; 41 USC 8103)

- 1. The dangers of drug abuse in the workplace
- 2. The SBCEO's policy of maintaining a drug-free workplace
- 3. Available drug counseling, rehabilitation, and employee assistance programs
- 4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace



Policy Reference Disclaimer:

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State Desc	ription
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Ed. Code 44011 Controlled substance offense

Ed. Code 44425 Conviction of a sex or narcotic offense

Ed. Code 44836 Employment of certificated persons convicted of controlled

substance offenses

Ed. Code 44940 Compulsory leave of absence for certificated persons

Ed. Code 44940.5 Procedures when employees are placed on compulsory leave of

absence

Ed. Code 45123 Employment after conviction of controlled substance offense

Ed. Code 45304 Compulsory leave of absence for classified persons

Gov. Code 8350-8357 Drug-free workplace

Description

Federal

20 USC 7111-7117 Safe and Drug Free Schools and Communities Act

21 CFR 1308.01-1308.49 Schedule of controlled substances 21 USC 812 Schedule of controlled substances

41 USC 8101-8106 Drug-Free Workplace Act

Description

Management Resources

Court Decision Cahoon v. Governing Board of Ventura USD, (2009) 171

Cal.App.4th 381

Court Decision Ross v. RagingWire Telecommunications, Inc., (2008) 42 Cal.4th

920

Website <u>California Department of Education</u>

Website <u>California Department of Health Care Services</u>

Website U.S. Department of Labor

Cross References

Code Description

3513.4 <u>Drug And Alcohol Free Schools</u> 4032 <u>Reasonable Accommodation</u>

4112 Appointment And Conditions Of Employment

4112.41 Employee Drug Testing 4112.41 Employee Drug Testing

4112.42 <u>Drug And Alcohol Testing For School Bus Drivers</u>
4112.42 <u>Drug And Alcohol Testing For School Bus Drivers</u>

4112.9 Employee Notifications
4112.9-E PDF(1) Employee Notifications

4118 <u>Dismissal/Suspension/Disciplinary Action</u>
4118 <u>Dismissal/Suspension/Disciplinary Action</u>

4119.21 Professional Standards
4119.21-E PDF(1) Professional Standards

4159 <u>Employee Assistance Programs</u>

4212 Appointment And Conditions Of Employment

4212.41 Employee Drug Testing
4212.41 Employee Drug Testing

4212.42 <u>Drug And Alcohol Testing For School Bus Drivers</u>
4212.42 <u>Drug And Alcohol Testing For School Bus Drivers</u>

4212.9 Employee Notifications
4212.9-E PDF(1) Employee Notifications

4218 <u>Dismissal/Suspension/Disciplinary Action</u> 4218 <u>Dismissal/Suspension/Disciplinary Action</u>

4219.21Professional Standards4219.21-E PDF(1)Professional Standards



4259 4312.41 4312.41

4312.42 4312.42 4312.9

4312.9-E PDF(1) 4319.21

4319.21-E PDF(1) 4359 **Employee Assistance Programs**

Employee Drug Testing Employee Drug Testing

Drug And Alcohol Testing For School Bus Drivers Drug And Alcohol Testing For School Bus Drivers

Employee Notifications Employee Notifications Professional Standards Professional Standards

Employee Assistance Programs

ADOPTED BY COUNTY BOARD: October, 1989

REVISED: May 7, 1992, April 7, 1994, April 6, 1995, September 7, 2017, PENDING



PROVISIONS RELATING TO ALL EMPLOYEES

BOARD POLICY - NONDISCRIMINATION IN EMPLOYMENT

BP 4030

The County Board of Education and the County Superintendent of Schools are determined to provide a safe, positive environment where all SBCEO employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with the SBCEO to provide services, as applicable.

No SBCEO employee shall be discriminated against or harassed by any co-worker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

The SBCEO shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that the SBCEO is required to do so in order to comply with federal immigration law. (2 CCR 11028) Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

- 1. Hiring, compensation, terms, conditions, and other privileges of employment
- 2. Taking of adverse employment actions such as termination or denial of employment, promotion, job assignment, or training
- Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as
 to adversely affect an employee's employment opportunities or that has the purpose or
 effect of unreasonably interfering with the employee's work performance or creating an
 intimidating, hostile, or offensive work environment
- 4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
 - Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status
 - b. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the SBCEO's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement



- c. Requiring medical or psychological examination of a job applicant or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity
- d. Failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee

The County Board of Education and the County Superintendent of Schools also prohibit retaliation against any SBCEO employee who opposes any discriminatory employment practice by the SBCEO or its employees, agents, or representatives or who complains, reports an incident, testifies, assists, or in any way participates in the SBCEO's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign a release of the employee's claim or right to file a claim against the SBCEO or a non-disparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing information about harassment, discrimination, or other unlawful acts in the workplace, including any conduct that the employee has reasonable cause to believe is unlawful. (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the County Superintendent of Schools or designated SBCEO coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

The County Superintendent of Schools or designee shall use all appropriate means to reinforce the SBCEO's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other prohibited conduct, how to respond appropriately, and components of the SBCEO's policies and regulations regarding discrimination. The County Superintendent of Schools or designee shall regularly review the SBCEO's employment practices and, as necessary, shall take action to ensure SBCEO compliance with the nondiscrimination laws.

Any SBCEO employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

The SBCEO shall maintain and preserve all applications, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the SBCEO is notified that a complaint has been filed with the



California Department of Fair Employment and Housing, records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions, appeals, or related proceedings have been terminated. (Government Code 12946)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

. odola.	Booonpaon
20 USC 1681-1688	Discrimination based on sex or blindness, Title IX
28 CFR 35.101-35.190	Americans with Disabilities Act
29 USC 621-634	Age Discrimination in Employment Act
29 USC 794	Rehabilitation Act of 1973, Section 504
34 CFR 100.6	Compliance information
34 CFR 104.7	Designation of responsible employee for Section 504
34 CFR 104.8	Notice
34 CFR 106.8	Designation of responsible employee and adoption of
	grievance procedures
34 CFR 106.9	Severability
34 CFR 110.1-110.39	Nondiscrimination on the basis of age
42 USC 12101-12213	Equal opportunity for individuals with disabilities
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
42 USC 2000ff-2000ff-11	Genetic Information Nondiscrimination Act of 2008
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964

Management ResourcesDescriptionCA Dept of Fair Employment andTransgender Rights in the Workplace

CA Dept of Fair Employment and Housing Publication

42 USC 6101-6107

CA Dept of Fair Employment and Housing Publication

Workplace Harassment Guide for California Employers

Age discrimination in federally assisted programs

Non-Discrimination in Employment - Board Policy 4030



CA Dept of Fair Employment and

Housing Publication

CA Dept of Fair Employment and

Housing Publication Court Decision Court Decision

U.S. DOE Office for Civil Rights

Publication

U.S. Equal Employment Opportunity

Comm Publication

U.S. Equal Employment Opportunity

Comm Publication

Website Website Website

Code

Your Rights and Obligations as a Pregnant Employee

California Law Prohibits Workplace Discrimination and

Harassment

Shephard v. Loyola Marymount, (2002) 102 Cal. Appl 4th 837 Thomson v. North American Stainless LP, (2011) 131 S.Ct.

Notice of Non-Discrimination, August 2010

Enforcement Guidance: Vicarious Employer Liability for

Unlawful Harassment by Supervisors, June 1999

EEOC Compliance Manual

California Department of Fair Employment and Housing U.S. Department of Education, Office for Civil Rights U.S. Equal Employment Opportunity Commission

Cross References

Description

0410	Nondiscrimination In District Programs And Activities

0470 COVID-19 Mitigation Plan District And School Web Sites 1113 **District And School Web Sites** 1113 1113-E PDF(1) District And School Web Sites 1114 District-Sponsored Social Media 1114 **District-Sponsored Social Media**

1240 Volunteer Assistance 1240 Volunteer Assistance

1312.1 Complaints Concerning District Employees 1312.1 Complaints Concerning District Employees

1312.3 **Uniform Complaint Procedures** 1312.3 **Uniform Complaint Procedures** 1312.3-E PDF(1) **Uniform Complaint Procedures** Uniform Complaint Procedures 1312.3-E PDF(2)

3312 Contracts

3530 Risk Management/Insurance 3530 Risk Management/Insurance

3580 **District Records** 3580 **District Records** 3600 Consultants

4000 Concepts And Roles

4032 Reasonable Accommodation 4033 Lactation Accommodation 4111 Recruitment And Selection 4111.2 Legal Status Requirement 4111.2 Legal Status Requirement 4112.4 Health Examinations **Employee Drug Testing** 4112.41 4112.41 **Employee Drug Testing**

4112.6 Personnel Files

4112.8 **Employment Of Relatives** 4112.9 **Employee Notifications**



4112.9-E PDF(1) <u>Employee Notifications</u> 4113.5 <u>Working Remotely</u>

4114 <u>Transfers</u>

4118 <u>Dismissal/Suspension/Disciplinary Action</u>
4118 <u>Dismissal/Suspension/Disciplinary Action</u>

4119.1Civil And Legal Rights4119.11Sexual Harassment4119.11Sexual Harassment

4119.12 <u>Title IX Sexual Harassment Complaint Procedures</u>
4119.12-E PDF(1) <u>Title IX Sexual Harassment Complaint Procedures</u>

4119.22 <u>Dress And Grooming</u>

4119.23 <u>Unauthorized Release Of Confidential/Privileged Information</u>

4119.41 Employees With Infectious Disease

4131 Staff Development
4144 Complaints
4144 Complaints

4151 Employee Compensation
4154 Health And Welfare Benefits
4154 Health And Welfare Benefits

4161.5 <u>Military Leave</u>

4161.8

4211

4211.2

4211.2

4211.2

4211.2

4212.4

4212.4

4212.41

4212.41

Employee Drug Testing

4212.6 Personnel Files

4212.8 Employment Of Relatives
4212.9 Employee Notifications
4212.9-E PDF(1) Employee Notifications
4213.5 Working Remotely

4218 <u>Dismissal/Suspension/Disciplinary Action</u>
4218 <u>Dismissal/Suspension/Disciplinary Action</u>
4218

4218.1 Dismissal/Suspension/Disciplinary Action (Merit System)

 4219.1
 Civil And Legal Rights

 4219.11
 Sexual Harassment

 4219.11
 Sexual Harassment

4219.12 <u>Title IX Sexual Harassment Complaint Procedures</u>
4219.12-E PDF(1) <u>Title IX Sexual Harassment Complaint Procedures</u>

4219.22 Dress And Grooming

4219.23 Unauthorized Release Of Confidential/Privileged Information

4219.41 Employees With Infectious Disease

4231 Staff Development

4244 Complaints
4244 Complaints

4251 <u>Employee Compensation</u>
4254 <u>Health And Welfare Benefits</u>
4254 <u>Health And Welfare Benefits</u>

4261.5 <u>Military Leave</u>

4261.8 Family Care And Medical Leave
4311 Recruitment And Selection



Legal Status Requirement 4311.2 Legal Status Requirement 4312.4 Health Examinations 4312.41 **Employee Drug Testing** 4312.41 **Employee Drug Testing** Personnel Files 4312.6 4312.8 **Employment Of Relatives** 4312.9 **Employee Notifications** 4312.9-E PDF(1) **Employee Notifications** 4313.5 Working Remotely 4319.1 Civil And Legal Rights 4319.11 Sexual Harassment 4319.11 Sexual Harassment 4319.12 Title IX Sexual Harassment Complaint Procedures 4319.12-E PDF(1) Title IX Sexual Harassment Complaint Procedures 4319.22 **Dress And Grooming** 4319.23 Unauthorized Release Of Confidential/Privileged Information 4319.41 **Employees With Infectious Disease** 4331 Staff Development 4344 Complaints 4344 Complaints 4351 **Employee Compensation** 4354 Health And Welfare Benefits 4354 Health And Welfare Benefits 4361.5 Military Leave 4361.8 Family Care And Medical Leave 9000 Role Of The Board 9321-E PDF(1) **Closed Session** 9321-E PDF(2) **Closed Session** 9321 Closed Session

ADOPTED BY COUNTY BOARD: July 3, 1975

REVISED: October 7, 1976, February 7, 1991, May 7, 1992, April 7, 1994, September 2, 1999, May 6, 2004, February 2, 2012, December 12, 2013, September 7, 2017, December 13, 2019, December 11, 2020, PENDING



PROVISIONS RELATING TO ALL EMPLOYEES

BOARD POLICY - LACTATION ACCOMMODATION

BP 4033

The County Board of Education and the County Superintendent of Schools recognize the immediate and long-term health benefits of breastfeeding and desires to provide a supportive environment for any SBCEO employee to express milk for an infant child upon returning to work following the birth of the child. The SBCEO prohibits discrimination, harassment, and/or retaliation against any SBCEO employee for seeking an accommodation to express breast milk for an infant child while at work.

An employee shall notify the employee's supervisor or other appropriate personnel in advance of the intent to request an accommodation. The supervisor shall respond to the request and shall work with the employee to make arrangements. If needed, the supervisor shall address scheduling to ensure that the employee's essential job duties are covered during the break time. Lactation accommodations shall be granted unless limited circumstances exist as specified in law. (Labor Code 1031, 1032; 29 USC 207)

Before a determination is made to deny lactation accommodations to an employee, the employee's supervisor shall consult with the County Superintendent of Schools or designee. When lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

The County Superintendent or designee or designee shall provide a written response to any employee who was denied the accommodation(s). (Labor Code 1034)

The SBCEO shall include this policy in its employee handbook or in any set of policies that the SBCEO makes available to employees. In addition, the County Superintendent of Schools or designee shall distribute the policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave. (Labor Code 1034)

Break Time and Location Requirements

The SBCEO shall provide a reasonable amount of break time to accommodate an employee each time the employee has a need to express breast milk for an infant child. (Labor Code 1030) To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 207) The employee shall be provided the use of a private room or location, other than a bathroom, which may be the employee's work area or another location that is in close proximity to the employee's work area. The room or location provided shall meet the following requirements: (Labor Code 1031; 29 USC 207)

- 1. Is shielded from view and free from intrusion while the employee is expressing milk
- Is safe, clean, and free of hazardous materials, as defined in Labor Code 6382
- Contains a place to sit and a surface to place a breast pump and personal items
- 4. Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump



Has access to a sink with running water and a refrigerator or, if a refrigerator cannot be provided, another cooling device suitable for storing milk in close proximity to the employee's workspace

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes. (Labor Code 1031)

Dispute Resolution

An employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

•	, ·
State	Description
2 CCR 11035-11051	Unlawful sex discrimination: pregnancy, childbirth and related
	medical conditions
Civ. Code 43.3	Right of mothers to breastfeed in any public or private location
Ed. Code 200-262.4	Prohibition of discrimination
Gov. Code 12926	Definitions
Gov. Code 12940	Unlawful discriminatory employment practices
Gov. Code 12945	Unlawful discrimination based on pregnancy, childbirth, or related medical conditions
Lab. Code 1030-1034	Lactation Accommodation
Lab. Code 6382	Procedure for listing hazardous substances

Federal 29 USC 207	Description Fair Labor Standards Act
Management Resources	Description
CA Department of Industrial Relations	Rest Periods/Lactation Accommodation, Frequently Asked
Publication	Questions
CA Department of Public Health Publication	Lactation Accommodation for Employers
CDC Publication	Lactation Support Program Toolkit
Fair Employment and Housing Commission	Department of Fair Employment and Housing v. Acosta Tacos
Decision	(Chavez),FEHC Precedential Decision 09-03P, 2009
Federal Register	Reasonable Break Time for Nursing Mothers, December 21, 2010,
	Vol. 78, No. 244, pages 80073-70079
Health Resources & Services Admin	The Business Case for Breastfeeding: Steps for Creating a
Publication	Breastfeeding Friendly Worksite, Toolkit, 2008
Office of the Surgeon General Publication	The Surgeon General's Call to Action to Support Breastfeeding, 2011
U.S. DoL, Wage and Hour Div., Publication	Frequently Asked Questions- Break Time for Nursing Mothers
U.S. DoL, Wage and Hour Div., Publication	Fact Sheet #73: Break Time for Nursing Mothers under the FLSA,
-	rev. April 2018
Website	California Department of Industrial Relations, Division of Labor and
	Standards Enforcement
Website	California Department of Public Health
Website	California Women, Infants and Children Program
Website	Centers for Disease Control and Prevention

Health Resources and Services Administration

Website



Website Website Office of the Surgeon General

U.S. Department of Labor, Wage and Hour Division, Break Time

for Nursing Mothers

Cross References

Code 0410

DescriptionNondiscrimination In District Programs And Activities

4030

Nondiscrimination In Employment

4030 4112.9 Nondiscrimination In Employment

4112.9-E PDF(1)

Employee Notifications
Employee Notifications

4144 4144 Complaints Complaints

4161.8 4212.9 Family Care And Medical Leave

4212.9 4212.9-E PDF(1) Employee Notifications
Employee Notifications

4244 4244

Complaints Complaints

4261.8

Family Care And Medical Leave

4312.9 4312.9-E PDF(1) Employee Notifications
Employee Notifications

4312.9-E PDF(1) 4344

Complaints Complaints

4344 4361.8

Family Care And Medical Leave

ADOPTED BY COUNTY BOARD:

PENDING

REVISED:



PROVISIONS RELATING TO ALL EMPLOYEES

BOARD POLICY - CERTIFICATED PERSONNEL

BP 4100

The County Board of Education and the County Superintendent of Schools recognize that teachers and other certificated personnel work closely with students in carrying out the SBCEO's educational goals. The Superintendent or designee shall ensure that the duties, responsibilities, and SBCEO's expectations for certificated positions are clearly defined and made known to each member of the certificated staff.

