



**PUBLIC HEARING/AGENDA
OF THE BOARD OF TRUSTEES
BUCKEYE UNION SCHOOL DISTRICT**

DISTRICT VISION STATEMENT

Working together with families, the community, and a highly qualified staff, the Buckeye Union School District ensures that each student masters the knowledge and skills needed to maximize his/her academic and personal success in a global society.

**Wednesday, October 2, 2019
District Office Board Room
5049 Robert J. Mathews Parkway, El Dorado Hills, CA 95762
(Park and Enter Board Room in back of building)**

**No Closed Session
Open Session – 7:00 p.m.**

- I. CALL TO ORDER**
- II. FLAG SALUTE**
- III. ROLL CALL**
- IV. APPROVAL OF AGENDA**
- V. PUBLIC COMMENTS**
- VI. PRESENTATIONS**
 - 1. Valley View Charter Montessori Student Representatives: Cameron Hill, Olivia Guarducci, and Kadon Olson.
- VII. REPORTS**
 - 1. Reports and Requests by Board Members**
 - 2. Superintendent's Report**

(David Roth, Ph.D., Superintendent)

3. IB Update

(Amy Gargani, IB Coordinator)

VIII. CONSENT AGENDA

All matters listed on the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one motion. There will be no discussion on these items prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Agenda. If items are pulled for discussion, a separate vote will occur on the item(s). The Superintendent and staff recommend approval of all Consent Agenda items.

1. Minutes from September 5th and September 18.2019

IX. PUBLIC HEARING

1. Consider and Accept the Annual Accounting and Reporting of Developer Fees for Fiscal Year 2018/2019 per Government Code Sections 66001-66008

(Jackie McHaney, Asst. Superintendent)

X. NEXT MEETING

Wednesday, October 16, 2019

XI. ADJOURNMENT

Any writings or documents that are public records and are provided to a majority of the governing board regarding a open session item on this agenda will be made available for public inspection in the District Office located at 5049 Robert J. Mathews Parkway, El Dorado Hills, CA 95762 during normal business hours. Individuals who require special accommodation (American Sign Language interpreter, accessible seating, documentation in accessible formats, etc.) should contact the Superintendent at least two days before the meeting date.



BUCKEYE UNION SCHOOL DISTRICT

MINUTES

PUBLIC HEARING/REGULAR MEETING OF THE BOARD OF TRUSTEES BUCKEYE UNION SCHOOL DISTRICT

DISTRICT VISION STATEMENT

Working together with families, the community, and a highly qualified staff, the Buckeye Union School District ensures that each student masters the knowledge and skills needed to maximize his/her academic and personal success in a global society.

Wednesday, September 4, 2019
Room: District Office Board Room

Closed Session – 6:00 p.m.

Open Session – 7:00 p.m.

- I. CALL TO ORDER
Gloria Silva called the meeting to order at 6:08 p.m.
- II. PUBLIC COMMENTS
None
- III. ADJOURN TO CLOSED SESSION
 1. Conference with District Negotiators Superintendent Dr. David Roth and Assistant Superintendent Jackie McHaney in reference to negotiations with the Buckeye Teachers' Association (BTA)
 2. Public Employee Discipline/Dismissal/Release (Gov't Code Section 54957)
- IV. RECONVENE TO OPEN SESSION & FLAG SALUTE
Brenda Hanson-Smith, Ph.D., led the flag salute at 7:00 p.m.

V. CLOSED SESSION ANNOUNCEMENTS

None

VI. ROLL CALL

Present: Brenda Hanson-Smith, Ph.D.
Gloria Silva
Kirk Seal
Jon Yoffie
Winston Pingrey

VII. APPROVAL OF AGENDA

Kirk moved to approve the agenda as presented. Winston Pingrey seconded the motion. The motion carried 5-0.

VIII. PUBLIC COMMENTS

None

IX. SUPERINTENDENT'S REPORT

Superintendent Roth reported that school has officially started and everyone is off and running. Dr. Roth took a moment to recognize the tremendous efforts in the District Office to make that happen. Specifically, Dr. Roth recognized Karen Crofut and Sharon Boardway in our Human Resource Department and all of the work they do to make sure all of our schools are fully staffed to start the school year. He also recognized Karen LaLonde and Wendy Barlow for their tremendous efforts in getting our various programs and systems up and running, including some new programs the District had purchased recently - which only added to their plate. Dr. Roth recognized the time consuming nature of these tasks and how well both have done to make sure all needed to be in place is -- it is greatly appreciated. Dr. Roth also recognized the business department staff, including Director Mike Henkel, Barbara, Dana, Lisa, Lu. The business department has been busy helping the schools get set up with their budgets and purchases. Our new Director Mike Henkel has been busy visiting Principals which is much appreciated by all. Finally Dr. Roth thanked all the DO staff for all their hard work this past summer - it is greatly appreciated.

Brenda Hanson-Smith said that the Board recognizes and appreciates all the hard work from all the District Office Staff.

X. REPORTS AND REQUESTS FROM BOARD MEMBERS

Mr. Pingrey asked the Board if they had any requests to take back to the County Board for its next meeting? No requests were made.

XII. CONSENT AGENDA

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motion unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Agenda. If items are pulled for discussion, a separate vote will occur on the items(s). The Superintendent and staff recommend approval of all Consent Agenda items.

1. Summary of Warrants July 2019
2. Overnight Field Trip Approval- Silva Valley, 4th Grade to Coloma Outdoor Discovery School, October 2-4, 2019. Teachers: Ross, Sigrist, Locher.
3. Overnight Field Trip Approval- Silva Valley, 5th grade to Sly Park Environmental Education Center, November 12-15, 2019. Teachers: Soetaert and Alameda.
4. Overnight Field Trip Approval-Blue Oak, 5th Grade to Alliance Redwoods, November 18-20, 2019. Teachers: Broman, Matley, and Hoover.
5. Overnight Field Trip Approval-William Brooks, 4th Grade to Coloma Outdoor Discovery School, January 22-24, 2020. Teachers Olsen, Thurmond, and Crowson.
6. Gifts to Schools
 - Sabra Compton donation to Oak Meadow Adopt a Class \$400
 - Eric and Maria Ramos donation to Oak Meadow Adopt a Class \$500
 - Ryan and Lisa Gregerson donation to Oak Meadow Adopt a Class \$400
 - Tianlong Chen donation to Oak Meadow Adopt a Class \$250

Ms. Silva motioned to approve the consent agenda as presented. Mr. Seal seconded the motion. The motion carried 5-0.

XIII. PRESENTATIONS

1. I-Day Update

Director of Curriculum, Patty Randolph, presented on I-Day outcomes. Ms. Randolph said it was a good day. Ms. Randolph shared that Jared Coon, Behaviorist, gave a presentation on Student Behaviors. Staff reported that it was very beneficiary and they were pleased to be able to have the tools to take back to their classroom to begin immediately. Amy Gargani reported that she did training on IB at Camerado for both schools. Ms. Bowers and Ms. Hansen worked with the middle school staff on collaboration targets which has been ongoing since last fall. Overall, Ms. Randolph reported that it was a very positive and productive day for all. Dr. Roth noted that he is pleased that he has been able to get the results from the state testing earlier which has made it possible to get the information out sooner than later. Getting the data earlier has helped the teachers maximize the use of this information. Dr. Roth thanked Patty, Jared and Amy as well as all staff for a great I-day.

2. IB Update
Amy Gargani, IB Coordinator, reported on I-Day. Ms. Gargani updated the Board on the progress of IB. (See IB presentation posted online)
Dr. Roth thanked Ms. Gargani and noted that in this position and Amy herself have been instrumental in getting the school year off to a good start and supporting the schools with IB.

3. 2019 Smarter Balanced Assessment Results
Superintendent David Roth presented on Smarter Balanced Assessment Results and LCAP progress. Performance in ELA and Mathematics increased including among at-risk subgroups that have been a significant focus of improvement efforts. Presentation is posted online under minutes and agendas.

IX. PUBLIC HEARINGS/ACTION ITEMS

1. Consideration/Approval of Receipt of the Initial Proposal from the Buckeye Teachers' Association (BTA) for 2019/2020 Contract Openers for Negotiations between the BTA and the Buckeye Union School District

Open the Public Hearing at 7:50 p.m.

- a) Staff report and discussion
Assistant Superintendent Jackie McHaney reported that we have received the initial contract proposal from the Buckeye Teachers Association for 2019/2020 contract for negotiations between the BTA and the Buckeye Union School District. The BTA proposes to reopen the entire July 1, 2015-June 30, 2019 contract for negotiation.

