

SCOE BIZ

Business Services

Bulletin No. 24-04

August 17, 2023

To: District and Charter Business Services
From: Sarah Lampenfeld, Director, External Fiscal Services
Subject: August 2023 Edition

Mandate Block Grant

The 2023-24 web-based application for the Mandate Block Grant (MBG) is now open to school districts and charter schools. The Mandate Block Grant application link is located [here](#). Applications must be submitted by **August 31, 2023**, to receive 2023-24 MBG funding. Funding will be paid in mid-November 2023 to all eligible LEAs that submit the MBG application.

- ✚ Funds are allocated using average daily attendance (ADA) calculated as of the 2022-23 Second Principal Apportionment. Rates are as follows:
 - Districts receive \$37.81 per ADA for students in grades K thru 8, and \$72.84 per ADA for students in grades 9 thru 12. Charters receive \$19.85 per ADA for students in grades K thru 8, and \$55.17 per ADA for students in grades 9 thru 12.

Instructional Materials Public Hearing Requirements for Fiscal Year 2023-24

[Education Code Section 60119](#) requires that school district governing boards hold an annual public hearing **on or before the end of the eighth week from the first day pupils attend classes** and adopt a resolution stating whether each pupil in the LEA has sufficient textbooks or instructional materials in specified subjects. This public hearing and resolution are required annually. LEAs should keep the resolution on file for the LEA's annual audit, along with proof of posting and the location of postings for the public hearing (at least 10 days in advance).

EC Section 60119(c)(1) states that sufficient textbooks or instructional materials means, "each pupil, including English Learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home. This paragraph does not require two sets of textbooks or instructional materials for each pupil." This specifically applies to four subject areas: English language arts, mathematics, science, and history-social science.

For more detailed information, go to <https://www.cde.ca.gov/ci/cr/cf/imfrpfaq1.asp> and click on "Instructional Materials Frequently Asked Questions" for direct responses to realistic/practical questions. **The resolution sample can be found on the CDE web page by clicking on the link embedded in FAQ #43.**

To see the steps your auditor will take, click on the link to the audit guide and go to page 17. The 2023-24 Guide for Annual Audits of K-12 Local Education Agencies can be found [here](#).

Educator Effectiveness Block Grant Reporting

Upon the receipt of Educator Effectiveness Block Grant funds, LEAs were required to develop a plan, in addition to report on expenditures annually. **LEAs are required to report annual data and an expenditure report each year on or before September 30th.** A final data and expenditure report will be due on or before September 30, 2026. The annual report template is available [here](#) and the reporting database opened Tuesday, August 1st with the report due by 4:00 p.m. September 30th for the second reporting submission. Please plan accordingly to ensure your LEA meets the reporting deadline

Please note that due to updates in [Assembly Bill \(AB\) 181](#), there are changes in the allowable spending areas of the EEF and also the expenditure information collected. To address reporting requirements and to highlight other updates to the EEF, additional the CDE and EEF Team is conducting a Technical Assistance for Annual Reporting Webinar. This webinar will provide information related to the EEF reporting requirements. **The webinar will take place on Wednesday, August 23, 2023, at 10:00 a.m. ([Register Here](#)).** If you would like to review past EEF technical assistance webinars, please view the links below:

- ✚ [EEF Technical Assistance Webinar - November 9, 2021 \(Video; 40:00\)](#)
- ✚ [EEF Reporting Technical Assistance Webinar—August 30, 2022 \(Video; 28:00\)](#)

ESSER II and GEER II Obligation Deadline Coming Soon

Please remember the obligation deadline for ESSER II (resource 3212 and 3216) and GEER II (resource 3217) is September 30, 2023. If you have not already spent these funds, please do so **before** the September deadline.

Consolidated Application and Reporting System (CARS)

The Consolidated Application and Reporting System (CARS) spring release opened this month and **closes on August 31st!**

- ✚ CDE has provided pieces of training posted on YouTube. The Navigating CARS webinar is an introduction to the system that is targeted at new local educational agency users. It covers how to maneuver in the CARS application, reviews the function of each tab, provides examples of data collection forms, and offers additional information about how CARS operates. This training webinar can be accessed here: <https://www.youtube.com/watch?v=qSI-b4YxiJY>.
- ✚ Additional information about CARS is available on the California Department of Education CARS web page at <http://www.cde.ca.gov/fg/aa/co/cars.asp>.
- ✚ If you have any questions regarding CARS, please try your SCOE Advisor with your questions first. If the answer is unknown or your question is unique, then please contact the Consolidated Application support desk by email at conappsupport@cde.ca.gov.
- ✚ Anyone may subscribe to the Consolidated Application distribution list by sending a blank email to join-consolidated-application@mlist.cde.ca.gov.

Fall 2024 Dashboard Coordinator Reset

This is a reminder that the California Department of Education (CDE) will be requiring a new submission of the California School Dashboard (Dashboard) Coordinator Application for the 2023–2024 school year to gain access as the coordinator for your local educational agency (LEA). Even if the coordinator information has not changed from the previous year, the application

must be submitted and approved by the LEA superintendent or charter school administrator to receive the login credentials. [Attached](#) is an email for more details on the annual process. The application for 2023-24 will be emailed out on August 21st. Following the approval of the Dashboard Coordinator, the Dashboard Coordinator will be able to report the LEAs 2022-23 Local Indicators to the Dashboard. This includes reporting the date that the 2023 local indicator results were reported to the local governing board/body on or before July 1, 2023, at the same meeting at which the LCAP is adopted.