Each certificated staff member shall be held accountable for duties assigned to the staff member and shall undergo regular performance evaluations in accordance with law and negotiated agreements.

The County Superintendent of Schools or designee strongly encourages certificated staff to continually improve their skills and pursue excellence within their profession.

Policies, rules and regulations related to certificated personnel shall be available to all concerned and shall be administered in a fair and equitable manner.

Policy Reference Disclaimer:

State

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Description

Ed. Code 44006 Ed. Code 90	Certificated person Definition, certificated and certified
Gov. Code 3543.2	Scope of representation
Cross References	
Code	Description
4111	Recruitment And Selection
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4131	Staff Development
4141	Collective Bargaining Agreement
4211	Recruitment And Selection
4241	Collective Bargaining Agreement
4311	Recruitment And Selection

ADOPTED BY COUNTY BOARD:

Pending

REVISED:



PROVISIONS RELATING TO ALL EMPLOYEES

BOARD POLICY - WORKING REMOTELY

BP 4113.5

The County Board of Education and the County Superintendent of Schools recognize that working remotely at home or at another alternative location may be necessary at times when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts the SBCEO's ability to effectively conduct operations at the school or worksite. A full-time, part-time, or short-term remote work arrangement may also be granted by the Superintendent or designee to an individual employee, upon request, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder SBCEO operations.

The opportunity to work remotely shall be entirely at the SBCEO's discretion, and no grievance or appeal right may arise from SBCEO denial of any employee request for remote work.

Employees approved for remote work shall comply with all SBCEO policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.

Unless otherwise approved in advance by the County Superintendent of Schools or designee, employees working remotely shall do so within regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or in connection with their employment as soon as practically possible in accordance with Board policy.

The SBCEO shall provide to employees who work remotely all supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, as necessary, a technology device and Internet access. Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the SBCEO to safeguard confidential information. Employees shall be responsible for maintaining and protecting equipment on loan from the SBCEO and shall adhere to the SBCEO's Acceptable Use Agreement. The employee's personally owned equipment may only be used for SBCEO business when approved by the County Superintendent of Schools or designee.

Work done at a remote work location is considered official public business. SBCEO records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential or made accessible to the public in accordance with law.

Any employee working remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline and/or termination of remote work responsibilities. Employees shall be required to attend virtual or in-person meetings when directed by their supervisor.

Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.



Remote work arrangements may be discontinued at any time at the discretion of the County Superintendent of Schools or designee.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

StateDescriptionGov. Code 12900-12996Fair Employment and Housing ActGov. Code 6250-6270California Public Records ActLab. Code 226.7Mandated meal, rest, or recovery periodsLab. Code 6400Safe and healthful employment and place of employmentLab. Code 6401Unsafe workplace

Federal

42 USC 12101-12213

Management Resources

Website

Description

Equal opportunity for individuals with disabilities

Description

California Department of Industrial Relations

Cross References Code Description 0470 COVID-19 Mitigation Plan 1340 Access To District Records 1340 Access To District Records 3516 Emergencies And Disaster Preparedness Plan 3516 Emergencies And Disaster Preparedness Plan 3516.5 **Emergency Schedules** 3580 **District Records** 3580 **District Records** 4030 Nondiscrimination In Employment 4030 Nondiscrimination In Employment 4032 Reasonable Accommodation 4040 Employee Use Of Technology 4040-E PDF(1) Employee Use Of Technology 4113 <u>Assignment</u> 4113 Assignment 4115 Evaluation/Supervision 4115 Evaluation/Supervision 4118 Dismissal/Suspension/Disciplinary Action 4118 Dismissal/Suspension/Disciplinary Action 4119.21 Professional Standards Professional Standards 4119.21-E PDF(1) 4131 Staff Development 4141 Collective Bargaining Agreement 4151 **Employee Compensation** 4154 Health And Welfare Benefits

4131

Staff Development

Collective Bargaining Agreement

Employee Compensation

Health And Welfare Benefits

Health And Welfare Benefits

Health And Welfare Benefits

Employee Property Reimbursement

Employee Safety

Employee Safety

Work-Related Injuries

Ergonomics

Health And Welfare Benefits

Employee Safety

Employee Safety

Personal Illness/Injury Leave

4215 Evaluation/Supervision

4218 Dismissal/Suspension/Disciplinary Action



4218

Dismissal/Suspension/Disciplinary Action

4219.21 Professional Standards 4219.21-E PDF(1) Professional Standards

4241 Collective Bargaining Agreement 4251 **Employee Compensation** 4254 **Health And Welfare Benefits** 4254 **Health And Welfare Benefits**

4256.3 **Employee Property Reimbursement** 4257 **Employee Safety** 4257 **Employee Safety** 4257.1 Work-Related Injuries

Ergonomics 4257.2

4261.1 Personal Illness/Injury Leave 4315 **Evaluation/Supervision** 4319.21 Professional Standards 4319.21-E PDF(1) Professional Standards 4351 **Employee Compensation**

4354 **Health And Welfare Benefits** 4354 **Health And Welfare Benefits** 4356.3 **Employee Property Reimbursement**

4357 **Employee Safety** 4357 **Employee Safety** 4357.1 Work-Related Injuries

4357.2 Ergonomics

4361.1 Personal Illness/Injury Leave

5125 Student Records 5125 Student Records

ADOPTED BY COUNTY BOARD: **REVISED:**

Pending



PROVISIONS RELATING TO ALL EMPLOYEES

BOARD POLICY - EVALUATION/SUPERVISION

BP 4115

The County Board of Education and the County Superintendent of Schools believe that regular, comprehensive evaluations designed to hold instructional staff accountable for their performance are key to improving their teaching skills and raising students' levels of achievement.

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When areas needing improvement are identified, the Board expects employees to accept responsibility for improving their performance and encourages them to take initiative to request assistance as necessary, including participation in appropriate staff development and/or individualized teacher support and guidance programs.

The County Superintendent of Schools or designee shall assess the performance of certificated instructional staff as it reasonably relates to the following criteria: (Education Code 44662)

- Students' progress toward meeting SBCEO standards of expected achievement for their grade level in each area of study and, if applicable, towards the state-adopted content standards as measured by state-adopted criterion-referenced assessments
- 2. The instructional techniques and strategies used by the employee
- 3. The employee's adherence to curricular objectives
- 4. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities

With the agreement of the exclusive representative of the certificated staff when applicable, the County Superintendent of Schools or designee may incorporate objective standards from the National Board for Professional Teaching Standards and/or the California Standards for the Teaching Profession into SBCEO evaluation standards.

The evaluation of certificated employee performance shall not include the use of publishers' norms established by standardized tests. (Education Code 44662)

Noninstructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities. (Education Code 44662)

The County Superintendent of Schools or designee shall ensure that evaluation ratings have uniform meaning and are uniformly applied throughout the SBCEO.

Policy Reference Disclaimer:

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Management Resources

DescriptionCalifornia Standards for the Teaching Profession, 2009

Commission on Teacher Credentialing

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Publication Website

Website

National Board for Professional Teaching Standards CSBA

Website

Commission on Teacher Credentialing

Evaluation/Supervision – Board Policy 4115



State

Ed. Code 33039 Ed. Code 35171 Ed. Code 44660-44665

Gov. Code 3543.2

California Department of Education

Description

State guidelines for teacher evaluation procedures Availability of rules and regulations for evaluation of performance Evaluation and assessment of performance of certificated employees Scope of representation

ADOPTED BY COUNTY BOARD: July 3, 1975 REVISED: May 7, 1992, April 7, 1994, PENDING



NEW

BOARD POLICY - SEXUAL HARASSMENT

BP 4119.11

The following policy shall apply to all SBCEO employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the SBCEO.

The County Board of Education and the County Superintendent of Schools are committed to providing a safe work environment that is free of harassment and intimidation. The County Board of Education and the County Superintendent of Schools prohibit sexual harassment against SBCEO employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy. Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

The County Superintendent of Schools or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

- 1. Providing training to employees in accordance with law and administrative regulation
- 2. Publicizing and disseminating the SBCEO's sexual harassment policy to employees and others to whom the policy may apply
- 3. Ensuring prompt, thorough, fair, and equitable investigation of complaints
- Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

Sexual Harassment Reports and Complaints

SBCEO employees who feel that they have been sexually harassed in the performance of their SBCEO responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a SBCEO administrator, or the SBCEO's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or AR 4030 - Nondiscrimination in Employment, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

Upon investigation of a sexual harassment complaint, any SBCEO employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or

Sexual Harassment – Board Policy 4119.11



coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Policy Reference Disclaimer:

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Federal

20 USC 1681-1688 34 CFR 106.1-106.9

34 CFR 106.51-106.61

42 USC 2000e-2000e-17

Management Resources

Court Decision Court Decision Court Decision

Court Decision
Court Decision

Court Decision

U.S. Equal Employment Opportunity Com.

Publication

Website Website

State

2 CCR 11006-11086 2 CCR 11021 2 CCR 11023 2 CCR 11024

2 CCR 11034 5 CCR 4900-4965

Ed. Code 200-262.4 Gov. Code 12900-12996 Gov. Code 12940

Gov. Code 12950 Gov. Code 12950.1 Lab. Code 1101 Lab. Code 1102.1

Cross References

Code 0430 0430

Description

Title IX of the Education Amendments of 1972

Nondiscrimination on the basis of sex in education programs or

activities

Nondiscrimination on the basis of sex in employment in education

program or activities

Title VII, Civil Rights Act of 1964, as amended

Description

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998 Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57 Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct.

1989

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275 Department of Health Services v. Superior Court of California,

(2003) 31 Cal.4th 1026

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Promising Practices for Preventing Harassment, November 2017

U.S. Equal Employment Opportunity Commission
U.S. Department of Education, Office for Civil Rights
California Department of Fair Employment and Housing

Description

Discrimination in employment

<u>Discrimination in employment - retaliation</u>

Harassment and discrimination prevention and correction Required training and education on harassment based on sex,

gender identity and expression, and sexual orientation Terms, conditions, and privileges of employment

Nondiscrimination in elementary and secondary education

programs

Educational equity; prohibition of discrimination on the basis of sex

Fair Employment and Housing Act

Unlawful discriminatory employment practices

Sexual harassment

Sexual harassment training Political activities of employees Discrimination: sexual orientation

Description

Comprehensive Local Plan For Special Education Comprehensive Local Plan For Special Education

ADOPTED BY COUNTY BOARD:

February 5, 1987

Sexual Harassment - Board Policy 4119.11



REVISED: May 7, 1992, April 7, 1994, April 6, 1995, February 2, 2012, September 7, 2017, December 13, 2019, December 11, 2020, PENDING



BOARD POLICY - POLITICAL ACTIVITIES OF EMPLOYEES

BP 4119.25

The County Board of Education and the County Superintendent of Schools recognize the importance of political activity, voting, and civic engagement, and respect the right of SBCEO employees to engage in political discussions and activities as individuals on their own time and at their own expense. When engaging in such activities, employees shall make it clear that they are acting on their own behalf and not as representatives of the SBCEO.

SBCEO employees, as members of the community, may use school facilities for meetings, including political activities, as permitted under the Civic Center Act and SBCEO policy.

Employees shall refrain from prohibited political activities identified in law, Board policy, and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.

Policy Reference Disclaimer:

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Attorney General Opinion Attorney General Opinion Attorney General Opinion

Court Decision

Court Decision

PERB Ruling

Website

Website

Website

State

Ed. Code 38130-38139 Ed. Code 51520 Ed. Code 7050-7057 Elec. Code 18304 Gov. Code 3543.1 Gov. Code 82041.5 Gov. Code 8314

REVISED:

Pen. Code 424
Public Employment Relations B

Description

84 Ops.Cal.Atty.Gen. 52 (2001) 84 Ops.Cal.Atty.Gen. 106 (2001) 77 Ops.Cal.Atty.Gen. 56 (1994)

Downs v. Los Angeles Unified School District, (9th Cir. 2000) 228

F.3d 1003

California Teachers Association v. Governing Board of San Diego

Unified School District, (1996) 45 Cal.App. 4th 1383

San Diego Community College District, (2001) PERB Dec.

No.1467 CSBA

<u>California Public Employment Relations Board</u> <u>California Attorney General's Office</u>

Description

Civic Center Act

Prohibited solicitations on school premises Political activities of school officers and employees

Prohibition against use of district seal in campaign literature

Rights of employee organizations

Mass mailing

Unlawful use of state resources

Embezzlement and falsification of accounts by public officers

Public Employment Relations Board Rulings City of Sacramento, (2019) PERB Dec. No. 2702m

ADOPTED BY COUNTY BOARD:

1 OOONT 1 BOARD

Pending

Political Activities of Employees - Board Policy 4119.25



BOARD POLICY - STAFF DEVELOPMENT

BP 4131

The County Board of Education and the County Superintendent of Schools believe that, in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. The County Superintendent of Schools or designee shall develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills and become informed about changes in pedagogy and subject matter.

The County Superintendent of Schools or designee shall involve teachers, site and SBCEO administrators, and others, as appropriate, in the development of the SBCEO's staff development program. The County Superintendent of Schools or designee shall ensure that the SBCEO's staff development program is aligned with SBCEO priorities for student achievement, school improvement objectives, the local control and accountability plan, and other SBCEO and school plans.

The SBCEO's staff development program shall assist certificated staff in developing knowledge and skills, including, but not limited to:

- Mastery of subject-matter knowledge, including current state and SBCEO academic standards
- 2. Use of effective, subject-specific teaching methods, strategies, and skills
- 3. Use of technologies to enhance instruction
- 4. Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students of various racial and ethnic groups, students with disabilities, English learners, economically disadvantaged students, foster youth, gifted and talented students, and at-risk students
- 5. Understanding of how academic and career technical instruction can be integrated and implemented to increase student learning
- 6. Knowledge of strategies that encourage parents/guardians to participate fully and effectively in their children's education
- Effective classroom management skills and strategies for establishing a climate that promotes respect, fairness, tolerance, and discipline, including conflict resolution and hatred prevention
- 8. Ability to relate to students, understand their various stages of growth and development, and motivate them to learn
- 9. Ability to interpret and use data and assessment results to guide instruction
- 10. Knowledge of topics related to student health, safety, and welfare
- 11. Knowledge of topics related to employee health, safety, and security



The County Superintendent of Schools or designee shall, in conjunction with teachers, interns, and administrators, as appropriate, develop an individualized program of professional growth to increase competence, performance, and effectiveness in teaching and classroom management and, as necessary, to assist them in meeting state or federal requirements to be fully qualified for their positions.

Professional learning opportunities offered by the SBCEO shall be evaluated based on the criteria specified in Education Code 44277. Such opportunities may be part of a coherent plan that combines school activities within a school, including lesson study or co-teaching, and external learning opportunities that are related to academic subjects taught, provide time to meet and work with other teachers, and support instruction and student learning. Learning activities may include, but are not limited to, mentoring projects for new teachers, extra support for teachers to improve practice, and collaboration time for teachers to develop new instructional lessons, select or develop common formative assessments, or analyze student data. (Education Code 44277)

The SBCEO's staff evaluation process may be used to recommend additional individualized staff development for individual employees.

The County Superintendent of Schools or designee may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities.

Policy Reference Disclaimer:

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Fe	dera	ı	

20 USC 6601-6702

Management Resources

Commission on Teacher Credentialing Publication CSBA Publication

Public Employment Relations Board

Decision

Website

Website Website Website

State

5 CCR 13025-13044

5 CCR 80023-80026.6

Ed. Code 44325-44328

Ed. Code 44450-44468

Ed. Code 44570-44578

5 CCR 80021

5 CCR 80021.1

Ed. Code 44032

Ed. Code 44277

Ed. Code 44300

Ed. Code 44259.5

Description

Preparing, Training and Recruiting High Quality Teachers and Principals

Description

California Standards for the Teaching Profession, 2009

Governing to the Core: Professional Development for Common

Core, Governance Brief, May 2013

United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No.

804, 14 PERC P21, 085

CSBA

Commission on Teacher Credentialing
California Subject Matter Projects

California Department of Education, Professional Learning

Description

Professional development and program improvement

Short-term staff permit Provisional internship permit

Emergency permits
Travel expense payment

Standards for teacher preparation

Professional growth programs for individual teachers

Emergency permits
District interns

University intern program

Inservice training, secondary education

Ed. Code 44830.3 Employing district interns

Staff Development - Board Policy 4131



Ed. Code 45028 Ed. Code 48980 Ed. Code 52060-52077 Ed. Code 56240-56245 Ed. Code 99200-99206 Gov. Code 3543.2

Salary schedule and exceptions
Parent/Guardian notifications
Local control and accountability plan
Staff development; service to persons with disabilities
Subject matter projects
Scope of representation

Cross References

CodeDescription0430Comprehensive Local Plan For Special Education0430Comprehensive Local Plan For Special Education6173Education For Homeless Children6173-E(1)Education For Homeless Children6173-E(2)Education For Homeless Children

ADOPTED BY COUNTY BOARD:

REVISED: PENDING

September 2, 1999



BOARD POLICY - NONSCHOOL EMPLOYMENT

BP 4136

In order to help maintain public trust in the integrity of SBCEO operations, the County Board of Education and the County Superintendent of Schools expect all employees to give the responsibility of their positions precedence over any other outside employment. An SBCEO employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to the employee's SBCEO duties. An outside activity shall be considered inconsistent, incompatible, or inimical to SBCEO

employment when such activity: (Government Code 1126)

- 1. Requires time periods that interfere with the proper, efficient discharge of the employee's duties
- 2. Entails compensation from an outside source for activities which are part of the employee's regular duties
- 3. Involves using the SBCEO's name, prestige, time, facilities, equipment, or supplies for private gain
- Involves service which will be wholly or in part subject to the approval or control of another SBCEO employee or Board member

An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with the employee's immediate supervisor describing the nature of the employment and the time required. The supervisor shall evaluate each request based on the employee's specific duties within the SBCEO and determine whether to grant authorization for such employment.