- b) Public Testimony
None

- c) Close the public hearing at 7:51 p.m.

- d) Board discussion and vote
Gloria Silva motioned to approve receipt of the Initial Proposal from the Buckeye Teachers' Association (BTA) for 2019/2020 Contract Openers for Negotiations between the BTA and the Buckeye Union School District. Kirk Seal seconded the motion.

Ayes: 5
Noes: 0
Absent: 0
Abstained: 0

Close the hearing at 7:52 p.m.

2. Consideration/Adoption of the Response/Initial Proposal of the Buckeye Union School District to the BTA's Initial Proposal for the 2019/2020 Contract Reopeners for Negotiations between the Buckeye Union School District and BTA

Open the Public Hearing 7:51 p.m.

- a) Staff report and discussion
Assistant Superintendent Jackie McHaney reported that the Buckeye Union School District is sunshining their initial contract openers to the Buckeye Teachers Association (BTA) for public inspection and comment. The Buckeye Union School District presents its initial proposal for a successor collective bargaining agreement to the 2015-2019 contract between the District and the Buckeye Teachers Association (BTA) and proposes to continue the provisions of our current 2015-*2019 agreement with the BTA in effect which may be modified in interest based negotiations through mutual exploration of the parties respective interests.
- b) Public Testimony
None
- c) Close the public hearing at 7:52 p.m.
- d) Board discussion and vote
Winston Pingrey moved to approve the 2019-2020 contract opener proposals from the Buckeye Union School District to the Buckeye Union Teachers Association (BTA). Jon Yoffie seconded the motion.

Ayes: 5
Noes: 0
Absent: 0
Abstained: 0

Close the hearing at 7:52 p.m.

3. Consideration/Adoption of Resolution No. 19-19 Ensuring Sufficiency of Textbooks and Instructional Materials Prior to the End of the 2019/2020 School Year.

Open the Hearing at 7:53 p.m.

- a) Staff report and discussion
Dr. David Roth reported that in order to comply with the requirements of Education Code 60119, the district a public hearing will be held on or before the eighth week of school to provide information regarding sufficient standard-aligned textbooks or instructional materials consistent with the cycle and content of the curriculum for all students in the Buckeye Union School District. Dr. Roth is verifying that the district is in compliance with the sufficiency of textbooks.
- b) Public Testimony
None
- c) Close the public hearing at 7:52 p.m.
- d) Board discussion and vote
Winston Pingrey motioned to Adopt Resolution 19-19 ensuring the sufficiency of textbooks and instructional material. Kirk seconded the motion.

Ayes: 5
Noes: 0
Absent: 0
Abstained: 0

X. ACTION ITEMS

- 1. Adopt Resolution No. 19-20: Teaching Assignments Credential Authorization

Assistant Superintendent Jackie McHaney said that Education Code Sections 44256(b) and 44258.2 allow, by resolution of the Governing Board, the holder of a Multiple Subject/Standard Teaching Credential (44256(b)) or Single Subject Teaching Credential (44258.2) to teach, with his or her consent, any subject in departmentalized classes below grade 9 if the teacher has completed 12-semester units, or 6 upper division or graduate semester units, in the subject to be taught. The District has five teachers who qualify and transcripts have been verified for which the District is requesting the Board Education Code authorizes them to teach in the designated subject areas as follows:

- Kelsey DeGan- English Language Arts
- Phil Scarry- Spanish
- Keli Schwagerus- English Language Arts
- Amy Enquist- English Language Arts
- Michelle Miller Science.

Kirk Seal motioned to approve Resolution 19-20 Teacher Assignment

Credential Authorization. Gloria Silva seconded the motion. The motion carried 5-0.

2. 2018/2019 Unaudited Actuals Financial Report & 2019/2020 Revised Budget

Assistant Superintendent Jackie McHaney said that the District is required to file with the County Superintendent of Schools and the Superintendent of Public Education an annual financial report of the Districts unaudited revenues and expenditures for the 2018-2019 fiscal year. Ms. McHaney presented the unaudited actuals and thanked Mr. Henkel and the business department staff for all of their work on this project - it is appreciated. Ms. McHaney requested that the Board approve and file the required reports for the Districts unaudited revenues and expenditures for the 2018-2019 fiscal year and approve the 2019-2020 revised budget, as presented.

Winston Pingrey motioned to approve the 2018-2019 Unaudited Actuals Financial Report & 2019/2020 Revised Budget. Jon Yoffie seconded the motion. The motion carried 5-0.

3. Resolution No. 19-21: The 2018/2019 Appropriations Limit Recalculation and the 2019/2020 Estimated Appropriations Limit Calculation (Gann Limit)

Assistant Superintendent Jackie McHaney presented the Gann limit Resolution to the Board and requested that the Board approve Resolution 19-21 adopting the 2018-2019 Appropriations Limit Recalculation and the 2019-2020 Estimated Appropriations Limit Calculation.

Gloria Silva motioned to approve Resolution No. 19-21 - the 2018/2019 Appropriations Limit Recalculation and the 2019/2020 Estimated Appropriations Limit Calculation (Gann Limit). Kirk Seal seconded the motion. The motion carried 5-0.

4. First Reading of the Following California School Boards Association (CSBA) recommended Administrative Regulations (AR) Board Policies (BP)

Superintendent David Roth explained to the Board that we are presenting the first readings of the following policy revisions, mainly updating the policies with the new laws that have gone into effect.

- AR 5136 Gangs
- BP 5136 Gangs
- AR1312.3 Uniform Complaint Procedure
- BP1312.3 Uniform Complaint Procedure

- AR1312.4 Williams Uniform Complaint Procedure
- E 1312.4 Williams Uniform Complaint Procedure
- BP4030 Non Discrimination in Employment
- AR4030 Non Discrimination in Employment

Kirk Seal said that he has read over the policies and sees no issues with the changes in the policies. Dr. Brenda Hanson-Smith agreed with Mr. Seal.

Kirk Seal motioned to approve the above-identified California School Board School Boards Association (CSBA) recommended Administrative Regulations (AR) Board Policies (BP). Winston Pingrey seconded the motion.

The motion carried 5-0.

X. NEXT MEETING

Wednesday, September 18, 2019
7:00 p.m., District Office Board Room

XI. ADJOURNMENT

Kirk Seal motioned to adjourn the meeting at 8:25 p.m. Winston seconded the motion. The motion carried 5-0.

Date: _____

By : _____
Gloria Silva, Clerk

By: _____
David Roth, Ph.D., Secretary

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BUCKEYE UNION SCHOOL DISTRICT

MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES BUCKEYE UNION SCHOOL DISTRICT

DISTRICT VISION STATEMENT

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Wednesday, September 18, 2019
5409 Robert J. Mathews Parkway
El Dorado Hills, CA 95762
Board Room

NO CLOSED SESSION

Open Session – 7:00 p.m.

- I. CALL TO ORDER
Brenda Hanson-Smith, Ph.D., called the meeting to order at 7:00 p.m.
- II. FLAG SALUTE
Erin Gardner, Camerado Springs Student Representative led the flag salute.
- III. ROLL CALL
Present: Brenda Hanson-Smith, ph.D.
Gloria Silva
Kirk Seal
Jon Yoffie
Winston Pingrey
- IV. APPROVAL OF AGENDA
Jon Yoffie motioned to approve the agenda. Winston Pingrey seconded the motion. The motion carried 5-0.
- V. PUBLIC COMMENTS
None

VI. REPORTS

1. Camerado Springs Middle School Student Representative: Crista Gomez, Student Body President and Erin Gardner, Student Body Vice President introduced themselves to the Board. Crista and Erin shared some activities that have been occurring at Camerado.
 - Welcome Back Aloha Dance: over 300 at the dance, this was the first time that 6th and 7th graders were able to attend - it was a great success.
 - The Student Council is up and running for the new year and they are off to a great start
 - The class colors were assigned, 6th graders are Green, 7th graders are Blue, and 8th graders are Pink.
 - The 8th graders have finished a mini unit on 9/11, learned a lot about this tragic event in the United States. Erin shared that they had a guest speaker, Mr. Cohen, who shared his experience with the 8th graders.
 - Staff is working on becoming an IB school, and the 8th graders are enjoying these classes as well.