The supervisor shall inform the employee whether the outside employment is prohibited. The employee may appeal a supervisor's denial of authorization to the County Superintendent of Schools or designee. An employee who continues to pursue a prohibited activity may be subject to disciplinary action.

Tutoring

A certificated employee shall not accept any compensation or other benefit for tutoring a student enrolled in the certificated employee's class(es). An employee who wishes to tutor another SBCEO student shall first request authorization from the employee's supervisor in accordance with this Board policy. If authorization is granted, the employee shall not use SBCEO facilities, equipment, or supplies when providing the tutoring service.

Policy Reference Disclaimer:

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Management Resources

Attorney General Opinion Website Website Description

70 Ops.Cal.Atty.Gen. 157 (1987)
Fair Political Practices Commission

<u>CSBA</u>



State

5 CCR 80334 Ed. Code 35160 Ed. Code 35160.1 Ed. Code 51520 Gov. Code 1126 Gov. Code 1127 Gov. Code 1128

Description

Unauthorized private gain or advantage
Authority of governing boards
Broad authority of school districts
Prohibited solicitations on school premises
Incompatible activities of employees
Incompatible activities; off duty work
Incompatible activities, attorney

ADOPTED BY COUNTY BOARD: December 1, 1983

REVISED: May 7, 1992, April 7, 1994, PENDING



BOARD POLICY - COMPLAINTS

BP 4144

The County Board of Education and the County Superintendent of Schools recognize the need to establish a process to allow employees and job applicants to have their concerns heard in an expeditious and unbiased manner. The Superintendent or designee expects that employees will make every effort to resolve complaints and disagreements informally before filing a formal complaint.

The County Superintendent of Schools prohibits retaliation against complainants. The Superintendent or designee may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint.

All matters related to a complaint shall be kept confidential and any document, communication, or record regarding the complaint shall be placed in a separate file and shall not be placed in an employee's personnel file.

Policy Reference Disclaimer:

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Management	Resources

Website

State

5 CCR 4900-4965

Ed. Code 200-262.4 Ed. Code 35186 Ed. Code 44110-44114 Gov. Code 3543 Gov. Code 3543.1 Gov. Code 53296-53299 Gov. Code 54957

Lab. Code 1102.5-1106 **Cross References**

Code 0430 0430

Description **CSBA**

Description

Nondiscrimination in elementary and secondary education

programs

Educational equity; prohibition of discrimination on the basis of sex

Complaints regarding teacher vacancy or misassignment

Reporting by school employees of improper governmental activity

Public school employees' rights Rights of employee organizations

Disclosure of confidential information; whistleblower Complaints against employees; right to open session

Whistleblower protections

Description

Comprehensive Local Plan For Special Education Comprehensive Local Plan For Special Education

ADOPTED BY COUNTY BOARD:

Pending

REVISED:



BOARD POLICY - EMPLOYEE COMPENSATION

BP 4151

In order to recruit and retain employees committed to the SBCEO's goals for student learning, the County Board of Education and the County Superintendent of Schools recognize the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

The County Superintendent of Schools shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the SBCEO office. (Education Code 45022, 45023, 45160, 45162, 45268)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the County Superintendent of Schools and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the County Superintendent of Schools or designee.

The County Superintendent of Schools or designee shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)

In extraordinary circumstances or emergency situations, the County Superintendent of Schools or designee may determine to continue to compensate employees during periods of extended closure or disruption of normal SBCEO operations when permitted by law and consistent with collective bargaining agreements and memoranda of understanding.

The County Superintendent of Schools or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

SBCEO employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week, or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work. However, teachers, school administrators, and other employees in positions established by the County Superintendent of Schools as executive, administrative, or professional shall be exempt from overtime rules. (Education Code 45128, 45130; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32) When authorized in a collective bargaining agreement or other agreement between the SBCEO and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within 12 calendar months after making the request if the use of the compensatory



time does not unduly disrupt SBCEO operations. (Education Code 45129; 29 USC 207; 29 CFR 553,20-553,25)

For each nonexempt employee, the County Superintendent of Schools or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

Policy Reference Disclaimer:

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Federal

26 CFR 1.409A-1 26 USC 409A 29 CFR 516.4 29 CFR 516.5-516.6 29 CFR 541.0-541.710

29 CFR 553.1-553.51 29 USC 201-219 29 USC 203 29 USC 207 29 USC 213

Management Resources

Court Decision

Office of Management and Budget

Publication

Website Website Website

State

8 CCR 11040

Ed. Code 45022-45061.5 Ed. Code 45023 Ed. Code 45028 Ed. Code 45127-45133.5 Ed. Code 45160-45169 Ed. Code 45268 Gov. Code 3540-3549 Gov. Code 3543.2 Gov. Code 3543.7 Lab. Code 226

Cross References

Lab. Code 232

Code 0430 0430

Description

Definitions and covered plans Deferred compensation plans

Notice of minimum wage and overtime provisions

Records

Exemptions for executive, administrative, and professional

employees

Fair Labor Standards Act: applicability to public agencies

Fair Labor Standards Act

Definitions

Fair Labor Standards Act

Exemptions from minimum wage and overtime requirements

Description

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421 Administrative Relief for Recipients & Applicants of Fed. Fin. Assist. Directly Impacted by COVID-19 Due to Loss, Memo M-20-47. March 40, 2020

17, March 19, 2020

U.S. Department of Labor, Wage and Hour Division

School Services of California, Inc.

Internal Revenue Service

CSBA

Description

Wages and hours; definitions of administrative, executive, and

professional employees

Salaries

Availability of salary schedule Salary schedule and exceptions

Classified employees; work week; overtime provisions

Salaries for classified employees

Salary schedule for classified service in merit system districts

Meeting and negotiating Scope of representation

Duty to meet and negotiate in good faith Employee access to payroll records

Disclosure of wages

Description

Comprehensive Local Plan For Special Education Comprehensive Local Plan For Special Education



ADOPTED BY COUNTY BOARD:

Pending

REVISED:



BOARD POLICY - HEALTH AND WELFARE BENEFITS

BP 4154

The County Board of Education and the County Superintendent of Schools recognize that health and welfare benefits are essential to promote employee health and productivity and are an important part of the compensation offered to employees. The SBCEO shall provide health and welfare benefits for employees in accordance with state and federal law and subject to negotiated employee agreements.

Certificated management, administrative, and supervisory employees who are not in bargaining units shall receive the same health and welfare benefits as those specified in the collective bargaining agreement for certificated employees. Classified management, administrative, and supervisory employees who are not in bargaining units shall receive the same health and welfare benefits as those specified in the collective bargaining agreement for classified employees.

For purposes of granting benefits, a registered domestic partner and the registered domestic partner's child shall have the same rights, protections, and benefits as a spouse and spouse's child. (Family Code 297.5, 300)

The SBCEO shall offer full-time employees who work an average of 35 hours or more per week and their dependents up to age 26 years a health insurance plan that includes coverage for essential health benefits, pays at least 60 percent of the medical expenses covered under the terms of the plan, and meets all other requirements of the federal Patient Protection and Affordable Care Act.

With respect to eligibility to participate in the health benefits plan or the level of health benefits provided, the SBCEO shall not discriminate in favor of employees who are among the highest paid 25 percent of all SBCEO employees. (26 USC 105; 42 USC 300gg-16)

Continuation of Coverage

Retired certificated employees, other employees who would otherwise lose coverage due to a qualifying event specified in law and administrative regulation, and their qualified beneficiaries may continue to participate in the SBCEO 's group health and welfare benefits in accordance with state and federal law.

Unless otherwise provided for in the applicable collective bargaining agreement, covered employees and their qualified beneficiaries may receive continuation coverage by paying the premiums, dues, and other charges, including any increases in premiums, dues, and costs incurred by the SBCEO in administering the program.

Confidentiality

The County Superintendent or designee shall not use or disclose any employee's medical information the SBCEO possesses without the employee's authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law. (Civil Code 56.20)

Policy Reference Disclaimer:

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Federal 1 USC 7

Description

Definition of marriage, spouse



26 CFR 1.105-11

26 CFR 54.4980B-1-54.4980B-10 26 CFR 54.4980H-1-54.4980H-6

26 USC 105

26 USC 4980B 26 USC 4980H

26 USC 5000A 26 USC 6056 29 USC 1161-1168 42 USC 1395-1395g 42 USC 300gg-16

42 USC 300gg-300gg95 45 CFR 164.500-164.534

Management Resources

California School Boards Association Publication

Internal Revenue Service Notification

U.S. Department of Treasury Publication

Website Website

Website Website Website

State

Civ. Code 56.10-56.16 Civ. Code 56.20-56.245 Ed. Code 17566 Ed. Code 35208 Ed. Code 35214

Ed. Code 44041-44042 Ed. Code 44986 Ed. Code 45136 Ed. Code 7000-7008

Fam. Code 297-297.5

Fam. Code 300 Gov. Code 12940 Gov. Code 22750-22944 Gov. Code 53200-53210 H&S Code 1366.20-1366.29

H&S Code 1367.08

H&S Code 1373 H&S Code 1373.621 H&S Code 1374.58

Ins. Code 10116.5

Ins. Code 10128.50-10128.59

Self-insured medical reimbursement plan

COBRA continuation coverage

Patient Protection and Affordable Care Act

Self-insured medical reimbursement plan; definition of highly

compensated individual

COBRA continuation coverage

Penalty for noncompliance with employer-provided health care

requirements

Minimum essential coverage

Report of health coverage provided to employees

COBRA continuation coverage

Medicare benefits

Group health plan: nondiscrimination in favor of highly

compensated individuals

Patient Protection and Affordable Care Act

Health Insurance Portability and Accountability Act (HIPAA)

Description

Health Policy: Implications of Covered California for School Boards, Districts and Personnel, Governance Brief, January 2013

2011-1 Affordable Care Act Nondiscrimination Provisions

Applicable to Insured Group Health Plans

Fact Sheet: Final Regulations Implementing Employer Shared Responsibility Under the Affordable Care Act (ACA) for 2015

U.S. Department of Labor

U.S. Department of Health and Human Services, Centers for

Medicare and Medicaid Services

Internal Revenue Service

California Employment Development Department

Description

Disclosure of information by medical providers

Use and disclosure of medical information by employers

Self-insurance fund Liability insurance

Liability insurance (self-insurance or a combination of selfinsurance and insurance through an insurance company)

Payroll deductions for collection of premiums Leave of absence, state disability benefits

Benefits for classified employees

Health and welfare benefits, retired certificated employees Rights, protections, benefits under the law; registered domestic partners

Definition of marriage

Unlawful discriminatory employment practices Public Employees' Medical and Hospital Care Act

Group insurance

Cal-COBRA program, health insurance

Disclosure of fees and commissions paid related to health care

service plan

Health services plan, coverage for dependent children

Continuation coverage, age 60 or older after five years with district Coverage for registered domestic partners, health service plans

and health insurers

Continuation coverage, age 60 or older after five years with district

Cal-COBRA program, disability insurance



Ins. Code 10277-10278

Ins. Code 10604.5 Ins. Code 12670-12692.5 Lab. Code 2800.2

Lab. Code 4856

Unemp. Ins. Code 2613

Group and individual health insurance, coverage for dependent

children

Annual disclosure of fees and commissions paid

Conversion coverage

Notification of availability of continuation health coverage

Health benefits for spouse of peace officer killed in performance of

duties

Disability insurance; notice of rights and benefits

Cross References

CodeDescription0430Comprehensive Local Plan For Special Education0430Comprehensive Local Plan For Special Education4141.6Concerted Action/Work Stoppage4141.6Concerted Action/Work Stoppage4241.6Concerted Action/Work Stoppage4241.6Concerted Action/Work Stoppage4241.6Concerted Action/Work Stoppage

ADOPTED BY COUNTY BOARD: REVISED:

PENDING



BOARD POLICY - LEAVES

BP 4161

The County Board of Education and the County Superintendent of Schools shall provide for paid and unpaid leaves of absence for employees in accordance with law, Board policy, administrative regulation, collective bargaining agreements, and merit system rules, as applicable. The County Superintendent of Schools recognizes the following justifiable reasons for employee absence:

- 1. Personal illness or injury
- 2. Industrial accident or illness
- 3. Family care and medical leave
- 4. Military service
- 5. Personal necessity and personal emergencies
- 6. Disability leave for certificated employees in accordance with Education Code 44986
- 7. Vacations for classified staff and certificated management staff, as applicable
- 8. Sabbaticals for purposes of study or training related to the employee's job duties
- Attendance at work-related meetings and staff development opportunities
- 10. Compulsory leave

Long-Term Leaves

With County Superintendent of Schools or designee approval, an employee may receive a leave of absence, without pay and without accruing seniority or service credit, for a period of up to one school year. Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested. All long-term leave agreements shall be in writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated to a similar position as that held at the time leave was granted, unless otherwise agreed upon.

The County Superintendent of Schools or designee shall consider any written request by an employee to return to work prior to the expiration date of the leave.

Administrative and Supervisory Personnel



Certificated administrative and supervisory employees who are not subject to the SBCEO's bargaining agreement for certificated employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other certificated employees unless otherwise specified in individual contract, memorandums of understanding, Board policy, administrative regulation, or law.

Classified administrative and supervisory employees who are not subject to the SBCEO's bargaining agreement for classified employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other classified employees unless otherwise specified in individual contract, memoranda of understanding, Board policy, administrative regulation, or law.

Policy Reference Disclaimer:

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Federal 29 USC 2601-2654	Description Family Care and Medical Leave Act
38 USC 4301-4334	Uniformed Services Employment and Reemployment Rights Act of 1994
State	Description
Ed. Code 22850-22856	Pension benefits, STRS members on military leave
Ed. Code 44018	Compensation for employees on active military duty
Ed. Code 44036-44037	Leaves of absence for judicial and official appearances
Ed. Code 44043.5	Catastrophic leave
Ed. Code 44800	Effect of active military service on status of employees
Ed. Code 44842	Reemployment notices, certificated employees
Ed. Code 44940	Compulsory leave of absence for certificated persons
Ed. Code 44962-44988	Leave of absence (certificated)
Ed. Code 45059	Employee ordered to active military/naval duty, computation of
	salary
Ed. Code 45190-45210	Leaves of absence (classified)
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov. Code 12945.1-12945.2	California Family Rights Act
Gov. Code 20990-21013	Pension benefits, PERS members on military leave
Gov. Code 3543.1	Rights of employee organizations
Gov. Code 3543.2	Scope of representation
Lab. Code 230-230.2	Leaves for victims of domestic violence, sexual assault or specified felonies
Lab. Code 230.3	Leave for emergency personnel
Lab. Code 230.4	Leave for volunteer firefighters
Lab. Code 230.8	Time off to visit child's school
Lab. Code 233	Illness of child, parent, spouse or domestic partner
M&V Code 395-395.9	Military leave
M&V Code 395.10	Leave when spouse on leave from military deployment

ADOPTED BY COUNTY BOARD:

July 3, 1975

REVISED: May 7, 1992, April 7, 1994, September 7, 2017, PENDING



BOARD POLICY - CATASTROPHIC LEAVE PROGRAM

BP 4161.9

The County Board of Education and the County Superintendent of Schools recognizes that SBCEO employees may desire to assist other employees who have an urgent need for a leave of absence but do not have sufficient accrued leave to cover their absence. The Superintendent or designee shall establish a catastrophic leave program by which employees may donate accrued vacation and/or sick leave credits, which shall be placed into a pool for use by eligible employees.

Donations made under the catastrophic leave program shall be strictly voluntary.

The SBCEO's policy and procedures regarding catastrophic leave shall be included in the employee handbook. The County Superintendent of Schools or designee may notify employees annually, or more frequently if the need arises, of the process for donating leave for this purpose.

An employee may apply to use donated leave credits in accordance with the accompanying administrative regulation when the employee has exhausted all applicable paid leaves of absence and a catastrophic illness or injury incapacitates the employee or a member of the employee's family for an extended period of time. (Education Code 44043.5)

Policy Reference Disclaimer:

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Clate	
Ed. Code 44043.5	
Ed. Code 44977	
Ed. Code 44978	
Ed. Code 44983	

State

Ed. Code 45190-45191 Ed. Code 45196

Lab. Code 45196 Lab. Code 245-249

Description

Catastrophic leave Salary schedule for substitute employees Sick leave, certificated employees

Compensation during leave, certificated employees Sick leave and vacation, classified employees

Salary deductions during sick leave, classified employees Healthy Workplaces, Healthy Families Act of 2014

ADOPTED BY COUNTY BOARD:

Pending

REVISED:



BOARD POLICY - CLASSIFIED PERSONNEL

BP 4200

The County Board of Education adopted the Merit System as provided for in the California Education Code Article 6 commencing with Section 45240 of Chapter 5, Part 25, Title 2, due to the County of Santa Barbara having a merit system (civil service) in effect. At the time of adoption in 1975, certain duties and functions were transferred by the Santa Barbara County Board of Supervisors to the County Board of Education, pursuant to Education Code Section 1080 and as provided for in Education Code Section 1310.