2. Association Reports:
 - BTA : None
 - CSEA: None

3. California Montessori Project Charter School Report: Kim Zawilski Principal Kim Zawilski reported. District 4 Representative Lori Parlin visited CMP. Representative Parlin wanted to see all the classrooms. Ms. Zawilski said that she truly enjoyed giving her a tour of her school facilities. It provided a great opportunity to have the kids meet a local representative. Enrollment is slightly up with 24-25 kids per class at some grade levels. The Board approved their unaudited actuals for the 2018-2019 school year. Currently they are implementing a program named I-Ready, which kids are embracing.

4. Rising Sun Montessori Report: Karl Zierhut
Head of School Karl Zierhut, reported that they are finishing up their book fair. Mr. Zierhut reported that school is on a nice rhythm and they have completed their back to school night. Mr. Zierhut reported enrollment is currently approximately 140. They just finished their unaudited actuals and turned them into Ms. McHaney.

5. Clarksville Charter School Report: Julie Haycock
Julie Haycock introduced Janelle Sherman as the new Principal of the Clarksville Charter School. Ms. Haycock said that they have been working on a Community Connection team, this team helps children make

connections with other home school students. She said that they are planning an impact day and they have chosen to help clean up Folsom Lake.

6. Cottonwood Charter School Report: Jodi Beeson
Julie Haycock introduced herself and reported on behalf of Cottonwood. Ms. Haycock advised the Board that with respect to the in-seat portion of this charter, there are currently only five (5) high school students in attendance. The remainder of the enrollment is in the homeschool program. Cottonwood recognizes the issue this presents and is working on plans to improve their numbers. Ms. Haycock also reported that the Cottonwood families are transitioning well into the program.

Ms. Haycock reported that Cottonwood has already begun the WASC accreditation process with the filing of their application. The initial visit is set to occur in December 2019. She looks forward to working through this process and receiving the WASC accreditation. Ms. Haycock reported that they have never had a school not obtain WASC accreditation.

Ms. Haycock also advised the Board that until recently, Inspire was a dues paying member of the California Charter Schools Association. Recently, the CCSA issued a letter, to their surprise, notifying all authorizers of CCSA's concerns and their removal from this organization. Ms. Haycock reported that they voluntarily entered into an improvement process with CCSA and was working cooperatively with them on their recommendations - so this was surprising. Ms. Haycock shared that she had met with David and Jackie regarding this issue as well.

7. Reports and Requests by Board Members
Mr. Pingrey reported that he will be attending the county meeting and requested that people contact him if you would like him to bring any concerns or questions to the County Board.
8. Enrollment Report: Assistant Superintendent Jackie McHaney reported that the District is at 4067 students as of September 2019.
9. Superintendent's Report: Dr. David Roth
Dr. Roth said we are in full swing, cross country has started up. Patty and Nicole have been working with the special education staff on target collaboration strategies and needs. With respect to EL, our direct service providers will be going to a state training for ELPAC testing. Buckeye Foundation has once again generously agreed to fund an after-school drama program at the three middle schools - much appreciated.

Dr. Roth also reported that we held our first Wellness Committee meeting today, there was a great showing with several health officials in attendance. He added that there is a lot of good work going on now in the District.

VII. CONSENT AGENDA

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1. Summary Report of Warrants- August 1, 2019-August 31, 2019
2. Minutes of the Regular Meeting August 14, 2019
3. Personnel Update
4. Receipt of Donation:
 - Mr. and Mrs. Beffa, Beffa Medical Group, \$500 to Oak Meadow
 - Brian and Margot St. Martin, \$300 to Oak Meadow
 - Fortuna BMC (Jack Smith), \$250 to Oak Meadow

Kirk Seal motioned to approve the consent agenda as presented. Winston Pingrey seconded the motion. The motion carried 5-0.

VIII. REVIEW/ACTION ITEMS

1. 2018-2019 District Goal and Objectives Progress Report

Superintendent David Roth said that prior to the LCAP, our District had a separate Goals and Objectives document that we provided to the Board. Once we moved to the LCAP, many of these goals are also included in that document, but we also wanted to report separately on these goals as well. Dr. Roth stated that the Goals themselves are what we work on everyday. Superintendent Roth reviewed the progress of the District on Goals and Objectives for 2018-2019. Some highlights are

- Parent app was postponed due to technical issues. We do have, however, many avenues available for parents to access student information.
- Brooks decided to move forward on PBIS - which is great.
- Silva Valley has also decided to move forward with PBIS and Mr. Beadles will be a great resource for this purpose - again, appreciated by all.
- MTSS is being implement in our schools and we have had teams attend the training.
- Camerado and VVCM are moving forward with IB.
- Trauma informed practice training is occurring in the District.

Dr. Roth added that the District is making great progress on all the Goals.

2. 2019-2020 District Goals and Objectives

Superintendent David Roth, Ph.D. presented the 2019-2020 District Goals and Objectives. The newly proposed Goals and Objectives are available on the District website. Dr. Roth reviewed the Goals and Objectives for 2019-2020. with the Board. Dr. Roth, Ph.D. asked the Board to approve the 2019-2020 District Goals and Objectives.

Gloria Silva motioned to approve the 2019-2020 District Goals and Objectives. Winston Pingrey seconded the motion. The motion carried 5-0.

3. Approve Resolution No. 19-22 Eliminating Classified Employee Services Effective November 22, 2019.

Assistant Superintendent Jackie McHaney reported that the District needs to eliminate a 6-hour instructional aide position due to the disenrollment of the student and the position is no longer required. It is required that the District gives a 60 day notice to the employee. Assistant Superintendent Jackie McHaney is asking the Board to approve Resolution No. 19-22 Eliminating Classified Employee Services Effective November 22, 2019 due to lack of work.

Winston Pingrey motioned to approve Approve Resolution No. 19-22 Eliminating Classified Employee Services Effective November 22, 2019. Jon Yoffie seconded. The motion carried 5-0.

4. First Reading of the Following California School Boards Association (CSBA) recommended Administrative Regulations (AR) Board Policies (BP), Board By-Laws (BB)

- AR5144.1 Suspension and Expulsion/Due Process
- BP 5144.1 Suspension and Expulsion/Due Process
- AR0460 Local Control and Accountability Plan
- BP0460 Local Control and Accountability Plan
- BP0450 Comprehensive Safety Plan
- AR0450 Comprehensive Safety Plan
- AR0420 School Plans/Site Councils
- BP0420 School Plans/Site Councils
- BP 4119.21 Professional Standards
- BP 4119.24 Maintaining Appropriate Adult-Student Interactions

Superintendent David Roth explained to the Board that these Board Policy changes are from new laws that have gone into effect. They do not have

a financial impact to the District. Dr. Roth is asking the Board to approve the first readings of the Following California School Boards Association (CSBA) recommended Administrative Regulations (AR) Board Policies (BP), Board By-Laws (BB)

Kirk Seal motioned to adopt the above-identified California School Boards Association (CSBA) recommended Administrative Regulations (AR) Board Policies (BP), Board By-Laws (BB). Gloria Silva seconded the motion. The motion carried 5-0.

IX. NEXT MEETING

Wednesday, October 2, 2019; 7:00 p.m.

X. ADJOURNMENT

Kirk Seal motioned to adjourn. Gloria Silva seconded the motion. The motion carried 5-0.

Date: _____

By : _____
Gloria Silva, Clerk

By: _____
David Roth, Ph.D., Secretary



**PUBLIC HEARING/AGENDA
OF THE BOARD OF TRUSTEES
BUCKEYE UNION SCHOOL DISTRICT**

DISTRICT VISION STATEMENT

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Wednesday, October 2, 2019

District Office Board Room

5049 Robert J. Mathews Parkway, El Dorado Hills, CA 95762

(Park and Enter Board Room in back of building)

No Closed Session

Open Session – 7:00 p.m.

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. APPROVAL OF AGENDA

V. PUBLIC COMMENTS

VI. PRESENTATIONS

1. Valley View Charter Montessori Student Representatives: Cameron Hill, Olivia Guarducci, and Kadon Olson.

VII. REPORTS

1. Reports and Requests by Board Members

2. Superintendent's Report

(David Roth, Ph.D., Superintendent)

3. IB Update

(Amy Gargani, IB Coordinator)

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1. Minutes from September 5th and September 18.2019

IX. PUBLIC HEARING

1. Consider and Accept the Annual Accounting and Reporting of Developer Fees for Fiscal Year 2018/2019 per Government Code Sections 66001-66008

(Jackie McHaney, Asst. Superintendent)

X. NEXT MEETING

Wednesday, October 16, 2019

XI. ADJOURNMENT

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CSBA Policy Language

	POLICY #	POLICY AND UPDATE
	AR0420.4/BP0420.4	<p><i>Charter School Authorization</i></p> <p>(BP/AR revised) Policy updated to delete the legal cite for the Parent Empowerment Act, as the criteria for that program include the Academic Performance Index which is no longer calculated, and to delete the outdated legal cite for California Department of Education (CDE) standards for the identification of academically low-achieving students. Policy also reflects NEW LAW (SB 126, 2019) which requires charter schools to comply with the Brown Act, California Public Records Act, and other specified state laws governing transparency and public integrity, and NEW LAW (AB 406, 2018) which, for any charter petition submitted on or after July 1, 2019, prohibits the charter school from operating as or by a for-profit corporation or organization. Regulation updated to reflect NEW LAW (AB 1747, 2018) which requires that the charter petition include provisions for the development and annual update of a school safety plan.</p>
	AR1312.1/BP1312.1	<p><i>Complaints Concerning District Employees</i></p> <p>(BP/AR revised) Policy updated to reflect a court decision which held that a district cannot bar criticism of employees at public board meetings, and to add referral of complainants to the appropriate complaint procedures when concerns are expressed at a board meeting or to an individual board member outside a board meeting. Policy includes material formerly in AR regarding reports against employees for child abuse or neglect, and adds circumstances under which complaints should be addressed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures or AR 4030 - Nondiscrimination in Employment. Policy also adds material related to the investigation of a complaint, including an anonymous complaint, and includes material formerly in AR regarding appeals to the board. Regulation reorganized and updated to require that complaints be made in writing and to add steps regarding the investigation of the complaint and the notification of the complainant and employee regarding the final decision</p>
	AR3514	<p>Environmental Safety</p> <p>(AR revised) Regulation updated to reflect NEW LAW (AB 2453, 2018) which (1) authorizes state facilities modernization grants to be used to update air filtration systems and (2)</p>

CSBA Policy Language

		<p>authorizes districts and schools in communities with a high cumulative exposure to toxic air contaminants to work with air districts and to be eligible for a grant to implement air quality mitigation efforts. Regulation also reflects the July 1, 2019 deadline for completing testing for lead in the drinking water of any school constructed before January 1, 2010, and NEW LAW (AB 2370, 2018) which requires a licensed child care center that is located in a building constructed before January 1, 2010 to have its drinking water tested for lead contamination.</p>
	<p>AR3250/BP3250</p>	<p><i>Transportation Fees</i></p> <p>(BP/AR revised) Policy updated to reference types of transportation services, in addition to home-to-school transportation, for which fees may be charged. The basis for establishing the amount of the fee deleted in BP since it is addressed in AR. Policy also adds material formerly in AR regarding (1) criteria for determining exemption of transportation fees based on financial need and (2) board certification to the county superintendent of schools that fees have been levied in accordance with law. Regulation reorganized to describe the types of transportation services for which fees are allowed, the amount of the fee, and then exemptions from fees. Material regarding the establishment of fees revised to reflect current practice which is no longer based on the Superintendent of Public Instruction's determination of the statewide average nonsubsidized cost of providing transportation on a publicly owned or operated transit system.</p>
	<p>BP3510</p>	<p><i>Green School Operations</i></p> <p>(BP revised) Policy expands best practices for environmental accountability in district programs and operations, including involvement of staff at all levels, use of least toxic pest management practices, compliance with green building standards in any new construction, acquisition of reduced or zero emission school buses, limitation of unnecessary idling of school buses or personal vehicles, implementation of green practices in the district's food services program, and use of green school activities as tools for student learning.</p>

CSBA Policy Language

	AR3511/BP3511	<p><i>Energy and Water Management</i></p> <p>(BP/AR revised) Policy and regulation updated to reflect recommendations in NEW STATE GUIDANCE from CDE, the Division of the State Architect in the Department of General Services, and the State Water Resources Control Board. Policy also deletes green school strategies duplicated in other policies, and adds coordination with local and regional entities to share expertise and resources. Section on "Storm Water Management" deletes specific requirements for "nontraditional MS4 entities" that are subject to the General Permit for Storm Water Discharges to Small Municipal Separate Storm Sewer Systems, and clarifies that districts may also be subject to the Construction General Permit and the National Pollutant Discharge Elimination System General Permit for Storm Water Discharges Associated with Industrial Activities. Section on "Emergency Interruption of Services" contains material formerly in AR. Regulation expands components of the district's resource management program to include strategies related to outdoor spaces, drought-tolerant habitats, and equipment maintenance and repair. Regulation also adds new section on "Storm Water Management" with examples of best practices and adds new material related to the emergency interruption of services.</p>

BUCKEYE UNION SCHOOL DISTRICT

AGENDA ITEM #: IX.1.

**PUBLIC HEARING / ACTION:
Accept the Annual Developer
Fee Report for Fiscal Year
2018/2019**

SITUATION:

In accordance with Government Code Sections 66001 – 66008, the District is required to report on the collection and expenditure of developer fees imposed on residential, commercial and industrial development within 180 days of the close of the fiscal year.

PLAN:

The plan is to hold a Public Hearing, review, consider and accept the prepared report on the use of Developer Fees for 2018/2019.

FISCAL IMPACT:

N/A

SUPERINTENDENT'S RECOMMENDATION:

The Superintendent recommends that the Board accept the Annual Developer Fee Report for fiscal year 2018/2019 as presented.

Buckeye Union School District
 School Facility Fees Annual Accounting and Reporting
 per Government Code Sections 66001-66008

For The Fiscal Year Ending June 30, 2019

Beginning Balance as of July 1, 2018	\$2,242,882
Revenue	
Mitigation/Developer Fees	\$350,980
Interest Earnings	\$37,023
Other State Revenue	\$3,737
Total Revenue	<u>\$391,740</u>
Total Funds Available	\$2,634,622
Expenditures	
Construction Projects-Blue Oak Portable	\$990,000
Misc Expenses-GFS, Other	\$10,562
Software to track current and future growth	\$16,000
Administrative Expenses	<u>\$83,192</u>
Includes salaries/benefits/housing for facility dept.	
Total Expenditures	<u>\$1,099,754</u>
Ending Balance as of June 30, 2019	<u><u>\$1,534,868</u></u>

For The Fiscal Year Ending June 30, 2018

	2013/2014	2014/2015	2015/2016	2016-2017	2017-2018
<i>Beginning Fund Balance</i>	\$2,996,143	\$2,956,937	\$2,139,891	\$2,120,288	\$2,065,655
<i>Revenue</i>	\$167,655	\$184,620	\$312,612	\$634,039	\$322,978
<i>Expenditures</i>	\$206,861	\$1,001,666	\$332,215	\$688,672	\$145,751
<i>Ending Fund Balance</i>	<u>\$2,956,937</u>	<u>\$2,139,891</u>	<u>\$2,120,288</u>	<u>\$2,065,655</u>	<u>\$2,242,882</u>

CSBA Policy Language

	POLICY #	POLICY AND UPDATE
	AR0420.4/BP0420.4	<p><i>Charter School Authorization</i></p> <p>(BP/AR revised) Policy updated to delete the legal cite for the Parent Empowerment Act, as the criteria for that program include the Academic Performance Index which is no longer calculated, and to delete the outdated legal cite for California Department of Education (CDE) standards for the identification of academically low-achieving students. Policy also reflects NEW LAW (SB 126, 2019) which requires charter schools to comply with the Brown Act, California Public Records Act, and other specified state laws governing transparency and public integrity, and NEW LAW (AB 406, 2018) which, for any charter petition submitted on or after July 1, 2019, prohibits the charter school from operating as or by a for-profit corporation or organization. Regulation updated to reflect NEW LAW (AB 1747, 2018) which requires that the charter petition include provisions for the development and annual update of a school safety plan.</p>
	AR1312.1/BP1312.1	<p><i>Complaints Concerning District Employees</i></p> <p>(BP/AR revised) Policy updated to reflect a court decision which held that a district cannot bar criticism of employees at public board meetings, and to add referral of complainants to the appropriate complaint procedures when concerns are expressed at a board meeting or to an individual board member outside a board meeting. Policy includes material formerly in AR regarding reports against employees for child abuse or neglect, and adds circumstances under which complaints should be addressed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures or AR 4030 - Nondiscrimination in Employment. Policy also adds material related to the investigation of a complaint, including an anonymous complaint, and includes material formerly in AR regarding appeals to the board. Regulation reorganized and updated to require that complaints be made in writing and to add steps regarding the investigation of the complaint and the notification of the complainant and employee regarding the final decision</p>
	AR3514	<p>Environmental Safety</p> <p>(AR revised) Regulation updated to reflect NEW LAW (AB 2453, 2018) which (1) authorizes state facilities modernization grants to be used to update air filtration systems and (2)</p>