The County Board of Education, the Personnel Commission, and the County Superintendent of Schools recognize that classified personnel provide essential services that support and enhance the SBCEO's educational program. The County Superintendent of Schools shall fill each of its classified positions with qualified persons, consistent with position requirements and personnel commission rules.

The County Superintendent of Schools shall classify all employees and positions within the jurisdiction of the commission, except for those employees and positions exempt from classified service, as the classified service. (Education Code 45256)

Individuals who possess certification qualifications shall not be prohibited from being employed in a classified position. (Education Code 45104)

The commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. (Education Code 45260)

The commission rules shall provide for the procedures to be followed by the County Superintendent of Schools as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article. (Education Code 45261)

With respect to those matters which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer. (Education Code 45261)

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State

Ed. Code 45100-45139 Ed. Code 45160-45169 Description

Employment of classified staff Salaries for classified employees



Ed. Code 45190-45210 Leaves of absence (classified) Ed. Code 45220-45320 Merit system, classified employees Ed. Code 49406 Examination for tuberculosis Ed. Code 51760-51769.5 Work experience education

Management Resources

Description Website

California School Employees Association

Cross References

Code Description 0200 Goals For The School District 3312 Contracts 3515.3 District Police/Security Department 3515.3 **District Police/Security Department** 3542 School Bus Drivers 4111 Recruitment And Selection 4112.4 **Health Examinations** Criminal Record Check 4112.5 4112.5-E PDF(1) Criminal Record Check 4141 Collective Bargaining Agreement 4211 Recruitment And Selection 4212 Appointment And Conditions Of Employment 4212.4 **Health Examinations** 4212.5 Criminal Record Check 4212.5-E PDF(1) Criminal Record Check 4215 Evaluation/Supervision Layoff/Rehire 4217.3 4218 Dismissal/Suspension/Disciplinary Action 4218 Dismissal/Suspension/Disciplinary Action Dismissal/Suspension/Disciplinary Action (Merit System) 4218.1 4231 Staff Development 4241 Collective Bargaining Agreement 4311 Recruitment And Selection 4312.4 **Health Examinations**

ADOPTED BY COUNTY BOARD:

Pending

Criminal Record Check Criminal Record Check

REVISED:

4312.5-E PDF(1)

4312.5



BOARD POLICY - WORKING REMOTELY

BP 4213.5

The County Board of Education and the County Superintendent of Schools recognize that working remotely at home or at another alternative location may be necessary at times when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts the SBCEO's ability to effectively conduct operations at the school or worksite. A full-time, part-time, or short-term remote work arrangement may also be granted by the Superintendent or designee to an individual employee, upon request, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder SBCEO operations.

The opportunity to work remotely shall be entirely at the SBCEO's discretion, and no grievance or appeal right may arise from SBCEO denial of any employee request for remote work.

Employees approved for remote work shall comply with all SBCEO policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.

Unless otherwise approved in advance by the County Superintendent of Schools or designee, employees working remotely shall do so within regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or in connection with their employment as soon as practically possible in accordance with Board policy.

The SBCEO shall provide to employees who work remotely all supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, as necessary, a technology device and Internet access. Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the SBCEO in order to safeguard confidential information. Employees shall be responsible for maintaining and protecting equipment on loan from the SBCEO and shall adhere to the SBCEO's Acceptable Use Agreement. The employee's personally owned equipment may only be used for SBCEO business when approved by the County Superintendent of Schools or designee.

Work done at a remote work location is considered official public business. SBCEO records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential or made accessible to the public in accordance with law.

Any employee working remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline and/or termination of remote work responsibilities. Employees shall be required to attend virtual or in-person meetings when directed by their supervisor.

Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.



Remote work arrangements may be discontinued at any time at the discretion of the County Superintendent of Schools or designee.

Policy Reference Disclaimer:

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Description
Fair Employment and Housing Act
California Public Records Act
Mandated meal, rest, or recovery periods
Safe and healthful employment and place of employment
Unsafe workplace
Description
Equal opportunity for individuals with disabilities
Description
California Department of Industrial Relations

u	OSS	Kere	erenc	es		
C	ode	•				

Code	Description
0470	COVID-19 Mitigation Plan
1340	Access To District Records
1340	Access To District Records
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.5	Emergency Schedules
3580	District Records
3580	District Records
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4032	Reasonable Accommodation
4040	Employee Use Of Technology
4040-E PDF(1)	Employee Use Of Technology
4113	<u>Assignment</u>
4113	<u>Assignment</u>
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.21	Professional Standards
4119.21-E PDF(1)	Professional Standards
4131	Staff Development
4141	Collective Bargaining Agreement
4151	Employee Compensation
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4156.3	Employee Property Reimbursement
4157	Employee Safety
4157	Employee Safety
4157.1	Work-Related Injuries
4157.2	<u>Ergonomics</u>
4161.1	Personal Illness/Injury Leave
4215	Evaluation/Supervision
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4040.04	D - f i 101 - 1 - 1

Professional Standards

4219.21



4219.21-E PDF(1) Professional Standards 4241 Collective Bargaining Agreement 4251 **Employee Compensation** 4254 **Health And Welfare Benefits** 4254 **Health And Welfare Benefits** 4256.3 **Employee Property Reimbursement** 4257 Employee Safety 4257 **Employee Safety** 4257.1 Work-Related Injuries 4257.2 **Ergonomics** 4261.1 Personal Illness/Injury Leave 4315 Evaluation/Supervision 4319.21 **Professional Standards** 4319.21-E PDF(1) Professional Standards 4351 **Employee Compensation** 4354 **Health And Welfare Benefits** 4354 **Health And Welfare Benefits** 4356.3 Employee Property Reimbursement 4357 **Employee Safety** 4357 **Employee Safety** 4357.1 Work-Related Injuries Ergonomics 4357.2 4361.1 Personal Illness/Injury Leave 5125 Student Records 5125 Student Records

ADOPTED BY COUNTY BOARD: REVISED:

Pending



BOARD POLICY - EVALUATION/SUPERVISION

BP 4215

The County Board of Education and the County Superintendent of Schools recognize that appropriate supervision and regular, comprehensive evaluations can help employees to continually improve in the performance of their responsibilities. Evaluations shall be made in accordance with procedures specified in negotiated contracts and based on job-specific standards of performance.

The County Superintendent of Schools expects supervisors to gauge employees' on-the-job effectiveness and skills in a fair, objective, and consistent manner. Evaluations shall address the competence and care with which the employee executes their assigned responsibilities. As appropriate, evaluations also may address the extent to which the employee works cooperatively with others and observes school or SBCEO rules and regulations.

The County Superintendent of Schools or designee shall ensure that evaluation ratings have uniform meaning throughout the SBCEO.

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When the evaluation indicates areas needing improvement, the County Superintendent of Schools expects employees to accept responsibility and take initiative to improve their performance. The Superintendent or designee shall assist employees in obtaining needed job skills.

The evaluation shall be dated and signed by both the employee and the supervisor.

The County Superintendent of Schools or designee shall ensure that classified employees have access to rules and procedures related to performance evaluations.

Policy Reference Disclaimer:

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Management Resources

Description **CSBA**

Website

Website

California School Employees Association

State

Description

Ed. Code 45113 Ed. Code 45261 Ed. Code 45262 Gov. Code 3543.2 Notification of charges, classified employees Subjects of rules (merit system districts)

Distribution of rules Scope of representation

ADOPTED BY COUNTY BOARD:

Pending

REVISED:



BOARD POLICY - SEXUAL HARASSMENT

BP 4219.11

The following policy shall apply to all SBCEO employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the SBCEO.

The County Board of Education and the County Superintendent of Schools are committed to providing a safe work environment that is free of harassment and intimidation. The County Board of Education and the County Superintendent of Schools prohibit sexual harassment against SBCEO employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy. Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

The County Superintendent of Schools or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

- 1. Providing training to employees in accordance with law and administrative regulation
- 2. Publicizing and disseminating the SBCEO's sexual harassment policy to employees and others to whom the policy may apply
- 3. Ensuring prompt, thorough, fair, and equitable investigation of complaints
- Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

Sexual Harassment Reports and Complaints

SBCEO employees who feel that they have been sexually harassed in the performance of their SBCEO responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, an SBCEO administrator, or the SBCEO's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or AR 4030 - Nondiscrimination in Employment, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

Upon investigation of a sexual harassment complaint, any SBCEO employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or

Sexual Harassment - Board Policy 4219.11



coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Policy Reference Disclaimer:

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Federal Description

20 USC 1681-1688 Title IX of the Education Amendments of 1972

34 CFR 106.1-106.9 Nondiscrimination on the basis of sex in education programs or

activities

34 CFR 106.51-106.61 Nondiscrimination on the basis of sex in employment in education

program or activities

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

Management Resources Description

Court Decision Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998
Court Decision Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57
Court Decision Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct.

1989

Court Decision Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275
Court Decision Department of Health Services v. Superior Court of California,

(2003) 31 Cal.4th 1026

Court Decision Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

U.S. Equal Employment Opportunity Com. Promising Practices for Preventing Harassment, November 2017

U.S. Equal Employment Opportunity Commission

U.S. Department of Education, Office for Civil Rights

California Department of Fair Employment and Housing

Publication Website

Website Website

State Description

2 CCR 11006-11086 <u>Discrimination in employment</u>
2 CCR 11021 <u>Discrimination in employment - retaliation</u>

2 CCR 11023 <u>Harassment and discrimination prevention and correction</u>
2 CCR 11024 <u>Required training and education on harassment based on sex.</u>

2 CCR 11034 gender identity and expression, and sexual orientation
Terms, conditions, and privileges of employment

5 CCR 4900-4965 Nondiscrimination in elementary and secondary education

programs

Ed. Code 200-262.4 <u>Educational equity; prohibition of discrimination on the basis of sex</u>

Gov. Code 12900-12996 Fair Employment and Housing Act

Gov. Code 12940 Unlawful discriminatory employment practices

Gov. Code 12950 Sexual harassment

Gov. Code 12950.1 Sexual harassment training
Lab. Code 1101 Political activities of employees
Lab. Code 1102.1 Discrimination: sexual orientation

Cross References

Code Description

0430 <u>Comprehensive Local Plan For Special Education</u>
0430 <u>Comprehensive Local Plan For Special Education</u>

ADOPTED BY COUNTY BOARD: Pending Sexual Harassment – Board Policy 4219.11





BOARD POLICY - POLITICAL ACTIVITIES OF EMPLOYEES

BP 4219.25

The County Board of Education and the County Superintendent of Schools recognize the importance of political activity, voting, and civic engagement, and respects the right of SBCEO employees to engage in political discussions and activities as individuals on their own time and at their own expense. When engaging in such activities, employees shall make it clear that they are acting on their own behalf and not as representatives of the SBCEO.

SBCEO employees, as members of the community, may use school facilities for meetings, including political activities, as permitted under the Civic Center Act and SBCEO policy.

Employees shall refrain from prohibited political activities identified in law, Board policy, and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.

Policy Reference Disclaimer:

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Management Resources	Description
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Attorney General Opinion 84 Ops.Cal.Atty.Gen. 52 (2001)
Attorney General Opinion 84 Ops.Cal.Atty.Gen. 106 (2001)
Attorney General Opinion 77 Ops.Cal.Atty.Gen. 56 (1994)

Court Decision Downs v. Los Ángeles Unified School District, (9th Cir. 2000) 228

F.3d 1003

Court Decision California Teachers Association v. Governing Board of San Diego

Unified School District, (1996) 45 Cal.App. 4th 1383

PERB Ruling San Diego Community College District, (2001) PERB Dec.

No.1467

Website <u>CSBA</u>

Website <u>California Public Employment Relations Board</u>

Website <u>California Attorney General's Office</u>

State Description

Ed. Code 38130-38139 Civic Center Act

Ed. Code 51520 Prohibited solicitations on school premises
Ed. Code 7050-7057 Political activities of school officers and employees

Elec. Code 18304 Prohibition against use of district seal in campaign literature

Gov. Code 3543.1 Rights of employee organizations

Gov. Code 82041.5 Mass mailing

Gov. Code 8314 Unlawful use of state resources

Pen. Code 424 Embezzlement and falsification of accounts by public officers

Public Employment Relations Board Rulings City of Sacramento, (2019) PERB Dec. No. 2702m

ADOPTED BY COUNTY BOARD: May 6, 1982 REVISED: May 7, 1992, April 7, 1994, PENDING



BOARD POLICY - STAFF DEVELOPMENT

BP 4231

The County Board of Education and the County Superintendent of Schools recognize that classified staff does essential work that supports a healthy school environment and the educational program. Classified staff shall have opportunities to participate in staff development activities in order to improve job skills, learn best practices, retrain as appropriate in order to meet changing conditions in the SBCEO, and/or enhance personal growth.

The County Superintendent of Schools or designee shall involve classified staff, site and SBCEO administrators, and others, as appropriate, in the development of the SBCEO's staff development program. The Superintendent or designee shall ensure that the SBCEO's staff development program is aligned with SBCEO goals, school improvement objectives, the local control and accountability plan, and other SBCEO and school plans.

Staff development may address general workplace skills and/or skills and knowledge specific to the duties of each classified position, including, but not limited to, the following topics: (Education Code 45391)

- 1. Student learning and achievement
 - How paraprofessionals can assist teachers and administrators to improve the academic achievement of students
 - b. Alignment of curriculum and instructional materials with Common Core State Standards
 - c. The management and use of state and local student data to improve student learning
 - d. Best practices in appropriate interventions and assistance to at-risk students
- 2. Student and campus safety
- 3. Education technology, including management strategies and best practices regarding the use of education technology to improve student performance
- 4. School facility maintenance and operations, including best practices in the operation and maintenance of school facilities, such as green technology and energy efficiency, that help reduce the use and cost of energy at school sites
- 5. Special education, including best practices to meet the needs of special education students and to comply with any new state and federal mandates
- 6. School transportation and bus safety
- 7. Parent involvement, including ways to increase parent involvement at school sites



- 8. Food service, including food preparation to provide nutritional meals, food safety, and food management
- 9. Health, counseling, and nursing services
- 10. Environmental safety, including pesticides and other possibly toxic substances so that they may be safely used at school sites

For classroom instructional aides or other classified staff involved in direct instruction of students, staff development activities may also include academic content of the core curriculum, teaching strategies, classroom management, or other training designed to improve student performance, conflict resolution, and relationships among students. Such professional learning opportunities shall be evaluated based on criteria specified in Education Code 44277 and BP 4131 - Staff Development.

The SBCEO's staff evaluation process may be used to recommend additional individualized staff development for individual employees.

The County Superintendent of Schools or designee shall provide a means for continual evaluation of the benefit of staff development activities to staff and students and shall regularly evaluate the effectiveness of the staff development program.

Policy Reference Disclaimer:

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Public Employment Relations Board

Decision

Website

Website

State

Ed. Code 44032

Ed. Code 44277

Ed. Code 45380-45387 Ed. Code 45390-45392

Ed. Code 52060-52077

Ed. Code 56240-56245

Gov. Code 3543.2

Cross References

Code

0430 0430

6173

6173

6173-E(1) 6173-E(2)

ADOPTED BY COUNTY BOARD:

Pending

Description

United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No.

804, 14 PERC P21, 085

California School Employees Association

California Association of School Business Officials

Description

Travel expense payment

Professional growth programs for individual teachers Retraining and study leave (classified employees)

Professional development for classified school employees

Local control and accountability plan

Staff development; service to persons with disabilities

Scope of representation

Description

Comprehensive Local Plan For Special Education Comprehensive Local Plan For Special Education

Education For Homeless Children Education For Homeless Children Education For Homeless Children Education For Homeless Children





BOARD POLICY - NONSCHOOL EMPLOYMENT

BP 4236

In order to help maintain public trust in the integrity of SBCEO operations, the County Board of Education and the County Superintendent of Schools expect all employees to give the responsibility of their positions precedence over any other outside employment. An SBCEO employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to the employee's SBCEO duties. An outside activity shall be considered inconsistent, incompatible, or inimical to SBCEO

An outside activity shall be considered inconsistent, incompatible, or inimical to SBCEC employment when such activity: (Government Code 1126)

- Requires time periods that interfere with the proper, efficient discharge of the employee's duties
- 2. Entails compensation from an outside source for activities which are part of the employee's regular duties
- 3. Involves using the SBCEO's name, prestige, time, facilities, equipment, or supplies for private gain
- 4. Involves service which will be wholly or in part subject to the approval or control of another SBCEO employee or Board member

An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with the employee's immediate supervisor describing the nature of the employment and the time required. The supervisor shall evaluate each request based on the employee's specific duties within the SBCEO and determine whether to grant authorization for such employment.

The supervisor shall inform the employee whether the outside employment is prohibited. The employee may appeal a supervisor's denial of authorization to the County Superintendent of Schools or designee. An employee who continues to pursue a prohibited activity may be subject to disciplinary action.

Tutoring

A certificated employee shall not accept any compensation or other benefit for tutoring a student enrolled in the certificated employee's class(es). An employee who wishes to tutor another SBCEO student shall first request authorization from the employee's supervisor in accordance with this Board policy. If authorization is granted, the employee shall not use SBCEO facilities, equipment, or supplies when providing the tutoring service.

Policy Reference Disclaimer:

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Management Resources

Attorney General Opinion Website

Website

Description

70 Ops.Cal.Atty.Gen. 157 (1987)
Fair Political Practices Commission

<u>CSBA</u>



State 5 CCR 80334 Ed. Code 35160 Ed. Code 35160.1 Ed. Code 51520 Gov. Code 1126 Gov. Code 1127 Gov. Code 1128

Description

Unauthorized private gain or advantage Authority of governing boards Broad authority of school districts Prohibited solicitations on school premises Incompatible activities of employees Incompatible activities; off duty work Incompatible activities, attorney

ADOPTED BY COUNTY BOARD:

PENDING



BOARD POLICY - COMPLAINTS

BP 4244

The County Board of Education and the County Superintendent of Schools recognize the need to establish a process to allow employees and job applicants to have their concerns heard in an expeditious and unbiased manner. The Superintendent expects that employees will make every effort to resolve complaints and disagreements informally before filing a formal complaint. The County Superintendent of Schools prohibits retaliation against complainants. The Superintendent or designee may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint.

All matters related to a complaint shall be kept confidential and any document, communication, or record regarding the complaint shall be placed in a separate file and shall not be placed in an employee's personnel file.

Policy Reference Disclaimer:

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Management Resources Website	Description CSBA
State	Description
5 CCR 4900-4965	Nondiscrimination in elementary and secondary education programs
Ed. Code 200-262.4	Educational equity; prohibition of discrimination on the basis of sex
Ed. Code 35186 Ed. Code 44110-44114	Complaints regarding teacher vacancy or misassignment Reporting by school employees of improper governmental activity
Gov. Code 3543	Public school employees' rights
Gov. Code 3543.1	Rights of employee organizations
Gov. Code 53296-53299	Disclosure of confidential information; whistleblower
Gov. Code 54957	Complaints against employees; right to open session
Lab. Code 1102.5-1106	Whistleblower protections
Cross References	
Code	Description
0430	Comprehensive Local Plan For Special Education
0430	Comprehensive Local Plan For Special Education

ADOPTED BY COUNTY BOARD:

Pending

REVISED:



BOARD POLICY - EMPLOYEE COMPENSATION

BP 4251

In order to recruit and retain employees committed to the SBCEO's goals for student learning, the County Board of Education and the County Superintendent of Schools recognize the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

The County Superintendent of Schools shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the SBCEO office. (Education Code 45022, 45023, 45160, 45162, 45268)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the County Superintendent of Schools or designee and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the County Superintendent of Schools or designee.

The County Superintendent of Schools or designee shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)

In extraordinary circumstances or emergency situations, the County Superintendent of Schools or designee may determine to continue to compensate employees during periods of extended closure or disruption of normal SBCEO operations when permitted by law and consistent with collective bargaining agreements and memoranda of understanding.

The County Superintendent of Schools or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

SBCEO employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week, or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work. However, teachers, school administrators, and other employees in positions established by the County Superintendent of Schools as executive, administrative, or professional shall be exempt from overtime rules. (Education Code 45128, 45130; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32) When authorized in a collective bargaining agreement or other agreement between the SBCEO and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within 12 calendar months after making the request if the use of the compensatory



time does not unduly disrupt SBCEO operations. (Education Code 45129; 29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the County Superintendent of Schools or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

Policy Reference Disclaimer:

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Federal

26 CFR 1.409A-1 26 USC 409A 29 CFR 516.4 29 CFR 516.5-516.6 29 CFR 541.0-541.710

29 CFR 553.1-553.51 29 USC 201-219 29 USC 203 29 USC 207 29 USC 213

Management Resources

Court Decision Office of Management and Budget Publication

Website Website Website

State

8 CCR 11040

Ed. Code 45023 Ed. Code 45028 Ed. Code 45127-45133.5 Ed. Code 45160-45169 Ed. Code 45268 Gov. Code 3540-3549 Gov. Code 3543.2 Gov. Code 3543.7 Lab. Code 226

Ed. Code 45022-45061.5

Cross References

Lab. Code 232

Code 0430 0430

Description

Definitions and covered plans Deferred compensation plans

Notice of minimum wage and overtime provisions

Records

Exemptions for executive, administrative, and professional

employees

Fair Labor Standards Act; applicability to public agencies

Fair Labor Standards Act

Definitions

Fair Labor Standards Act

Exemptions from minimum wage and overtime requirements

Description

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421 Administrative Relief for Recipients & Applicants of Fed. Fin. Assist. Directly Impacted by COVID-19 Due to Loss, Memo M-20-17, March 19, 2020

U.S. Department of Labor, Wage and Hour Division

School Services of California, Inc.

Internal Revenue Service

CSBA

Description

Wages and hours; definitions of administrative, executive, and

professional employees

Salaries

Availability of salary schedule Salary schedule and exceptions

Classified employees, work week, overtime provisions

Salaries for classified employees

Salary schedule for classified service in merit system districts

Meeting and negotiating Scope of representation

Duty to meet and negotiate in good faith Employee access to payroll records

Disclosure of wages

Description

Comprehensive Local Plan For Special Education Comprehensive Local Plan For Special Education

ADOPTED BY COUNTY BOARD:





BOARD POLICY - HEALTH AND WELFARE BENEFITS

BP 4254

The County Board of Education and the County Superintendent of Schools recognize that health and welfare benefits are essential to promote employee health and productivity and are an important part of the compensation offered to employees. The SBCEO shall provide health and welfare benefits for employees in accordance with state and federal law and subject to negotiated employee agreements.

Certificated management, administrative, and supervisory employees who are not in bargaining units shall receive the same health and welfare benefits as those specified in the collective bargaining agreement for certificated employees. Classified management, administrative, and supervisory employees who are not in bargaining units shall receive the same health and welfare benefits as those specified in the collective bargaining agreement for classified employees.

For purposes of granting benefits, a registered domestic partner and the registered domestic partner's child shall have the same rights, protections, and benefits as a spouse and spouse's child. (Family Code 297.5, 300)

The SBCEO shall offer full-time employees who work an average of 35 hours or more per week and their dependents up to age 26 years a health insurance plan that includes coverage for essential health benefits, pays at least 60 percent of the medical expenses covered under the terms of the plan, and meets all other requirements of the federal Patient Protection and Affordable Care Act.

With respect to eligibility to participate in the health benefits plan or the level of health benefits provided, the SBCEO shall not discriminate in favor of employees who are among the highest paid 25 percent of all SBCEO employees. (26 USC 105; 42 USC 300gg-16)

Continuation of Coverage

Retired certificated employees, other employees who would otherwise lose coverage due to a qualifying event specified in law and administrative regulation, and their qualified beneficiaries may continue to participate in the SBCEO 's group health and welfare benefits in accordance with state and federal law.

Unless otherwise provided for in the applicable collective bargaining agreement, covered employees and their qualified beneficiaries may receive continuation coverage by paying the premiums, dues, and other charges, including any increases in premiums, dues, and costs incurred by the SBCEO in administering the program.

Confidentiality

The County Superintendent or designee shall not use or disclose any employee's medical information the SBCEO possesses without the employee's authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law. (Civil Code 56.20)

Policy Reference Disclaimer:

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Federal

Description

1 USC 7

Definition of marriage, spouse



26 CFR 1.105-11

26 CFR 54.4980B-1-54.4980B-10 26 CFR 54.4980H-1-54.4980H-6

26 USC 105

26 USC 4980B 26 USC 4980H

26 USC 5000A 26 USC 6056 29 USC 1161-1168 42 USC 1395-1395g 42 USC 300gg-16

42 USC 300gg-300gg95 45 CFR 164.500-164.534

Management Resources

California School Boards Association

Publication Internal Revenue Service Notification

U.S. Department of Treasury Publication

Website Website

Website Website Website

State

Civ. Code 56.10-56.16 Civ. Code 56.20-56.245 Ed. Code 17566

Ed. Code 35208 Ed. Code 35214

Ed. Code 44041-44042 Ed. Code 44986 Ed. Code 45136 Ed. Code 7000-7008 Fam. Code 297-297.5

Fam. Code 300 Gov. Code 12940 Gov. Code 22750-22944 Gov. Code 53200-53210 H&S Code 1366.20-1366.29

H&S Code 1367.08

H&S Code 1373 H&S Code 1373.621 H&S Code 1374.58

Ins. Code 10116.5

Ins. Code 10128.50-10128.59

Self-insured medical reimbursement plan

COBRA continuation coverage

Patient Protection and Affordable Care Act

Self-insured medical reimbursement plan; definition of highly

compensated individual

COBRA continuation coverage

Penalty for noncompliance with employer-provided health care

requirements

Minimum essential coverage

Report of health coverage provided to employees

COBRA continuation coverage

Medicare benefits

Group health plan; nondiscrimination in favor of highly

compensated individuals

Patient Protection and Affordable Care Act

Health Insurance Portability and Accountability Act (HIPAA)

Description

Health Policy: Implications of Covered California for School Boards, Districts and Personnel, Governance Brief, January 2013

2011-1 Affordable Care Act Nondiscrimination Provisions

Applicable to Insured Group Health Plans

Fact Sheet: Final Regulations Implementing Employer Shared Responsibility Under the Affordable Care Act (ACA) for 2015

U.S. Department of Labor

U.S. Department of Health and Human Services, Centers for

Medicare and Medicaid Services

Internal Revenue Service

California Employment Development Department

Description

Disclosure of information by medical providers

Use and disclosure of medical information by employers

Self-insurance fund Liability insurance

Liability insurance (self-insurance or a combination of selfinsurance and insurance through an insurance company)

Payroll deductions for collection of premiums Leave of absence, state disability benefits

Benefits for classified employees

Health and welfare benefits, retired certificated employees Rights, protections, benefits under the law; registered domestic partners

Definition of marriage

Unlawful discriminatory employment practices Public Employees' Medical and Hospital Care Act

Group insurance

Cal-COBRA program, health insurance

Disclosure of fees and commissions paid related to health care

service plan

Health services plan, coverage for dependent children

Continuation coverage, age 60 or older after five years with district Coverage for registered domestic partners, health service plans and health insurers

Continuation coverage, age 60 or older after five years with district

Cal-COBRA program, disability insurance



Ins. Code 10277-10278

Ins. Code 10604.5 Ins. Code 12670-12692.5 Lab. Code 2800.2

Lab. Code 4856

Unemp. Ins. Code 2613

Group and individual health insurance, coverage for dependent children

Annual disclosure of fees and commissions paid

Conversion coverage

Notification of availability of continuation health coverage

Health benefits for spouse of peace officer killed in performance of

duties

Disability insurance; notice of rights and benefits

Cross References

CodeDescription0430Comprehensive Local Plan For Special Education0430Comprehensive Local Plan For Special Education4141.6Concerted Action/Work Stoppage4141.6Concerted Action/Work Stoppage4241.6Concerted Action/Work Stoppage4241.6Concerted Action/Work Stoppage4241.6Concerted Action/Work Stoppage

ADOPTED BY COUNTY BOARD:

May 1, 1980

REVISED: May 7, 1992, April 7, 1994, PENDING



BOARD POLICY - LEAVES

BP 4261

The County Board of Education and the County Superintendent of Schools shall provide for paid and unpaid leaves of absence for employees in accordance with law, Board policy, administrative regulation, collective bargaining agreements, and merit system rules, as applicable. The County Superintendent of Schools recognizes the following justifiable reasons for employee absence:

- 1. Personal illness or injury
- 2. Industrial accident or illness
- 3. Family care and medical leave
- 4. Military service
- 5. Personal necessity and personal emergencies
- 6. Disability leave for certificated employees in accordance with Education Code 44986
- 7. Vacations for classified staff and certificated management staff, as applicable
- 8. Sabbaticals for purposes of study or training related to the employee's job duties
- Attendance at work-related meetings and staff development opportunities
- 10. Compulsory leave

Long-Term Leaves

With County Superintendent of Schools or designee approval, an employee may receive a leave of absence, without pay and without accruing seniority or service credit, for a period of up to one school year. Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested. All long-term leave agreements shall be in writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated to a similar position as that held at the time leave was granted, unless otherwise agreed upon.

The County Superintendent of Schools or designee shall consider any written request by an employee to return to work prior to the expiration date of the leave.

Administrative and Supervisory Personnel

Certificated administrative and supervisory employees who are not subject to the SBCEO's bargaining agreement for certificated employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other certificated employees unless

Leaves - Board Policy 4261



otherwise specified in individual contract, memorandums of understanding, Board policy, administrative regulation, or law.

Classified administrative and supervisory employees who are not subject to the SBCEO's bargaining agreement for classified employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other classified employees unless otherwise specified in individual contract, memoranda of understanding, Board policy, administrative regulation, or law.

Policy Reference Disclaimer:

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Federal 29 USC 2601-2654 38 USC 4301-4334	Description Family Care and Medical Leave Act Uniformed Services Employment and Reemployment Rights Act of
	1994
State	Description
Ed. Code 22850-22856	Pension benefits, STRS members on military leave
Ed. Code 44018	Compensation for employees on active military duty
Ed. Code 44036-44037	Leaves of absence for judicial and official appearances
Ed. Code 44043.5	Catastrophic leave
Ed. Code 44800	Effect of active military service on status of employees
Ed. Code 44842	Reemployment notices, certificated employees
Ed. Code 44940	Compulsory leave of absence for certificated persons
Ed. Code 44962-44988	Leave of absence (certificated)
Ed. Code 45059	Employee ordered to active military/naval duty, computation of salary
Ed. Code 45190-45210	Leaves of absence (classified)
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov. Code 12945.1-12945.2	California Family Rights Act
Gov. Code 20990-21013	Pension benefits, PERS members on military leave
Gov. Code 3543.1	Rights of employee organizations
Gov. Code 3543.2	Scope of representation
Lab. Code 230-230.2	Leaves for victims of domestic violence, sexual assault or specified felonies
Lab. Code 230.3	Leave for emergency personnel
Lab. Code 230.4	Leave for volunteer firefighters
Lab. Code 230.8	Time off to visit child's school
Lab. Code 233	Illness of child, parent, spouse or domestic partner
M&V Code 395-395.9	Military leave
M&V Code 395.10	Leave when spouse on leave from military deployment

ADOPTED BY COUNTY BOARD: REVISED:

Pending

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BOARD POLICY - CATASTROPHIC LEAVE PROGRAM

BP 4261.9

The County Board of Education and the County Superintendent of Schools recognizes that SBCEO employees may desire to assist other employees who have an urgent need for a leave of absence but do not have sufficient accrued leave to cover their absence. The County Superintendent of Schools or designee shall establish a catastrophic leave program by which employees may donate accrued vacation and/or sick leave credits, which shall be placed into a pool for use by eligible employees.

Donations made under the catastrophic leave program shall be strictly voluntary.

The SBCEO's policy and procedures regarding catastrophic leave shall be included in the employee handbook. The County Superintendent of Schools or designee may notify employees annually, or more frequently if the need arises, of the process for donating leave for this purpose.

An employee may apply to use donated leave credits in accordance with the accompanying administrative regulation when the employee has exhausted all applicable paid leaves of absence and a catastrophic illness or injury incapacitates the employee or a member of the employee's family for an extended period of time. (Education Code 44043.5)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State
Ed. Code 44043.5
Ed. Code 44977
Ed. Code 44978
Ed. Code 44983
Ed. Code 45190-45191
Ed. Code 45196
Lab. Code 245-249

Description Catastrophic leave

Salary schedule for substitute employees Sick leave, certificated employees

Compensation during leave, certificated employees Sick leave and vacation, classified employees

Salary deductions during sick leave, classified employees Healthy Workplaces, Healthy Families Act of 2014

ADOPTED BY COUNTY BOARD:

Pending

REVISED:



BOARD POLICY - ADMINISTRATIVE AND SUPERVISORY PERSONNEL

BP 4300

The County Board of Education and the County Superintendent of Schools recognize that effective management is vital to the success of SBCEO students and programs. Management personnel are expected to demonstrate initiative and good judgment in the development, implementation, and oversight of SBCEO programs. Supervisors shall promote the productivity, professional growth, and teamwork of SBCEO staff.

The County Board of Education and the County Superintendent of Schools shall adopt policies and regulations related to administrative and supervisory personnel insofar as they are needed to comply with law and describe terms of employment within the SBCEO.