CSBA Policy Language

		<p>authorizes districts and schools in communities with a high cumulative exposure to toxic air contaminants to work with air districts and to be eligible for a grant to implement air quality mitigation efforts. Regulation also reflects the July 1, 2019 deadline for completing testing for lead in the drinking water of any school constructed before January 1, 2010, and NEW LAW (AB 2370, 2018) which requires a licensed child care center that is located in a building constructed before January 1, 2010 to have its drinking water tested for lead contamination.</p>
	<p>AR3250/BP3250</p>	<p><i>Transportation Fees</i></p> <p>(BP/AR revised) Policy updated to reference types of transportation services, in addition to home-to-school transportation, for which fees may be charged. The basis for establishing the amount of the fee deleted in BP since it is addressed in AR. Policy also adds material formerly in AR regarding (1) criteria for determining exemption of transportation fees based on financial need and (2) board certification to the county superintendent of schools that fees have been levied in accordance with law. Regulation reorganized to describe the types of transportation services for which fees are allowed, the amount of the fee, and then exemptions from fees. Material regarding the establishment of fees revised to reflect current practice which is no longer based on the Superintendent of Public Instruction's determination of the statewide average nonsubsidized cost of providing transportation on a publicly owned or operated transit system.</p>
	<p>BP3510</p>	<p><i>Green School Operations</i></p> <p>(BP revised) Policy expands best practices for environmental accountability in district programs and operations, including involvement of staff at all levels, use of least toxic pest management practices, compliance with green building standards in any new construction, acquisition of reduced or zero emission school buses, limitation of unnecessary idling of school buses or personal vehicles, implementation of green practices in the district's food services program, and use of green school activities as tools for student learning.</p>

CSBA Policy Language

	AR3511/BP3511	<p><i>Energy and Water Management</i></p> <p>(BP/AR revised) Policy and regulation updated to reflect recommendations in NEW STATE GUIDANCE from CDE, the Division of the State Architect in the Department of General Services, and the State Water Resources Control Board. Policy also deletes green school strategies duplicated in other policies, and adds coordination with local and regional entities to share expertise and resources. Section on "Storm Water Management" deletes specific requirements for "nontraditional MS4 entities" that are subject to the General Permit for Storm Water Discharges to Small Municipal Separate Storm Sewer Systems, and clarifies that districts may also be subject to the Construction General Permit and the National Pollutant Discharge Elimination System General Permit for Storm Water Discharges Associated with Industrial Activities. Section on "Emergency Interruption of Services" contains material formerly in AR. Regulation expands components of the district's resource management program to include strategies related to outdoor spaces, drought-tolerant habitats, and equipment maintenance and repair. Regulation also adds new section on "Storm Water Management" with examples of best practices and adds new material related to the emergency interruption of services.</p>

CSBA Sample

Administrative Regulation

Charter School Authorization

AR 0420.4

Philosophy, Goals, Objectives and Comprehensive Plans

Petition Signatures

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

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

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

(cf. 4116 - Probationary/Permanent Status)

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

Advisory Committee

The Superintendent or designee may establish a staff advisory committee to evaluate the completeness of a charter petition based on the requirements in Education Code 47605 and to identify any concerns that should be addressed by the petitioners.

(cf. 2230 - Representative and Deliberative Groups)

Components of Charter Petition

The charter petition shall include affirmations that the charter school will be nonsectarian in its programs, admission policies, employment practices, and operations; will not charge tuition; and

will not discriminate against a student on the basis of characteristics listed in Education Code 220. The petition shall also contain reasonably comprehensive descriptions of: (Education Code 47605)

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

Education Code 47605 requires the charter petition to include annual goals for all students and for each numerically significant subgroup of students, and specific actions to achieve those goals as described in Education Code 52060. Pursuant to Education Code 52052, numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup (or at least 15 foster youth or homeless students) in the school.

Education Code 47605 requires that these annual goals be aligned with eight state priorities related to (1) the degree to which teachers are appropriately assigned and fully credentialed, students have sufficient access to standards-based instructional materials, and facilities are maintained in good repair; (2) implementation of and student access to state academic content and performance standards; (3) parent/guardian involvement and family engagement; (4) student achievement; (5) student engagement; (6) school climate; (7) student access to and enrollment in a broad course of study, including programs and services provided to benefit low-income students, English learners, and/or foster youth (i.e., "unduplicated students" for purposes of the local control funding formula); and (8) student outcomes in the specified course of study. See BP/AR 0460 - Local Control and Accountability Plan.

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

(cf. 0420.41 - Charter School Oversight)
(cf. 0460 - Local Control and Accountability Plan)

If the proposed charter school will serve high school students, the petition shall describe the manner in which the school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance

requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "a-g" admissions criteria may be considered to meet college entrance requirements.

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

(cf. 0510 - School Accountability Report Card)

4. The governance structure of the charter school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement.
5. The qualifications to be met by individuals to be employed by the charter school. AB 1747 (Ch. 806, Statutes of 2018) amended Education Code 47605 to add a requirement that the charter petition include provisions for the development and annual update of a school safety plan.
6. The procedures that the charter school will follow to ensure the health and safety of students and staff, including the following requirements:
 - a. Each charter school employee shall furnish the school with a criminal record summary as described in Education Code 44237.
 - b. The charter school shall develop a school safety plan which includes the topics listed in Education Code 32282(a)(2)(A)-(H) and procedures for conducting tactical responses to criminal incidents.
 - c. The charter school's safety plan shall be reviewed and updated by March 1 each year.
7. The means by which the charter school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the district's territorial jurisdiction.

Pursuant to Education Code 47605, when the number of students who wish to attend the charter school exceeds the school's capacity, attendance must be determined by a public random drawing, with admission preference extending to students who currently attend the charter school and students who reside in the district. Education Code 47605 provides that admission preferences may also include, but are not limited to, siblings of students admitted or attending the charter school and children of the school's teachers, staff, and founders identified in the initial charter. Education Code 47605 requires that the priority order for preference be determined in the charter petition as provided below.***

8. The charter school's student admission policy. The petition shall, in accordance with Education Code 47605(d), specify procedures for determining enrollment when the number of applicants exceeds the school's capacity, including requirements for the use of a public random drawing, admission preferences, and priority order of preferences as required by law and subject to Governing Board approval.
9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the Board's satisfaction.
10. The procedures by which students can be suspended or expelled for disciplinary reasons or otherwise involuntarily removed for any reason, including an explanation of how the charter school will comply with federal and state constitutional procedural and substantive due process requirements as specified in Education Code 47605(b). Such procedures shall also include processes by which the charter school will notify the superintendent of a district and request to be notified by a district about a student when the circumstances specified in Education Code 47605(d) exist.
11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.
12. The public school attendance alternatives for students residing within the district who choose to not attend the charter school.
13. A description of the rights of any district employee upon leaving district employment to work in the charter school and of any rights of return to the district after employment at the charter school.
14. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions.
15. A declaration as to whether or not the charter school will be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.

16. Consistent with 5 CCR 11962, the procedures to be used if the charter school closes, including, but not limited to:
 - a. Designation of a responsible entity to conduct closure-related activities
 - b. Notification to parents/guardians, the Board, the county office of education, the special education local plan area in which the charter school participates, the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:
 - (1) The effective date of the closure
 - (2) The name(s) and contact information of the person(s) to whom reasonable inquiries may be made regarding the closure
 - (3) The students' districts of residence
 - (4) The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements
 - c. Provision of a list of students at each grade level, the classes they have completed, and their districts of residence to the responsible entity designated in accordance with item #16a above
 - d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with item #16a above, except for records and/or assessment results that the charter may require to be transferred to a different entity
 - e. Transfer and maintenance of personnel records in accordance with applicable law
 - f. Completion of an independent final audit within six months after the closure of the charter school that includes an accounting of all financial assets and liabilities pursuant to 5 CCR 11962 and an assessment of the disposition of any restricted funds received by or due to the school
 - g. Disposal of any net assets remaining after all liabilities of the charter school have been paid or otherwise addressed pursuant to 5 CCR 11962
 - h. Completion and filing of any annual reports required pursuant to Education Code 47604.33
 - i. Identification of funding for the activities identified in item #16a-h above

Education Code 47605 requires that petitioners provide to the Governing Board the information listed in items #1-4 below. The Board may require additional information, such as, a school

calendar, information regarding transportation arrangements, staff development plans, assurances that the school will provide appropriate services for English language learners and students with disabilities, or any other information that will assist the Board in understanding the proposal.