The County Superintendent of Schools or designee may establish or abolish any or all positions of the senior management of the classified service. Any employee occupying a senior management position abolished by the County Superintendent of Schools or designee shall become a member of the classified or certificated service in a position to which the employee would otherwise be entitled if the employee had not been in a senior management position. (Education Code 45104.5)

Policy Reference Disclaimer:

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These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Management Resources	Description		
Court Decision	Auer v. Robbins, (1997) 117 S.Ct. 905		
State	Description		
Ed. Code 35031	Term of employment		
Ed. Code 45100.5	Senior classified management positions		
Ed. Code 45104.5	Abolishment of senior classified management positions		
Ed. Code 45108.5	Definition of senior classified management employees		
Ed. Code 45108.7	Waiver of provisions of 45108.5		
Ed. Code 45128	Overtime		
Ed. Code 45130	Exclusion from overtime provisions		
Ed. Code 45256.5	Designation of certain senior classified management positions		
Gov. Code 3540	Purpose		
Gov. Code 3540.1	Public employment definitions		
Gov. Code 3543.4	Management position; representation		
Gov. Code 3545	Appropriateness of unit; basis		
	• • •		

ADOPTED BY COUNTY BOARD: REVISED:

Pending

Administrative and Supervisory Personnel – Board Policy 4300



BOARD POLICY - WORKING REMOTELY

BP 4313.5

The County Board of Education and the County Superintendent of Schools recognize that working remotely at home or at another alternative location may be necessary at times when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts the SBCEO's ability to effectively conduct operations at the school or worksite. A full-time, part-time, or short-term remote work arrangement may also be granted by the County Superintendent of Schools or designee to an individual employee, upon request, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder SBCEO operations.

The opportunity to work remotely shall be entirely at the SBCEO's discretion, and no grievance or appeal right may arise from SBCEO denial of any employee request for remote work.

Employees approved for remote work shall comply with all SBCEO policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.

Unless otherwise approved in advance by the County Superintendent of Schools or designee, employees working remotely shall do so within regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or in connection with their employment as soon as practically possible in accordance with Board policy.

The SBCEO shall provide to employees who work remotely all supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, as necessary, a technology device and Internet access. Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the SBCEO in order to safeguard confidential information. Employees shall be responsible for maintaining and protecting equipment on loan from the SBCEO and shall adhere to the SBCEO's Acceptable Use Agreement. The employee's personally owned equipment may only be used for SBCEO business when approved by the County Superintendent of Schools or designee.

Work done at a remote work location is considered official public business. SBCEO records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential or made accessible to the public in accordance with law.

Any employee working remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline and/or termination of remote work responsibilities. Employees shall be required to attend virtual or in-person meetings when directed by their supervisor.

Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.



Remote work arrangements may be discontinued at any time at the discretion of the County Superintendent of Schools or designee.

Policy Reference Disclaimer:

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State	Description
Gov. Code 12900-12996	Fair Employment and Housing Act
Gov. Code 6250-6270	California Public Records Act
Lab. Code 226.7	Mandated meal, rest, or recovery periods
Lab. Code 6400	Safe and healthful employment and place of employment
Lab. Code 6401	Unsafe workplace
Federal	Description
42 USC 12101-12213	Equal opportunity for individuals with disabilities
Management Resources	Description
Website	California Department of Industrial Relations

Cross References	
Code	Description
0470	COVID-19 Mitigation Plan
1340	Access To District Records
1340	Access To District Records
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.5	Emergency Schedules
3580	District Records
3580	District Records
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4032	Reasonable Accommodation
4040	Employee Use Of Technology
4040-E PDF(1)	Employee Use Of Technology
4113	Assignment
4113	Assignment
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.21	Professional Standards
4119.21-E PDF(1)	Professional Standards
4131	Staff Development
4141	Collective Bargaining Agreement
4151	Employee Compensation
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4156.3	Employee Property Reimbursement
4157	Employee Safety
4157	Employee Safety
4157.1	Work-Related Injuries
4157.2	Ergonomics
4161.1	Personal Illness/Injury Leave
4215	Evaluation/Supervision
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4219.21	Professional Standards
NA 11 D 11 D 10 11 10	.40 =



4219.21-E PDF(1) <u>Professional Standards</u>

4241Collective Bargaining Agreement4251Employee Compensation4254Health And Welfare Benefits4254Health And Welfare Benefits

4256.3 <u>Employee Property Reimbursement</u>
4257 Employee Safety

4257Employee Safety4257Employee Safety4257.1Work-Related Injuries

4257.2 <u>Ergonomics</u>

4261.1Personal Illness/Injury Leave4315Evaluation/Supervision4319.21Professional Standards4319.21-E PDF(1)Professional Standards4351Employee Compensation

4351
4354
4354
4354
4354
4356.3

Employee Compensation
Health And Welfare Benefits
Health And Welfare Benefits
Employee Property Reimbursement

4357 Employee Safety
4357 Employee Safety
4357.1 Work-Related Injuries

4357.2 Ergonomics

4361.1 Personal Illness/Injury Leave

5125Student Records5125Student Records

ADOPTED BY COUNTY BOARD: REVISED:



BOARD POLICY - EVALUATION/SUPERVISION

BP 4315

The County Board of Education and the County Superintendent of Schools believe that regular, comprehensive evaluations designed to hold administrative and supervisory staff accountable for their performance are key to improving their instructional leadership and management skills. Evaluations shall be linked to the SBCEO's vision and goals and school improvement plans.

Evaluations shall be used to recognize the exemplary skills and accomplishments of administrative and supervisory employees, serve as a criterion for contract renewals, and identify areas needing improvement. When the evaluation indicates areas needing improvement, the County Superintendent of Schools expects employees to take the initiative to improve their performance and for their supervisors to assist them in obtaining needed job skills.

Administrative and supervisory employees shall be evaluated in accordance with provisions of employee contracts and/or applicable collective bargaining agreements as appropriate.

The County Superintendent of Schools or designee shall make written evaluation procedures available to all administrative and supervisory employees.

An employee shall be evaluated annually for the first, second, and third years of employment as an administrator or supervisor in the SBCEO, and at least every two years thereafter, unless otherwise provided for in an employee contract or collective bargaining agreement. Evaluations may occur between scheduled periods at the request of the employee, the employee's supervisor, or the County Superintendent of Schools or designee.

The County Superintendent of Schools or designee shall establish clear, objective criteria for evaluation based on the job responsibilities of each administrative or supervisory position. Evaluation criteria for certificated school program administrators may be based on the California Professional Standards for Educational Leaders (CPSEL) and also may include, but not be limited to, evidence of: (Education Code 44671)

 Academic growth of students, based on multiple measures which may include student work as well as student and school longitudinal data that demonstrate academic growth over time

Assessments used for this purpose shall be valid and reliable and used for the intended purposes and for the appropriate student populations. Local and state academic assessments may include, but are not limited to, state standardized assessments and formative, summative, benchmark, end-of-chapter, end-of-course, Advanced Placement, International Baccalaureate, college entrance, and performance assessments.

- 2. Effective and comprehensive teacher evaluations, including, but not limited to, curricular and management leadership, ongoing professional development, teacher-principal teamwork, and professional learning communities
- 3. Culturally responsive instructional strategies to address and eliminate the achievement gap
- 4. The ability to analyze quality instructional strategies and provide effective feedback that leads to instructional improvement



- 5. High expectations for all students and leadership to ensure active student engagement and learning
- 6. Collaborative professional practices for improving instructional strategies
- 7. Effective school management, including personnel and resource management, organizational leadership, sound fiscal practices, a safe campus environment, and appropriate student behavior
- 8. Meaningful self-assessment to improve as a professional educator, which may include, but not be limited to, a self-assessment based on the CPSEL and the identification of areas of strengths and areas for professional growth to engage in activities to foster professional growth
- 9. Consistent and effective relationships with students, parents/guardians, teachers, staff, and other administrators

The evaluation shall be dated and signed by the employee and evaluator. The employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in the employee's personnel file.

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Management Resources

Commission on Teacher Credentialing

Publication Website

Website Website

Website

State

Ed. Code 35171 Ed. Code 44660-44665

Ed. Code 44670-44671 Ed. Code 45113

Gov. Code 3540.1 Gov. Code 3543.2 Gov. Code 3545

Description

California Professional Standards for Educational Leaders.

February 2014

CSBA

Commission on Teacher Credentialing
California Department of Education

Association of California School Administrators

Description

Availability of rules and regulations for evaluation of performance Evaluation and assessment of performance of certificated

employees

Principal evaluation

Notification of charges, classified employees

Public employment definitions Scope of representation Appropriateness of unit; basis

ADOPTED BY COUNTY BOARD:

REVISED:



BOARD POLICY - SEXUAL HARASSMENT

BP 4319.11

The following policy shall apply to all SBCEO employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the SBCEO.

The County Board of Education and the County Superintendent of Schools are committed to providing a safe work environment that is free of harassment and intimidation. The County Board of Education and the County Superintendent of Schools prohibit sexual harassment against SBCEO employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy. Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

The County Superintendent of Schools or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

- 1. Providing training to employees in accordance with law and administrative regulation
- 2. Publicizing and disseminating the SBCEO's sexual harassment policy to employees and others to whom the policy may apply
- 3. Ensuring prompt, thorough, fair, and equitable investigation of complaints
- Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The County Superintendent of Schools or designee shall periodically evaluate the effectiveness of the SBCEO's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the SBCEO's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

Sexual Harassment Reports and Complaints

SBCEO employees who feel that they have been sexually harassed in the performance of their SBCEO responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a SBCEO administrator, or the SBCEO's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or AR 4030 - Nondiscrimination in Employment, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration



under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

Upon investigation of a sexual harassment complaint, any SBCEO employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Policy Reference Disclaimer:

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Federal

20 USC 1681-1688 34 CFR 106.1-106.9

34 CFR 106.51-106.61

42 USC 2000e-2000e-17

Management Resources

Court Decision
Court Decision
Court Decision

Court Decision Court Decision

Court Decision

U.S. Equal Employment Opportunity Com.

Publication Website Website Website

State

2 CCR 11006-11086 2 CCR 11021 2 CCR 11023 2 CCR 11024

2 CCR 11034 5 CCR 4900-4965

Lab. Code 1102.1

Ed. Code 200-262.4 Gov. Code 12900-12996 Gov. Code 12940 Gov. Code 12950 Gov. Code 12950.1 Lab. Code 1101 Description

Title IX of the Education Amendments of 1972

Nondiscrimination on the basis of sex in education programs or

activities

Nondiscrimination on the basis of sex in employment in education

program or activities

Title VII, Civil Rights Act of 1964, as amended

Description

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998 Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57 Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct.

1989

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275 Department of Health Services v. Superior Court of California,

(2003) 31 Cal.4th 1026

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Promising Practices for Preventing Harassment, November 2017

U.S. Equal Employment Opportunity Commission
U.S. Department of Education, Office for Civil Rights
California Department of Fair Employment and Housing

Description

Discrimination in employment

Discrimination in employment - retaliation

Harassment and discrimination prevention and correction Required training and education on harassment based on sex.

gender identity and expression, and sexual orientation Terms, conditions, and privileges of employment

Nondiscrimination in elementary and secondary education

programs

Educational equity; prohibition of discrimination on the basis of sex

Fair Employment and Housing Act

Unlawful discriminatory employment practices

Sexual harassment

Sexual harassment training Political activities of employees Discrimination: sexual orientation



0430 0430

Description

Comprehensive Local Plan For Special Education Comprehensive Local Plan For Special Education

ADOPTED BY COUNTY BOARD:

REVISED:



BOARD POLICY - POLITICAL ACTIVITIES OF EMPLOYEES

BP 4319.25

The County Board of Education and the County Superintendent of Schools recognize the importance of political activity, voting, and civic engagement, and respects the right of SBCEO employees to engage in political discussions and activities as individuals on their own time and at their own expense. When engaging in such activities, employees shall make it clear that they are acting on their own behalf and not as representatives of the SBCEO.

SBCEO employees, as members of the community, may use school facilities for meetings, including political activities, as permitted under the Civic Center Act and SBCEO policy.

Employees shall refrain from prohibited political activities identified in law, Board policy, and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.

Policy Reference Disclaimer:

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Management Resources	Description
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Attorney General Opinion 84 Ops.Cal.Atty.Gen. 52 (2001)
Attorney General Opinion 84 Ops.Cal.Atty.Gen. 106 (2001)
Attorney General Opinion 77 Ops.Cal.Atty.Gen. 56 (1994)

Court Decision Downs v. Los Angeles Unified School District, (9th Cir. 2000) 228

F.3d 1003

Court Decision California Teachers Association v. Governing Board of San Diego

Unified School District, (1996) 45 Cal.App. 4th 1383

PERB Ruling San Diego Community College District, (2001) PERB Dec.

No.1467

Website <u>CSBA</u>

Website California Public Employment Relations Board

Website <u>California Attorney General's Office</u>

State Description

Ed. Code 38130-38139 Civic Center Act

Ed. Code 51520 Prohibited solicitations on school premises

Ed. Code 7050-7057 Political activities of school officers and employees

Elec. Code 18304 Prohibition against use of district seal in campaign literature

Gov. Code 3543.1 Rights of employee organizations

Gov. Code 82041.5 Mass mailing

Gov. Code 8314 Unlawful use of state resources

Pen. Code 424 Embezzlement and falsification of accounts by public officers

Public Employment Relations Board Rulings City of Sacramento, (2019) PERB Dec. No. 2702m

ADOPTED BY COUNTY BOARD: Pe

Pending

REVISED:



BOARD POLICY - STAFF DEVELOPMENT

BP 4331

The County Board of Education and the County Superintendent of Schools recognize that professional development enhances employee effectiveness and contributes to personal growth. Staff development for administrative and supervisory personnel shall be designed to guide institutional improvement, build leadership skills, and enhance overall management efficiency.

The County Superintendent of Schools or designee shall develop a plan for administrator support and development activities that is based on a systematic assessment of the needs of SBCEO students and staff and is aligned to the SBCEO's vision, goals, local control and accountability plan, and other comprehensive plans.

The SBCEO's staff development program for SBCEO and school administrators may include, but is not limited to, the following topics:

- 1. Personnel management, including best practices on hiring, recruitment, assignment, and retention of staff
- 2. Effective fiscal management and accountability practices
- 3. Academic standards and standards-aligned curriculum and instructional materials
- Leadership training to improve the academic achievement of all students, including capacity building in pedagogies of learning, instructional strategies that meet the varied learning needs of students, and student motivation
- 5. The use of student assessments, including analysis of disaggregated assessment results to identify needs and progress of student subgroups
- 6. The use of technology to improve student performance and district operations
- 7. Creation of safe and inclusive school environments
- 8. Parental involvement and community collaboration
- 9. Employee relations
- 10. Effective school and SBCEO planning processes

The SBCEO's staff evaluation process may be used to recommend additional staff development for individual employees.

The County Superintendent of Schools or designee shall evaluate the benefit to staff and students of professional development activities.

Policy Reference Disclaimer:



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State

Ed. Code 44681-44689.2 Ed. Code 52060-52077

Administrator training and evaluation Local control and accountability plan

Management Resources

Website Website

WestEd

Website Website

California Professional Standards for Educational Leaders, 2001

Cross References

WestEd Publication

Code 0000 0100 0200 0410 0415 0420 0420

0440 0440 0450 0450

1100 1113 1113 1113-E PDF(1)

1312.3

3230

3230

3260

3514.1

1114

1312.3-E PDF(1) 1312.3-E PDF(2) 1313 3100 3100

Description

Association of California School Administrators Commission on Teacher Credentialing

California Department of Education

Description

Vision **Philosophy**

Goals For The School District

Nondiscrimination In District Programs And Activities

Equity

School Plans/Site Councils School Plans/Site Councils District Technology Plan District Technology Plan Comprehensive Safety Plan Comprehensive Safety Plan

Local Control And Accountability Plan Local Control And Accountability Plan

COVID-19 Mitigation Plan

Accountability

Communication With The Public District And School Web Sites District And School Web Sites District And School Web Sites District-Sponsored Social Media District-Sponsored Social Media

Volunteer Assistance Volunteer Assistance

Uniform Complaint Procedures Uniform Complaint Procedures Uniform Complaint Procedures **Uniform Complaint Procedures**

Civility **Budget Budget**

Federal Grant Funds Federal Grant Funds Fees And Charges Fees And Charges Travel Expenses

Financial Reports And Accountability Financial Reports And Accountability Integrated Waste Management Integrated Waste Management

Environmental Safety Environmental Safety Hazardous Substances

SANTA BARBARA County Education Office Susan C. Salcido, Superinrendem	
3514.1	<u>Hazardous Substances</u>
3515	Campus Security
3515	Campus Security
3515.2 3515.2	<u>Disruptions</u>
3516	Disruptions Emergencies And Disaster Propagations Plan
3516	Emergencies And Disaster Preparedness Plan Emergencies And Disaster Preparedness Plan
3516.2	Bomb Threats
3516.3	Earthquake Emergency Procedure System
3542	School Bus Drivers
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3552	Summer Meal Program
3552	Summer Meal Program
3580	District Records
3580	District Records
4000	Concepts And Roles
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4040 4040 F BB F(4)	Employee Use Of Technology
4040-E PDF(1)	Employee Use Of Technology
4111 4112.23	Recruitment And Selection
4113	Special Education Staff Assignment
4113	Assignment
4119.21	Professional Standards
4119.21-E PDF(1)	Professional Standards
4119.41	Employees With Infectious Disease
4157	Employee Safety
4157	Employee Safety
4158	Employee Security
4158	Employee Security
4161	Leaves
4161	<u>Leaves</u>
4211	Recruitment And Selection
4219.21	Professional Standards
4219.21-E PDF(1)	Professional Standards
4219.41	Employees With Infectious Disease
4257	Employee Safety
4257 4258	Employee Safety
4258	Employee Security
4261	Employee Security Leaves
4261	<u>Leaves</u> Leaves
4311	Recruitment And Selection
4315	Evaluation/Supervision
4319.21	Professional Standards
4319.21-E PDF(1)	Professional Standards
4319.41	Employees With Infectious Disease
4357	Employee Safety
4357	Employee Safety
4358	Employee Security
4358	Employee Security
4361	<u>Leaves</u>
4361	<u>Leaves</u>
5137	Positive School Climate
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.52	Suicide Prevention
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5141.52	Suicide Prevention
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.9	Hate-Motivated Behavior
5148	Child Care And Development
5148	Child Care And Development
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
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	Preschool/Early Childhood Education
6000	Concepts And Roles
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6111	School Calendar
6120	Response To Instruction And Intervention
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6142.93	Science Instruction
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6163.1	Library Media Centers
6171	Title I Programs
6171	Title I Programs
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E PDF(1)	Education For Homeless Children
6173-E PDF(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6173.4	Title VI Indian Education Program
61/4	
6174 6174	Education For English Learners
6174	Education For English Learners Education For English Learners
6174 6175	Education For English Learners Education For English Learners Migrant Education Program
6174 6175 6175	Education For English Learners Education For English Learners Migrant Education Program Migrant Education Program
6174 6175	Education For English Learners Education For English Learners Migrant Education Program

ADOPTED BY COUNTY BOARD:

REVISED:



BOARD POLICY - NONSCHOOL EMPLOYMENT

BP 4336

In order to help maintain public trust in the integrity of district operations, the County Board of Education and the County Superintendent of Schools expect all employees to give the responsibility of their positions precedence over any other outside employment. An SBCEO employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to his/her district duties. An outside activity shall be considered inconsistent, incompatible, or inimical to SBCEO employment when such activity: (Government Code 1126)

- 1. Requires time periods that interfere with the proper, efficient discharge of the employee's duties
- 2. Entails compensation from an outside source for activities which are part of the employee's regular duties
- 3. Involves using the district's name, prestige, time, facilities, equipment, or supplies for private gain
- 4. Involves service which will be wholly or in part subject to the approval or control of another SBCEO employee or County Board of Education member

An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with the employee's immediate supervisor describing the nature of the employment and the time required. The supervisor shall evaluate each request based on the employee's specific duties within the SBCEO and determine whether to grant authorization for such employment.

The supervisor shall inform the employee whether the outside employment is prohibited. The employee may appeal a supervisor's denial of authorization to the County Superintendent of School or designee. An employee who continues to pursue a prohibited activity may be subject to disciplinary action.

Tutoring

A certificated employee shall not accept any compensation or other benefit for tutoring a student enrolled in the employee's class(es). An employee who wishes to tutor another SBCEO student shall first request authorization from the employee's supervisor in accordance with this Board policy. If authorization is granted, the employee shall not use SBCEO facilities, equipment, or supplies when providing the tutoring service.

Policy Reference Disclaimer:		



These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Management Resources

Attorney General Opinion Website Website

State

5 CCR 80334 Ed. Code 35160 Ed. Code 35160.1 Ed. Code 51520 Gov. Code 1126 Gov. Code 1127 Gov. Code 1128

Description

70 Ops.Cal.Atty.Gen. 157 (1987)
<u>Fair Political Practices Commission</u>
CSBA

Description

Unauthorized private gain or advantage Authority of governing boards Broad authority of school districts Prohibited solicitations on school premises Incompatible activities of employees Incompatible activities; off duty work Incompatible activities, attorney

ADOPTED BY COUNTY BOARD:

REVISED:



BOARD POLICY - COMPLAINTS

BP 4344

The County Board of Education and the County Superintendent of Schools recognize the need to establish a process to allow employees and job applicants to have their concerns heard in an expeditious and unbiased manner. The County Superintendent of Schools expects that employees will make every effort to resolve complaints and disagreements informally before filing a formal complaint.

The County Superintendent of Schools prohibits retaliation against complainants. The Superintendent or designee may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint.

All matters related to a complaint shall be kept confidential and any document, communication, or record regarding the complaint shall be placed in a separate file and shall not be placed in an employee's personnel file.

Policy Reference Disclaimer:

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Website

CSBA

State

5 CCR 4900-4965

Ed. Code 200-262.4 Ed. Code 35186 Ed. Code 44110-44114 Gov. Code 3543 Gov. Code 3543.1 Gov. Code 53296-53299 Gov. Code 54957 Lab. Code 1102.5-1106

Cross References

Code 0430

0430

Description CSBA

Description

Nondiscrimination in elementary and secondary education

programs

Educational equity; prohibition of discrimination on the basis of sex

Complaints regarding teacher vacancy or misassignment

Reporting by school employees of improper governmental activity

Public school employees' rights Rights of employee organizations

Disclosure of confidential information; whistleblower Complaints against employees; right to open session

Whistleblower protections

Description

Comprehensive Local Plan For Special Education Comprehensive Local Plan For Special Education

ADOPTED BY COUNTY BOARD:

Pending

REVISED:



BOARD POLICY - EMPLOYEE COMPENSATION

BP 4351

In order to recruit and retain employees committed to the SBCEO's goals for student learning, the County Board of Education and the County Superintendent of Schools recognize the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

The County Superintendent of Schools shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the SBCEO office. (Education Code 45022, 45023, 45160, 45162, 45268)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the County Superintendent of Schools and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the County Superintendent of Schools or designee.

The County Superintendent of Schools or designee shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)

In extraordinary circumstances or emergency situations, the County Superintendent of Schools or designee may determine to continue to compensate employees during periods of extended closure or disruption of normal SBCEO operations when permitted by law and consistent with collective bargaining agreements and memoranda of understanding.

The County Superintendent of Schools or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

SBCEO employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week, or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work. However, teachers, school administrators, and other employees in positions established by the County Superintendent of Schools as executive, administrative, or professional shall be exempt from overtime rules. (Education Code 45128, 45130; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32) When authorized in a collective bargaining agreement or other agreement between the SBCEO and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within 12 calendar months after making the request if the use of the compensatory time does not unduly disrupt SBCEO operations. (Education Code 45129; 29 USC 207; 29 CFR 553.20-553.25)



For each nonexempt employee, the County Superintendent of Schools or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

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Federal

26 CFR 1.409A-1 26 USC 409A 29 CFR 516.4 29 CFR 516.5-516.6 29 CFR 541.0-541.710

29 CFR 553.1-553.51 29 USC 201-219 29 USC 203 29 USC 207 29 USC 213

Management Resources

Court Decision

Office of Management and Budget

Publication

Website Website Website

State

8 CCR 11040

Ed. Code 45022-45061.5 Ed. Code 45023 Ed. Code 45028 Ed. Code 45127-45133.5 Ed. Code 45160-45169 Ed. Code 45268 Gov. Code 3540-3549 Gov. Code 3543.2

Gov. Code 3543.7 Lab. Code 226 Lab. Code 232

Cross References

Code 0430 0430

Description

Definitions and covered plans Deferred compensation plans

Notice of minimum wage and overtime provisions

Records

Exemptions for executive, administrative, and professional

employees

Fair Labor Standards Act: applicability to public agencies

Fair Labor Standards Act

Definitions

Fair Labor Standards Act

Exemptions from minimum wage and overtime requirements

Description

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421 Administrative Relief for Recipients & Applicants of Fed. Fin. Assist. Directly Impacted by COVID-19 Due to Loss, Memo M-20-17, March 19, 2020

U.S. Department of Labor, Wage and Hour Division

School Services of California, Inc.

Internal Revenue Service

CSBA

Description

Wages and hours; definitions of administrative, executive, and

professional employees

Salaries

Availability of salary schedule Salary schedule and exceptions

Classified employees; work week; overtime provisions

Salaries for classified employees

Salary schedule for classified service in merit system districts

Meeting and negotiating Scope of representation

Duty to meet and negotiate in good faith Employee access to payroll records

Disclosure of wages

Description

Comprehensive Local Plan For Special Education Comprehensive Local Plan For Special Education

ADOPTED BY COUNTY BOARD:

Pendina





BOARD POLICY - HEALTH AND WELFARE BENEFITS

BP 4354

The County Board of Education and the County Superintendent of Schools recognize that health and welfare benefits are essential to promote employee health and productivity and are an important part of the compensation offered to employees. The SBCEO shall provide health and welfare benefits for employees in accordance with state and federal law and subject to negotiated employee agreements.

Certificated management, administrative, and supervisory employees who are not in bargaining units shall receive the same health and welfare benefits as those specified in the collective bargaining agreement for certificated employees. Classified management, administrative, and supervisory employees who are not in bargaining units shall receive the same health and welfare benefits as those specified in the collective bargaining agreement for classified employees.

For purposes of granting benefits, a registered domestic partner and the registered domestic partner's child shall have the same rights, protections, and benefits as a spouse and spouse's child. (Family Code 297.5, 300)

The SBCEO shall offer full-time employees who work an average of 35 hours or more per week and their dependents up to age 26 years a health insurance plan that includes coverage for essential health benefits, pays at least 60 percent of the medical expenses covered under the terms of the plan, and meets all other requirements of the federal Patient Protection and Affordable Care Act

With respect to eligibility to participate in the health benefits plan or the level of health benefits provided, the SBCEO shall not discriminate in favor of employees who are among the highest paid 25 percent of all SBCEO employees. (26 USC 105; 42 USC 300gg-16)

Continuation of Coverage

Retired certificated employees, other employees who would otherwise lose coverage due to a qualifying event specified in law and administrative regulation, and their qualified beneficiaries may continue to participate in the SBCEO 's group health and welfare benefits in accordance with state and federal law.

Unless otherwise provided for in the applicable collective bargaining agreement, covered employees and their qualified beneficiaries may receive continuation coverage by paying the premiums, dues, and other charges, including any increases in premiums, dues, and costs incurred by the SBCEO in administering the program.

Confidentiality

The County Superintendent or designee shall not use or disclose any employee's medical information the SBCEO possesses without the employee's authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law. (Civil Code 56.20)

Policy Reference Disclaimer:

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Federal

Description

1 USC 7

Definition of marriage, spouse



26 CFR 1.105-11

26 CFR 54.4980B-1-54.4980B-10 26 CFR 54.4980H-1-54.4980H-6

26 USC 105

26 USC 4980B

26 USC 4980H

26 USC 5000A

26 USC 6056 29 USC 1161-1168 42 USC 1395-1395g

42 USC 300gg-16

42 USC 300gg-300gg95 45 CFR 164.500-164.534

Management Resources

California School Boards Association Publication

Internal Revenue Service Notification

U.S. Department of Treasury Publication

Website Website

Website

Website Website

State

Civ. Code 56.10-56.16 Civ. Code 56.20-56.245 Ed. Code 17566

Ed. Code 35208 Ed. Code 35214

Ed. Code 44041-44042 Ed. Code 44986 Ed. Code 45136

Ed. Code 7000-7008

Fam. Code 297-297.5

Fam. Code 300

Gov. Code 12940 Gov. Code 22750-22944

Gov. Code 53200-53210

H&S Code 1366.20-1366.29

H&S Code 1367.08

H&S Code 1373

H&S Code 1373.621 H&S Code 1374.58

Ins. Code 10116.5

Ins. Code 10128.50-10128.59

Self-insured medical reimbursement plan

COBRA continuation coverage

Patient Protection and Affordable Care Act

Self-insured medical reimbursement plan; definition of highly

compensated individual

COBRA continuation coverage

Penalty for noncompliance with employer-provided health care

requirements

Minimum essential coverage

Report of health coverage provided to employees

COBRA continuation coverage

Medicare benefits

Group health plan; nondiscrimination in favor of highly

compensated individuals

Patient Protection and Affordable Care Act

Health Insurance Portability and Accountability Act (HIPAA)

Description

Health Policy: Implications of Covered California for School Boards, Districts and Personnel, Governance Brief, January 2013

2011-1 Affordable Care Act Nondiscrimination Provisions

Applicable to Insured Group Health Plans

Fact Sheet: Final Regulations Implementing Employer Shared Responsibility Under the Affordable Care Act (ACA) for 2015

U.S. Department of Labor

U.S. Department of Health and Human Services, Centers for

Medicare and Medicaid Services

Internal Revenue Service

<u>CSBA</u>

California Employment Development Department

Description

Disclosure of information by medical providers

Use and disclosure of medical information by employers

Self-insurance fund Liability insurance

Liability insurance (self-insurance or a combination of self-

insurance and insurance through an insurance company)

Payroll deductions for collection of premiums Leave of absence, state disability benefits

Benefits for classified employees

Health and welfare benefits, retired certificated employees

Rights, protections, benefits under the law, registered domestic

partners

Definition of marriage

Unlawful discriminatory employment practices
Public Employees' Medical and Hospital Care Act

Group insurance

Cal-COBRA program, health insurance

Disclosure of fees and commissions paid related to health care

service plan

Health services plan, coverage for dependent children

Continuation coverage, age 60 or older after five years with district Coverage for registered domestic partners, health service plans

and health insurers

Continuation coverage, age 60 or older after five years with district

Cal-COBRA program, disability insurance



Ins. Code 10277-10278

Ins. Code 10604.5 Ins. Code 12670-12692.5 Lab. Code 2800.2 Lab. Code 4856

Unemp. Ins. Code 2613

Group and individual health insurance, coverage for dependent children

Annual disclosure of fees and commissions paid

Conversion coverage

Notification of availability of continuation health coverage

Health benefits for spouse of peace officer killed in performance of

duties

Disability insurance; notice of rights and benefits

Cross References

Code 0430 0430 4141.6 4141.6 4241.6 4241.6

Description

Comprehensive Local Plan For Special Education
Comprehensive Local Plan For Special Education
Concerted Action/Work Stoppage

ADOPTED BY COUNTY BOARD: REVISED:



BOARD POLICY - LEAVES

BP 4361

The County Board of Education and the County Superintendent of Schools shall provide for paid and unpaid leaves of absence for employees in accordance with law, Board policy, administrative regulation, collective bargaining agreements, and merit system rules, as applicable. The County Superintendent of Schools recognizes the following justifiable reasons for employee absence:

- 1. Personal illness or injury
- 2. Industrial accident or illness
- 3. Family care and medical leave
- 4. Military service
- 5. Personal necessity and personal emergencies
- 6. Disability leave for certificated employees in accordance with Education Code 44986
- 7. Vacations for classified staff and certificated management staff, as applicable
- 8. Sabbaticals for purposes of study or training related to the employee's job duties
- 9. Attendance at work-related meetings and staff development opportunities
- 10. Compulsory leave

Long-Term Leaves

With County Superintendent of Schools or designee approval, an employee may receive a leave of absence, without pay and without accruing seniority or service credit, for a period of up to one school year. Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested. All long-term leave agreements shall be in writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated to a similar position as that held at the time leave was granted, unless otherwise agreed upon.

The County Superintendent of Schools or designee shall consider any written request by an employee to return to work prior to the expiration date of the leave.

Administrative and Supervisory Personnel

Certificated administrative and supervisory employees who are not subject to the SBCEO's bargaining agreement for certificated employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other certificated employees unless

Leaves - Board Policy 4361



otherwise specified in individual contract, memorandums of understanding, Board policy, administrative regulation, or law.

Classified administrative and supervisory employees who are not subject to the SBCEO's bargaining agreement for classified employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other classified employees unless otherwise specified in individual contract, memoranda of understanding, Board policy, administrative regulation, or law.

Policy Reference Disclaimer:

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Federal 29 USC 2601-2654 38 USC 4301-4334	Description Family Care and Medical Leave Act Uniformed Services Employment and Reemployment Rights Act of
30 030 4301-4334	1994
State	Description
Ed. Code 22850-22856	Pension benefits, STRS members on military leave
Ed. Code 44018	Compensation for employees on active military duty
Ed. Code 44036-44037	Leaves of absence for judicial and official appearances
Ed. Code 44043.5	Catastrophic leave
Ed. Code 44800	Effect of active military service on status of employees
Ed. Code 44842	Reemployment notices, certificated employees
Ed. Code 44940	Compulsory leave of absence for certificated persons
Ed. Code 44962-44988	Leave of absence (certificated)
Ed. Code 45059	Employee ordered to active military/naval duty, computation of salary
Ed. Code 45190-45210	Leaves of absence (classified)
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov. Code 12945.1-12945.2	California Family Rights Act
Gov. Code 20990-21013	Pension benefits, PERS members on military leave
Gov. Code 3543.1	Rights of employee organizations
Gov. Code 3543.2	Scope of representation
Lab. Code 230-230.2	Leaves for victims of domestic violence, sexual assault or specified felonies
Lab. Code 230.3	Leave for emergency personnel
Lab. Code 230.4	Leave for volunteer firefighters
Lab. Code 230.8	Time off to visit child's school
Lab. Code 233	Illness of child, parent, spouse or domestic partner
M&V Code 395-395.9	Military leave
M&V Code 395.10	Leave when spouse on leave from military deployment

ADOPTED BY COUNTY BOARD: REVISED:

Pending

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BOARD POLICY - CATASTROPHIC LEAVE PROGRAM

BP 4361.9

The County Board of Education and the County Superintendent of Schools recognizes that SBCEO employees may desire to assist other employees who have an urgent need for a leave of absence but do not have sufficient accrued leave to cover their absence. The County Superintendent of Schools or designee shall establish a catastrophic leave program by which employees may donate accrued vacation and/or sick leave credits, which shall be placed into a pool for use by eligible employees.