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

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

Location of Charter School

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

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

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

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

1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school.

2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

BUCKEYE UNION SCHOOL DISTRICT

ADOPTED:

EL DORADO HILLS, CALIFORNIA

BUCKEYE UNION ESD

Board Policy

Charter School Authorization

BP 0420.4

Philosophy, Goals, Objectives and Comprehensive Plans

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

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

One or more persons may submit a petition for a start-up charter school to be established within the district or for the conversion of an existing district school to a charter school. (Education Code 47605)

Any petition for a start-up charter school or conversion charter school shall include all components and signatures required by law and shall be submitted to the Board. The Superintendent or designee shall consult with legal counsel, as appropriate, regarding compliance of the charter petition with legal requirements.

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

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

(cf. 9320 - Meetings and Notices)

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

The approval or denial of a charter petition shall not be controlled by collective bargaining

agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)

Approval of Petition

The Board shall approve the charter petition if doing so is consistent with sound educational practice. In granting charters, the Board shall give preference to petitions that demonstrate the capability to provide comprehensive learning experiences for students who are identified by the petitioner as academically low-achieving. (Education Code 47605)

The Board shall verify that any approved charter contains adequate processes and measures for holding the school accountable for complying with applicable law, including Education Code 47604.1, and for fulfilling the terms of its charter. These shall include, but are not limited to, fiscal accountability systems, multiple measures for evaluating the educational program, including student outcomes aligned with state priorities as described in Education Code 52060, and regular reports to the Board.

(cf. 0420.41 - Charter School Oversight)

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

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

(cf. 0420.42 - Charter School Renewal)

(cf. 0420.43 - Charter School Revocation)

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

Denial of Petition

The Board shall deny any charter petition that:

1. Proposes to operate a charter school as or by a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)
2. Authorizes the conversion of a private school to a charter school (Education Code 47602)

3. Proposes to serve students in a grade level that is not served by the district, unless the petition proposes to serve students in all the grade levels served by the district (Education Code 47605)

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

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the number of signatures required.
4. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).
6. The petition does not contain a declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining pursuant to Government Code 3540-3549.3.

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

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

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

Legal Reference:

EDUCATION CODE

200 Equal rights and opportunities in state educational institutions

220 Nondiscrimination

17078.52-17078.66 Charter schools facility funding; state bond proceeds

17280-17317 Field Act

17365-17374 Field Act, fitness for occupancy

32282 Comprehensive safety plan

33126 School Accountability Report Card

41365 Charter school revolving loan fund
42238.51-42238.2 Funding for charter districts
44237 Criminal record summary
44830.1 Certificated employees, conviction of a violent or serious felony
45122.1 Classified employees, conviction of a violent or serious felony
46201 Instructional minutes
47600-47616.7 Charter Schools Act of 1992
47640-47647 Special education funding for charter schools
47650-47652 Funding of charter schools
49011 Student fees
51745-51749.6 Independent study
52052 Accountability: numerically significant student subgroups
52060-52077 Local control and accountability plan
56026 Special education
56145-56146 Special education services in charter schools

CORPORATIONS CODE

5110-6910 Nonprofit public benefit corporations

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers
3540-3549.3 Educational Employment Relations Act
6250-6270 California Public Records Act
54950-54963 Ralph M. Brown Act
81000-91014 Political Reform Act of 1974

CODE OF REGULATIONS, TITLE 5

11700.1-11705 Independent study
11960-11968.5.5 Charter schools

UNITED STATES CODE, TITLE 20

7223-7225 Charter schools

COURT DECISIONS

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

ATTORNEY GENERAL OPINIONS

Opinion No. 11-201 (2018)
89 Ops.Cal.Atty.Gen. 166 (2006)
80 Ops.Cal.Atty.Gen. 52 (1997)
78 Ops.Cal.Atty.Gen. 297 (1995)

Management Resources:

CSBA PUBLICATIONS

Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018

Charter Schools in Focus, Issue 1: Managing the Petition Review Process, Governance Brief, November 2016

Charter Schools and Board Member Responsibilities, Education Insights Legal Update Webcast, March 2016

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample Copy of a Memorandum of Understanding
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Dear Colleague Letter: Guidance Regarding the Oversight of Charter Schools Program and Regulatory Requirements, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, August 2016

Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014
Guidance on the Voluntary Use of Race to Achieve Diversity and Avoid Racial Isolation in Elementary and Secondary Schools, December 2011

WEB SITES

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

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

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

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

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

BUCKEYE UNION SCHOOL DISTRICT

ADOPTED: EL DORADO HILLS, CALIFORNIA

CSBA Sample

Administrative Regulation

Complaints Concerning District Employees

AR 1312.1

Community Relations

Every effort should be made to resolve complaints regarding district employees at the earliest possible stage. Any person who complains about a district employee shall be encouraged to resolve the matter informally through direct communication with the employee whenever possible.

If a complainant is unable or unwilling to resolve the complaint directly with the employee, the complainant may submit a written complaint to the principal or other immediate supervisor of the employee. Complaints related to a principal or district administrator shall be initially filed in writing with the Superintendent or designee. If the complainant is unable to prepare the complaint in writing, administrative staff shall provide assistance in the preparation of the complaint. All complaints related to district personnel, other than administrators shall be submitted in writing within 10 working days of incident.

A written complaint shall include the full name of the employee involved, a brief but specific summary of the complaint and the facts surrounding it, and a description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against district employees:

1. When a written complaint is received, the employee who is the subject of the complaint shall be notified within five days or in accordance with the collective bargaining agreement.
2. The principal or other immediate supervisor of the employee shall investigate and attempt to resolve the complaint to the satisfaction of the parties involved within 30 days. A complaint against a school or district administrator shall be investigated by the Superintendent or designee. The investigation may include interviews of the employee, complainant, or witnesses as necessary and/or a review any documentation relevant to the complaint.
3. Both the complainant and employee shall be notified in writing of the final decision regarding the resolution of the complaint.
4. Either the complainant or the employee against whom the complaint was made may appeal the decision. A decision by the principal or immediate supervisor may be appealed to the Superintendent or designee, who shall attempt to resolve the complaint to the

satisfaction of the parties involved within 30 days. Parties should consider and accept the Superintendent or designees decision as final. However, the complainant, the employee or Superintendent/designess may ask to address the Board. Before any consideration of a complain, a full record of the complaint and the facts surrounding it will be provided to the Board. The Board reserves the right to uphold the Superintendents decision without hearing the complaint.

- a. The full name of each employee involved
- b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response
- c. A copy of the signed original complaint
- d. A summary of the action taken by the Superintendent or designee and the reasons that the problem has not been resolved

BUCKEYE UNION SCHOOL DISTRICT
ADOPTED:

EL DORADO HILLS, CALIFORNIA

BUCKEYE UNION ESD

Board Policy

Complaints Concerning District Employees

BP 1312.1

Community Relations

The Governing Board recognizes its accountability to the public for the quality of the district's educational program and the performance of district employees. The district shall provide a process by which a complaint submitted by any person regarding an employee can be resolved impartially, expeditiously, and with minimal disruption to district operations and the educational program.

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

When a concern regarding an employee is presented during a Board meeting or to an individual Board member or employee outside of a Board meeting, the complainant shall be informed of the appropriate complaint procedure.

(cf. 9323 - Meeting Conduct)

Any complaint regarding the Superintendent shall be initially filed in writing with the Board. The Board shall consult with legal counsel or appoint an appropriate agent to conduct the investigation.

The Superintendent or designee shall determine whether a complaint against any other employee should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures. Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law and BP 5141.4 - Child Abuse Prevention and Reporting. Any complaint alleging that an employee engaged in unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures. Any complaint by an employee, job applicant, volunteer, intern, or independent contractor alleging unlawful discrimination or harassment by an employee shall be filed in accordance with AR 4030 - Nondiscrimination in Employment.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3555 - Nutrition Program Compliance)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4144/4244/4344 - Complaints)

(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Any complaint subject to this policy and the accompanying administrative regulation shall be investigated by the principal, the employee's immediate supervisor, the Superintendent or designee, legal counsel, agent of the Board, and/or other appropriate person who is not the subject of the complaint or subordinate to the employee charged in the complaint. The complainant and the employee shall have an opportunity to present information relevant to the complaint.