Donations made under the catastrophic leave program shall be strictly voluntary.

The SBCEO's policy and procedures regarding catastrophic leave shall be included in the employee handbook. The County Superintendent of Schools or designee may notify employees annually, or more frequently if the need arises, of the process for donating leave for this purpose.

An employee may apply to use donated leave credits in accordance with the accompanying administrative regulation when the employee has exhausted all applicable paid leaves of absence and a catastrophic illness or injury incapacitates the employee or a member of the employee's family for an extended period of time. (Education Code 44043.5)

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	••
Ed.	Code 44043.5
Ed.	Code 44977
Ed.	Code 44978

State

Ed. Code 44983 Ed. Code 45190-45191 Ed. Code 45196

Lab. Code 245-249

Description

Catastrophic leave Salary schedule for substitute employees

Sick leave, certificated employees

Compensation during leave, certificated employees

Sick leave and vacation, classified employees

Salary deductions during sick leave, classified employees Healthy Workplaces, Healthy Families Act of 2014

ADOPTED BY COUNTY BOARD: REVISED:



BP 5141.21

Marked Copy

<u>POLICY</u> – <u>ADMINISTERING MEDICATION AND MONITORING HEALTH</u> <u>CONDITIONS</u>

The County Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should have an opportunity to participate in the educational program.

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

For the administration of medication to other students during school or school-related activities, the County Superintendent or designee shall develop protocols which shall include options for allowing a parent/guardian to administer medication to the parent/guardian's their child at school, designate other individuals to do so on the parent/guardian's behalf, and, with the child's authorized health care provider's approval, request the County Education Office's permission for the parent/guardian's child to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

The County Superintendent or designee shall make available epinephrine auto-injectors available at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

The County Superintendent or designee shall make naloxone hydrochloride or another opioid antagonist available for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

Because of the conflict between state and federal law regarding the legality of medicinal cannabis, the County Board prohibits the administration of medicinal cannabis to students on school grounds by parents/quardians or school personnel.

The County Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

Administration of Medication by School Personnel

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

The County Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual. (Education Code 49414, 49414.3, 49414.5, 49423, 49423.1)

The County Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

Legal Reference:

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially-

3500-3546 Physician assistants

4119.2 Acquisition of epinephrine auto-injectors

4119.8 Acquisition of naloxone hydrochloride or another opioid antagonist

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.3 Emergency medical assistance; administration of medication for opioid overdose

49414.5 Providing school personnel with voluntary emergency training

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication

49480 Continuing medication regimen; notice

HEALTH AND SAFETY CODE

11362.7-11362.85 Medical cannabis

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 21

812 Schedule of controlled substances

844 Penalties for possession of controlled substance

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISION

American Nurses Association v. Torlakson, (2013) 57 Cal.4th 570

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006

Training Standards for the Administration of Epinephrine Auto-Injectors, rev. 2015 Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

Program Advisory on Medication Administration, 2005

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003

WEB SITES

CSBA

American Diabetes Association

California Department of Education

National Diabetes Education Program

<u>U.S. Department of Health and Human Services, National Institutes of Health, Blood</u> Institute, asthma information

ADOPTED BY COUNTY BOARD:

October 5, 1989

REVISED: January 6, 1994, April 7, 1994, February 2, 2012, September 7, 2017



STUDENTS BP 5141.21 Clean Copy

POLICY - ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

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48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

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49414.3 Emergency medical assistance; administration of medication for opioid overdose

49414.5 Providing school personnel with voluntary emergency training

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication

49480 Continuing medication regimen; notice

HEALTH AND SAFETY CODE

11362.7-11362.85 Medical cannabis

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 21

812 Schedule of controlled substances

844 Penalties for possession of controlled substance

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISION

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Management Resources:

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Program Advisory on Medication Administration, 2005

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003

WEB SITES

CSBA

American Diabetes Association

California Department of Education

National Diabetes Education Program

<u>U.S. Department of Health and Human Services, National Institutes of Health, Blood</u> Institute, asthma information

ADOPTED BY COUNTY BOARD:

REVISED:

October 5, 1989 January 6, 1994

April 7, 1994

February 2, 2012 September 7, 2017

Sept. 1, 2022
Summary: requested information related to video recordings of County Board of Education board meetings
Submitted by Dr. Susan Salcido, County Superintendent

Equipment/software	Staff + interpreters	Public experience	ADA and accommodations
SBCEO would use existing inventory of equipment and software to video record board meetings. Notes: Video via stationary iPad, audio via mics at board seats. Video via iPad = 1 camera = video of whole board, not of an individual or speaker. The equipment and staff may travel to different board meeting locations (i.e. Board Room in Santa Maria). The more "u-shaped" and close together the board members are, the better the video	Staff + interpreters SBCEO would modify staff schedules to meet the pre, post, and live board meeting needs. Notes: SBCEO would contract with more than one interpreter to translate for each meeting.	The public may view/hear the meeting remotely in real time as well as view/hear the meeting later. For one or both: A link to the live meeting may be viewed in English or Spanish with instructions that public comment would need to be made in-person at the board meeting. YouTube video of meeting in 1) English and 2) Spanish, with closed captions, posted online as soon as possible after the	SBCEO would need to make efforts to reasonably accommodate individuals who have disabilities that prevent them from participating in the meeting. SBCEO may also provide additional translation options upon request. Notes: Closed captioning by YouTube to be used for each recording.
recording (Board Room @ Cathedral Oaks spacing more ideal, MTC and Auditorium spacing not as sharp).		board meeting. For presentations (ex: SBCEO staff with a PowerPoint presentation), the default will be to see the presenter & presentation as part of the stationary iPad view. Other possibilities include showing the presentation slides on the Zoom screen - this will require additional staff support.	for live and recorded board meetings. SANTA BARBARA County Education Offic Service & Leadership

County Member Board Voting Representative Form

We are asking CCBE county member boards to name their county voting representative who will be attending the CCBE General Breakfast Membership meeting.

CCBE member county boards elect the CCBE officers, adopt the Bylaws, and the Policy Platform during the CCBE General Membership meetings. It is especially important that representatives (one from each county selected by CCBE members in that county) attend CCBE meetings so that the business of the association can occur. Any member of a county board may attend, start action, or take part in debate and discussion at these meetings but only the representatives may vote.

According to the CCBE Bylaws, Article IV, Section 5, there shall be one vote for each member board. Each member board shall select one of its members to be the board representative to vote at CCBE General Membership meetings. A quorum is one-third of member boards that will be defined at the beginning of each membership meeting.

afreedland@sbceo.org Switch account



* Required

Email *

Your email

Select the county office of education. *

The county board of education wishes to select the following person to serve as *the county board representative to vote at the CCBE General Membership breakfast meetings:

Your answer

A copy of your responses will be emailed to the address you provided.

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Google Forms



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307 Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Resolution No. 2305

Recognizing a State of Emergency and Reauthorizing Teleconferenced Meetings

WHEREAS, in response to the novel coronavirus ("COVID-19") pandemic, Governor Newsom adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Ralph M. Brown Act ("Brown Act") were followed; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361, which immediately amended the Brown Act allowing governing boards to continue holding virtual meetings outside the teleconferencing requirements of Government Code section 54953(b), if the board makes a finding that there is a proclaimed State of Emergency, and either (1) state or local officials have imposed or recommended social distancing measures, or (2) meeting in person would present imminent risks to the health or safety of attendees due to the emergency; and

WHEREAS, on March 4, 2020, Governor Newsom declared a statewide emergency arising from COVID-19 pursuant to Government Code section 8625; and

WHEREAS, on August 4, 2022, the Santa Barbara County Board of Education passed resolution No. 2303 authorizing virtual board meetings for at least 30 days; and

WHEREAS, AB 361 requires governing boards to make findings every 30 days that the board has reconsidered the circumstances of the State of Emergency and that either the State of Emergency continues to directly impact the ability of the members to meet safely in person, or state or local officials continue to impose or recommend measures to promote social distancing; and

WHEREAS, social distancing measures continue to be recommended by the Santa Barbara County Public Health Department to mitigate the spread of COVID-19; and

WHEREAS, the Santa Barbara County Board of Education is committed to open and transparent governance in compliance with the Brown Act; and

WHEREAS, the Santa Barbara County Board of Education is conducting virtual meetings by way of telephonic and/or internet-based services as to allow members of the public to fully participate in meetings and offer public comment.

NOW THEREFORE, BE IT RESOLVED, by the Santa Barbara County Board of Education:

- 1. The Santa Barbara County Board of Education has reconsidered the circumstances of the State of Emergency and recognizes that the State of Emergency in the State of California continues to exist due to the COVID-19 pandemic;
- 2. The Santa Barbara County Board of Education recognizes that social distancing measures remain recommended by state and local officials;
- 3. The Santa Barbara County Board of Education authorizes the use of teleconferencing for all meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, for a period of thirty (30) days from the adoption of this resolution, or such a time that the Governing Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3).

PASSED AND ADOPTED by the Santa Barbara County Board of Education on **September 1, 2022**, by the following vote:

ATES:	
NOES:	
ABSENT:	
ABSTAIN:	

4 \ /E O

STATE OF CALIFORNIA COUNTY OF SANTA BARBARA

I, Dr. Susan Salcido, Clerk/Secretary of the Governing Board, do hereby certify that the foregoing is a full and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date:

Clerk/Secretary of the Governing Board

Information Items

Santa Barbara County Board of Education Santa Barbara County Education Office

Certificated Personnel Report September 1, 2022

Appointments		Effective Date
Offer of Employment		
Finocchio, Jessica	Special Day Class Teacher	August 8, 2022
Foster, Susie	Special Day Class Teacher	August 8, 2022
Knox, Bettina	Special Day Class Teacher	August 10, 2022
Ortega, Cristina	Director, Early Learning Support	August 10, 2022
Padilla, Mayra	Associate Teacher	August 10, 2022
Zacarias, Emily	Special Day Class Teacher	August 10, 2022
Separations		Effective Date
Resignations		
Magana, Erica	Site Supervisor/Permit Teacher	August 16, 2022
Pawl, Teresa	Speech Language Pathologist	June 8, 2022

Santa Barbara County Board of Education

Classified Personnel Report

September 1, 2022

Appointments

Limited Term/Substitute

Claros Olvera, Destheny

August 2, 2022

Paraeducator • Special Education • Various Sites

· Hourly as needed

Huynh, Tien

August 8, 2022

Student Worker • Human Resources • Cathedral Oaks

· Hourly as needed

Probationary

Alvarado-Luna, Gabriela

August 9, 2022

Paraeducator • Special Education • Tommie Kunst Junior High DHOH 50% • 10 months

Ayala, Carolina

August 1, 2022

Office Assistant \bullet Early Care and Education \bullet Early Care and Education - Hope Center 100% \bullet 12 months

de los Cobos, Erin

August 11, 2022

Paraeducator • Special Education • Zaca Preschool 40.63% • 10 months

Desales, Alexis

August 18, 2022

Manager, Health Linkages Program • Children and Family Resource Services • Health Linkages Administration 50% • 12 months

Kolster, Megan

August 11, 2022

School Occupational Therapist • Special Education • School Occupational Therapy Valley 100% • 10 months

Pacheco, Gabrielle

August 12, 2022

Child Care Assistant • Early Care and Education • Young Learners State Preschool $75\% \cdot 10$ months

Pimentel, Karen

August 11, 2022

Child Care Assistant • Early Care and Education • La Honda State Preschool 75% • 10 months

Rodriguez, Alondra

August 1, 2022

Office Assistant • Partners In Education • Partners in Education - Program Services 100% • 12 months

Toro, Jasmine

August 16, 2022

Paraeducator • Special Education • Cold Spring School 81.25% • 10 months

Trigueros, Crystal

August 9, 2022

Paraeducator • Special Education • Battles State Preschool 70% • 10 months

Reemployment

Ramirez, Norma

August 19, 2022

Paraeducator • Special Education • Montecito Union School 81.25% • 10 months

Changes

Anniversary Increase

Aceves Garcia, Alejandra

August 1, 2022

Paraeducator • Special Education • Clarence Ruth Preschool 75% • 10 months

Aguilar, Xochitl

August 1, 2022

Child Care Assistant • Early Care and Education • Early Steps to Learning 75% • 12 months

Broeffle, Alondra August 1, 2022

Office Assistant • Transitional Youth Services • Transitional Youth 100% • 12 months

Graves, Melody August 1, 2022

Student Information Specialist • Special Education • Special Education Support Staff, Santa Barbara 100% • 12 months

Klammer, Kathleen August 1, 2022

Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby 40% • 12 months

Lazaer, Daisy August 1, 2022

Financial Analyst • School Business Advisory Services • School Business Advisory Services 100% • 12 months

Montero, Lupe August 1, 2022

Clerical Assistant • Early Care and Education • Early Care and Education - Lompoc 100% • 12 months

Noronha, Patricia August 1, 2022

Administrative Support Supervisor • Curriculum and Instruction • Curriculum and Instruction 100% • 12 months

Santos, Jessica August 1, 2022

Liaison/Clerk, Child Development and Child Care Food Program • Early Care and Education • Hope Center 100% • 12 months

Steelman, Marcella August 1, 2022

Accounting Technician, Senior • Internal Services • Accounting - Fiscal Services 100% • 12 months

Decreased Time (Voluntary)

Klammer, Kathleen September 1, 2022

Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby

25% • 12 months From .40

Decreased Time in lieu of layoff

Castaneda, Gloria August 10, 2022

Child Care Assistant • Early Care and Education • Los Alamos State Preschool

50% • 10 months

From .625

Increased Time (Voluntary)

Acheoual, Nancy August 9, 2022

Paraeducator • Special Education • Robert Bruce Preschool

70% • 10 months

From .675

Zarate Uribe, Odaliss August 9, 2022

Paraeducator • Special Education • Allan Hancock Preschool

70% • 10 months

From .625

Other

Hauber, Vanetta July 1, 2022

Paraeducator, Behavioral Intervention • Special Education • Behavior Specialist Support, Santa Maria

75% • 10 months

Title Change from Paraprofessional, Behavioral Intervention

Out of Classification/Return

Barajas-Rodriguez, Carolina

August 1, 2022

Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria

100% • 12 months

Return to Child Care Services Technician

Probation to Permanent

Adam, Allison August 1, 2022

Communications Specialist • Communications • Communications

100% • 12 months

Barajas-Rodriguez, Carolina

August 1, 2022

Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria 100% • 12 months

Cadena Jr., Juan

August 1, 2022

Senior Software Engineer • Information Technology Services • Information Technology Services 100% • 12 months

Hart, Alexander

August 1, 2022

Accounting Assistant • Internal Services • Accounting - Fiscal Services 100% • 12 months

Lauridsen, Taylor

August 1, 2022

Child Care Services Technician • Early Care and Education • Early Care and Education - Santa Maria 100% • 12 months

Promotion

Barajas-Rodriguez, Carolina

August 2, 2022

Clerical Assistant \bullet Early Care and Education \bullet Early Care and Education \bullet Santa Maria 100% \bullet 12 months

Grimaldo, Monica

August 1, 2022

Alternative Payment Program Supervisor • Early Care and Education • Early Care and Education - Santa Maria 100% • 12 months

Leonard, Julie

August 9, 2022

Paraeducator, Behavioral Intervention • Special Education • Behavior Specialist Support, Lompoc 75% • 10 months

Sherchan, Arlene

August 29, 2022

Administrative Assistant, Superintendent's Office (Confidential) - Exempt • Superintendent • Cathedral Oaks 100% • 12 months
From Clerical Assistant

Reassignment

Snow, Crystal August 9, 2022

Educational Interpreter, American Sign Language, Certified • Special Education • Tommie Kunst Jr. High DHOH 81.25% • 10 months

From Ernest Righetti High School DHOH

Transfer

Moody, Catherine August 19, 2022

Paraeducator • Special Education • Montecito Union School 81.25% • 10 months
From Cold Spring School

Moreno Covarrubias, Blanca

August 19, 2022

August 9, 2022

Paraeducator • Special Education • Montecito Union School 81.25% • 10 months
From Cold Spring

Munar, Desiree

Paraeducator • Special Education • Battles State Preschool 67.5% • 10 months

From Allan Hancock Preschool

Perez, Alexis August 11, 2022

Paraeducator • Special Education • Young Learners State Preschool, SPED 84.37% • 10 months
From Arthur Hapgood Preschool

Perez, Silvia August 11, 2022

Paraeducator • Special Education • Young Learners State Preschool, SPED 87.5% • 10 months
From Arthur Hapgood Preschool

Separation

Resignation

De La Mora, Dianna July 11, 2022

Paraeducator • Special Education • Cabrillo High School 59.375% • 10 months

Morro, Homer August 31, 2022

Orozco-Lopez, Maribel

August 12, 2022

Child Care Services Technician \bullet Early Care and Education \bullet Early Care and Education \bullet Santa Maria 100% \bullet 12 months

Pacheco, Maria June 8, 2022

Paraeducator • Special Education • Regency Preschool 70% • 10 months

Retirement

Demchak, Stephanie August 12, 2022

Braille Transcriber • Special Education • Vision Services 100% • 10 months

Graves, Melody October 31, 2022

Student Information Specialist • Special Education • Special Education Support Staff, Santa Barbara 100% • 12 months

Kuhl, Kathryn June 8, 2022

Educational Interpreter, American Sign Language, Certified \bullet Special Education \bullet Orcutt Jr. High DHOH 75% \bullet 10 months