A complaint that is filed anonymously may be investigated by the Superintendent or designee depending on the specificity and reliability of the information.

The Board prohibits retaliation against complainants.

Appeals

If either the complainant or the employee submits an appeal of the Superintendent's decision to the Board, the Board shall determine whether to uphold the Superintendent's decision without hearing the complaint, appoint an appeals committee to advise the Board, or hear the appeal itself.

(cf. 9130 - Board Committees)

If the Board decides to hear the complaint, the matter shall be addressed in closed session in accordance with Government Code 54957 unless the employee requests that it be heard in open session. The Board shall review the original complaint and additional information provided by the Superintendent or designee regarding the steps taken to resolve the issue.

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9323 - Meeting Conduct)

The Board's decision shall be final.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints

35146 Closed sessions

44031 Personnel file contents and inspection

44811 Disruption of public school activities

44932-44949 Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)

48987 Child abuse guidelines

GOVERNMENT CODE

54957 Closed session; complaints re employees

54957.6 Closed session; salaries or fringe benefits

PENAL CODE

273 Cruelty or unjustifiable punishment of child

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

300 Minors subject to jurisdiction of juvenile court

COURT DECISIONS

Baca v. Moreno Valley Unified School District, (1996) 936 F. Supp. 719

BUCKEYE UNION SCHOOL DISTRICT
ADOPTED:

EL DORADO HILLS, CALIFORNIA

BUCKEYE UNION ESD

Administrative Regulation

Transportation Fees

AR 3250

Business and Noninstructional Operations

When approved by the Governing Board, the district may charge transportation fees for students traveling to and from school. (Education Code 39807.5)

(cf. 3540 - Transportation)

(cf. 3541 - Transportation Routes and Services)

The total amount received by the district from the state and parent/guardian fees shall not exceed the actual operating cost of home-to-school transportation during the fiscal year. If excess fees are collected due to errors in estimated costs, fees shall be reduced in succeeding years. (Education Code 10913, 39801.5, 39809.5, 39837)

Bus passes and tickets shall be sold at all district schools and at the district office. No money shall be collected on school buses.

Exemption from Fees

Upon enrollment and at the beginning of each school year, parents/guardians shall receive information about income eligibility standards and application procedures for a waiver of the transportation fee. All applications and related records shall be confidential and used only for the purpose of determining a student's eligibility for a fee waiver.

(cf. 3553 - Free and Reduced Price Meals)

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

(cf. 5125 - Student Records)

Students receiving free transportation shall not be identified by the use of special bus passes, tickets, lines, seats, or any other means. They shall in no way be treated differently from other students, nor shall their names be published, posted, or announced in any manner or used for any purpose other than the transportation program.

BUCKEYE UNION SCHOOL DISTRICT

ADOPTED:

ELDORADO HILLS, CALIFORNIA

BUCKEYE UNION ESD

Board Policy Transportation Fees

BP 3250

Business and Noninstructional Operations

Whenever the cost of providing student transportation exceeds funding provided by the state, the Governing Board may charge fees for home-to-school student transportation and other transportation services as expressly authorized by law.

(cf. 3260 - Fees and Charges)
(cf. 3540 - Transportation)

The Superintendent or designee shall annually submit proposed transportation fee schedules for Board approval.

The transportation fee shall be waived for students with demonstrated financial need in accordance with Education Code 39807.5. Eligibility for free transportation based on financial need shall be determined in accordance with the income eligibility scales used for the free and reduced-price lunch program.

(cf. 3553 - Free and Reduced Price Meals)

In addition, no charge shall be made for any transportation of a student with a disability whose individualized education program includes transportation as a related service necessary to receive a free appropriate public education. (Education Code 39807.5)

(cf. 3541.2 - Transportation for Students with Disabilities)
(cf. 6159 - Individualized Education Program)

The Board shall certify to the County Superintendent of Schools that the district has levied fees in accordance with law and that, in the event that excess fees have been charged, the fees have been reduced and excess fee revenue eliminated. (Education Code 39809.5)

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation program, especially:

10913 Fees for uses of school buses for community recreation purposes

35330 Excursions or field trips

39800-39860 Transportation, especially:

39801.5 Transportation fees for adults

39807.5 Payment of transportation cost; amount of payment

39809.5 Excess fees; adjustments
39837 Fees for summer employment transportation
41850 Home-to-school and special education transportation
49014 Public School Fair Debt Collection Act
49557-49558 Applications for free and reduced-price meals
56026 Individuals with exceptional needs

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

COURT DECISIONS

Arcadia Unified School District et al v. State Department of Education, 2 Cal. 4th 251 (1992)
Hartzell v. Connell, 35 Cal.3d 899 (1984)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 17-01, July 28, 2017

WEB SITES

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

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

BUCKEYE UNION SCHOOL DISTRICT

ADOPTED:

ELDORADO HILLS, CALIFORNIA

BUCKEYE UNION ESD

Board Policy

Complaints Concerning District Employees

BP 1312.1

Community Relations

The Governing Board recognizes its accountability to the public for the quality of the district's educational program and the performance of district employees. The district shall provide a process by which a complaint submitted by any person regarding an employee can be resolved impartially, expeditiously, and with minimal disruption to district operations and the educational program.

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(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3555 - Nutrition Program Compliance)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4144/4244/4344 - Complaints)

(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

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(cf. 9130 - Board Committees)

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(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9323 - Meeting Conduct)

The Board's decision shall be final.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
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COURT DECISIONS

Baca v. Moreno Valley Unified School District, (1996) 936 F. Supp. 719

BUCKEYE UNION SCHOOL DISTRICT
ADOPTED:

EL DORADO HILLS, CALIFORNIA

BUCKEYE UNION ESD

Administrative Regulation

Environmental Safety

AR 3514

Business and Noninstructional Operations

The Superintendent may designate and train one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but are not limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

(cf. 3510 - Green School Operations)

(cf. 3511 - Energy and Water Management)

(cf. 3517 - Facilities Inspection)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5142 - Safety)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7150 - Site Selection and Development)

Indoor Air Quality

In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the following strategies shall be implemented:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)
(cf. 3580 - District Records)

Staff shall ensure that airflow is not obstructed by the blocking of ventilators with posters, furniture, books, or other obstacles.

2. School facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew and prevent accidents due to unsafe conditions. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source

of water intrusion and remove or clean moldy materials.

3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.
4. Least toxic pest management practices shall be used to control and manage pests at school sites. (Education Code 17608-17614; Food and Agriculture Code 13182)

(cf. 3514.2 - Integrated Pest Management)

5. A carbon monoxide detector or alarm shall be installed in all school buildings that contain a fuel-burning appliance, fireplace, or forced-air furnace, unless otherwise exempted by state law or regulations. The device or alarm shall be located in close proximity to the appliance in order to accurately detect and alert school personnel of any leakage of carbon monoxide. (24 CCR 915.1-915.7)
6. Schedules and practices for routine housekeeping and maintenance shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

(cf. 5141.23 - Asthma Management)

7. Painting of school facilities and maintenance or repair activities that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.
8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

(cf. 3514.1 - Hazardous Substances)

9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are well ventilated and not frequented by students and staff.
10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

(cf. 3513.3 - Tobacco-Free Schools)

Outdoor Air Quality

The Superintendent or designee may coordinate with the local air resources control board and monitor local health advisories and outdoor air quality alerts to obtain forecasts of ozone levels,

particle pollution, ultraviolet radiation levels, and/or temperature and humidity.

Whenever a forecast indicates a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly susceptible to the health risk involved.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.5 - Emergency Schedules)
(cf. 5141.7 - Sun Safety)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

Reduction of Vehicle Emissions

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480. The Superintendent or designee may also request parents/guardians to turn off their vehicles when they are idling on school grounds and encourage students to walk and/or bicycle to school.

(cf. 3540 - Transportation)
(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 3542 - School Bus Drivers)
(cf. 5142.2 - Safe Routes to School Program)

Any school bus that is diesel-fueled, dual-fueled, or alternative diesel-fueled and has a gross vehicle weight rating over 14,000 pounds shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

Drinking Water Safety

The quality and safety of the district's drinking water sources shall be regularly assessed, and drinking fountains shall be regularly cleaned and maintained, to ensure that drinking water consumed at school does not contain dirt, mold, lead, or other impurities or contaminants that may cause serious health concerns.

Whenever any contaminants in the drinking water are determined to be a concern, the Superintendent or designee shall take reasonable steps to identify the source and mitigate any potential problem to ensure the availability of safe drinking water. As needed, the Superintendent or designee shall provide alternative sources of drinking water, such as bottled water or on-site water filtration, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day.

(cf. 3550 - Food Service/Child Nutrition Program)

Prevention of Lead Exposure

In addition to testing for the presence of lead in drinking water in district schools, the following steps shall be taken to minimize potential exposure to lead in school facilities:

1. School facilities shall be kept as dust-free and clean as possible.
2. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
3. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.
4. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.
5. Soil with low lead content may be covered with grass, other plantings, concrete, or asphalt. For soil with high lead content, removal and abatement are required.

Any action to abate existing lead hazards shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

The Superintendent or designee shall notify parent/guardians, teachers, and staff members if significant risk factors for lead exposure are found. (Education Code 32243)

Prevention of Mercury Exposure

The Superintendent or designee shall identify any mercury-containing products that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

Asbestos Management

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, training on the health effects of asbestos; detection, identification,

and assessment of asbestos-containing building materials; options for controlling asbestos-containing building materials; asbestos management programs; and relevant federal and state regulations. (40 CFR 763.84)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing building materials as necessary in accordance with the following:
 - a. Any school building that is leased, acquired, or otherwise used by the district shall be inspected for asbestos-containing building materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
 - b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)
 - c. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)
2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)
3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these plans. (40 CFR 763.84, 763.93)

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

(cf. 5145.6 - Parental Notifications)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic

re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)

5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (Education Code 49410.5; 40 CFR 763.84, 763.90)

Asbestos inspection and abatement work, preparation of a management plan, and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing building materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing building materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)
8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

BUCKEYE UNION SCHOOL DISTRICT
ADOPTED:

ELDORADO HILLS, CALIFORNIA

BUCKEYE UNION ESD

Administrative Regulation

Energy and Water Management

AR 3511

Business and Noninstructional Operations

In the development of the district's energy and water resource management program, the Superintendent or designee shall analyze the efficiency and environmental impact of, and consider strategies for improving, the following district systems:

1. Lighting
2. Heating, ventilation, and air conditioning
3. Water heaters
4. Electrical equipment and appliances
5. Water use and irrigation, including drains, faucets, and pipes
6. Grounds management

(cf. 7111 - Evaluating Existing Buildings)

In addition, the district's resource management program may include strategies to address the following:

1. Educational programs that focus on environmental literacy and incorporate the Next Generation Science Standards

(cf. 6142.5 - Environmental Education)
(cf. 6142.93 - Science Instruction)
2. Outdoor student facilities that are environmentally sustainable and include increased shaded areas to reduce playground temperatures

(cf. 5141.7 - Sun Safety)
3. Classroom and building management and maintenance
4. Food services and food waste reduction

(cf. 3551 - Food Service Operations/Cafeteria Fund)

5. Landscaping practices, including establishing drought-tolerant habitats

6. Transportation services and maintenance

(cf. 3540 - Transportation)

7. Inclusion of best practices for water management in new construction projects

(cf. 7110 - Facilities Master Plan)

8. Administrative operations that focus on cost reduction and conservation

(cf. 3400 - Management of District Assets/Accounts)

9. Regular equipment maintenance and repair

(cf. 3512 - Equipment)

Emergency Interruption of Services

The Superintendent or designee shall consult with local law enforcement, emergency personnel, and the county office of emergency services in the development of strategies to be implemented in the event of power outages or other emergency interruptions of utility services. The strategies shall prescribe a means of notifying appropriate agencies to ensure all utilities are properly restored after interruption.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee shall reopen schools and return to normal instructional activities as soon as safe operations can be resumed. If any school will be closed for an extended period of time, the district shall make alternative arrangements for students and staff so as not to interrupt the educational program.

The Superintendent or designee shall communicate with staff, students, and parents/guardians regarding any interruption of educational services due to utility service outages, including any necessary alternative arrangements and the date or time that normal operations of the school are expected to resume.

(cf. 1100 - Communication with the Public)

(cf. 3516.5 - Emergency Schedules)

BUCKEYE UNION SCHOOL DISTRICT

ADOPTED:

EL DORADO HILLS, CALIFORNIA

Buckeye Union ESD

Board Policy

Energy And Water Management

BP 3511

Business and Noninstructional Operations

The Governing Board recognizes the environmental and financial benefits that can be derived from conserving energy, water, and other natural resources, preparing for extreme weather and other natural events, and providing an environment that promotes the health and well-being of students and staff. To support district goals for energy and water management, the Superintendent or designee may develop a resource management program which may include strategies for implementing effective and sustainable resource use practices, exploring the use of renewable and clean energy technology and/or sources, reducing energy and water consumption, and promoting conservation principles in the educational program.

(cf. 0200 - Goals for the School District)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

(cf. 3510 - Green School Operations)

(cf. 3511.1 - Integrated Waste Management)

(cf. 3512 - Equipment)

(cf. 6142.5 - Environmental Education)

The Superintendent or designee may solicit input from staff, students, and parents/guardians regarding the district's resource management program. The Superintendent or designee shall provide staff and students with training and guidance on best practices to achieve the district's goals, and may establish a reward program to recognize outstanding accomplishments.

(cf. 1150 - Commendation and Awards)

The Superintendent or designee shall regularly inspect district facilities, monitor operations, and make recommendations for maintenance and repairs which may help the district reach its conservation and management goals and improve efficiency.

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall make every effort to identify funding opportunities and cost-reducing incentive programs to help the district achieve its conservation and management goals. The district may coordinate with other local or regional entities to capitalize on their expertise and maximize the efficient use of resources, such as through joint or shared use agreements.

(cf. 1330.1 - Joint Use Agreements)

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

The Superintendent or designee shall regularly report to the Board on the district's progress in meeting its conservation and resource management goals.

Emergency Interruption of Services

The Superintendent or designee shall develop a plan to minimize disruption to the educational program in the event of power outages or other emergency interruption of utility services. The plan shall include actions to be taken to facilitate student and staff safety, administrative control of operations, protection of equipment, effective communications, and coordination with local fire, police, and emergency personnel and utility service providers.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.5 - Emergency Schedules)

Legal Reference:

EDUCATION CODE

17213.1 School sites

17280 Construction of school buildings

35275 Coordination of new facilities with recreation and park authorities

41422 School term or session length, failure to comply due to disaster

46392 Emergency conditions; ADA estimate

GOVERNMENT CODE

53097 Local agencies

PUBLIC RESOURCES CODE

25410-25421 Energy conservation assistance

WATER CODE

189.3 Recommendations for best design and use practices

13383 Compliance with the federal Water Pollution Control Act

13383.5 Storm water discharge monitoring requirements

CODE OF REGULATIONS, TITLE 23

490-495 Model Water Efficient Landscape Ordinance

2200 Discharge permit fees

UNITED STATES CODE, TITLE 33

1342 National pollutant discharge elimination system

CODE OF FEDERAL REGULATIONS, TITLE 40

122.1-122.64 National pollutant discharge elimination system

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Guidance for Stormwater and Dry Weather Runoff CAPTURE (California Practices to Use Runoff Effectively) at Schools, December 2018

A Blueprint for Environmental Literacy: Educating Every Student In, About, and For the Environment, 2015

Average Daily Attendance Credit During Periods of Emergency, Management Advisory 90-01, rev. February 10, 2005

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD PUBLICATIONS

Guidance for Design and Construction of Vegetated Low Impact Development Projects, 2016

U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

National Management Measures to Control Nonpoint Source Pollution from Urban Areas, 2005

WEBSITES:

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

Alliance to Save Energy: <http://www.ase.org>

California Department of Education, Facilities: <http://www.cde.ca.gov/ls/fa>

California Department of Water Resources: <http://water.ca.gov>

California Division of State Architect: <http://www.dgs.ca.gov/DSA>

California Energy Commission: <http://www.energy.ca.gov>

California State Water Resources Control Board: <http://www.swrcb.ca.gov>

California Stormwater Quality Association: <http://www.casqa.org/resources>

Collaborative for High Performance Schools (CHPS): <http://chps.net>

Green School Yards America: <http://www.greenschoolyards.org>

U.S. Environmental Protection Agency: <http://www.epa.gov>

BUCKEYE UNION SCHOOL DISTRICT

ADOPTED:

EL DORADO HILLS, CALIFORNIA