Additionally, please remember on **August 21, 2023**, the Dashboard Coordinator Web site will be migrated to be part of the new myCDEconnect unified system. To prepare for the migration, LEAs are encouraged to update and/or confirm the information contained in the California School Directory (<https://www.cde.ca.gov/schooldirectory/>).

Universal PreKindergarten (UPK) Program Reports

The required 2022–23 Universal PreKindergarten (UPK) Planning and Implementation Program Reports for local educational agencies (LEAs) and county offices of education (COEs) are available for completion. The purpose of these reports is to collect the responses to the required questions from the updated 2022–23 UPK Planning and Implementation Grant Planning Templates. The information collected from these **required** reports will inform the California Department of Education (CDE) on UPK implementation and will help identify what additional support may be needed for LEAs and COEs to support UPK implementation.

The CDE is collecting answers to the updated 2022–23 UPK Planning and Implementation Grant questions found in the updated LEA Template and the updated Countywide Planning and Capacity Building Template.

These surveys must be completed by September 30, 2023.

Program Report links:

2022–23 UPK Program Report for LEAs: <https://surveys3.cde.ca.gov/go/upk-program-rpt2-lea.asp>

2022–23 UPK Program Report for COEs: <https://surveys3.cde.ca.gov/go/upk-program-rpt2-coe.asp>

2023-24 Resources for CBOs

Along with this bulletin is a listing of items to consider during the 2023-24 fiscal year. The document is intended to be a guide and resource for Sonoma County CBOs. It is not an all-inclusive list.

Workshop Opportunities through School & College Legal

[Attached](#) is a list of workshops for the 2023-24 School Year.

REMINDERS:

Update to J-13A Submittals

On Friday, July 21, 2023, the CDE announced they will accept electronic Request for Allowance of Attendance Due to Emergency Conditions, Form J-13A submittals by email. Therefore, the

CDE will now accept digital signatures or scanned “wet” signatures. While the PDF Form J-13A request will still need to be completed and submitted to CDE, the allowance of electronic submissions has been adopted to streamline the Form J-13A submittal process. The “Allowance of Electronic Form J-13A Submittals” letter can be [found here](#).

***Important* Please remember the J-13A waivers still need to be sent to the County Office of Education (SCOE) for approval/signatures. SCOE will submit the J-13A waivers via email to the CDE once a review is complete and signatures are obtained. SCOE will copy the LEA on the email as confirmation of the submission.**

Additionally, please remember to complete part III on page 5 (affidavit page) as follows:

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS			
The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.			
County Superintendent of Schools (or designee):	Amie Carter		(Signature)
	(Name)		
Subscribed and sworn (or affirmed) before me, this		day of	
Witness:	Sarah Lampenfeld	Title: Director, Ext. Fiscal of Sonoma	County, California
	(Name)	(Signature)	
COE contact/individual responsible for completing this section:			
Name:	Sarah Lampenfeld	Title: Director, External Fiscal Svcs.	Phone: (707) 524-2635 E-mail: slampenfeld@scoe.org

Account code restrictions for object 9110

LEAs should never use object code 9110 on a requisition or payment. Proper accounting practices dictate that all entries are two-sided. The code on the requisition or payment should be the proper expenditure code for the expense and cash (object 9110) is hit automatically. Did you know that you can restrict your requisitions or payments to specific object code ranges, and exclude specific ranges to prevent errors? Depending on your LEA system setups in ESCAPE, you may be able to change these settings at the fiscal level. If you need assistance you can send a help desk ticket to helpdesk@scoe.org.

General Obligation (GO) Bonds and Proposition 39 (55% Local Vote Bonds)

Traditional GO Bonds require 2/3 vote of the registered voters voting in the election. Under Proposition 39, which was enacted in November 2000, schools can authorize GO Bonds with 55% voter approval. Proposition 39 bond issuances include additional accountability requirements such as certain types of audits, provisions for conducting elections, and establishing a Citizens Oversight Committee. Some requirements are listed below:

- Following a bond election, the County Registrar of Voters will provide the school district calling the election with the formal results in the form of a Certificate of Election Results. The governing board of the school district is to enter the results of such election into its minutes and to certify such proceedings to the County Superintendent of Schools, usually done in the form of a resolution. This action is normally taken at the next regular meeting of the governing board of the school district after the certification is received. This action must occur before the issuance and sale of the authorized bonds.
- Ed Code Section 15278(a) requires that bond measures passed pursuant to Proposition 39 establish a Citizens Oversight Committee (Committee). The initial members of the Committee must be established within 60 days after the date that the governing board of the school district enters the results of the bond election on its minutes. The governing board of the school district may also adopt policies, guidelines, and procedures to be

applicable to the Committee once it is established. It is recommended that policies, guidelines, and procedures be adopted before members of the Committee are selected. The Committee shall consist of at least seven (7) members to serve for a term of two (2) years, without compensation, and for no more than two (2) consecutive terms. The Committee *may not include* any employee or official of the school district or any vendor, contractor, or consultant of the school district **and must include** certain member types from the community.

- ✚ Ed Code Section 15280 (b) requires certain documents relating to the Committee to be made available on an internet website maintained by the school district.

AB 2274 added reporting requirements to debt from bonds already approved by voters. It requires agencies to notify CDIAC of **any** proposed debt issuance, which would **include refinancing and other secondary issuances**. Prior to AB 2274, LEAs were only required to notify CDIAC of any *new* debt issuance. CDIAC can now require any information about the debt issuance “it considers appropriate” as part of the notification rather than limiting it to the sale date, the name of the issuer, the type of debt, and the estimated principal. In addition, the bill reduces the timeframe in which agencies shall notify CDIAC of a final debt sale from 45 days to 21 days after the sale or issuance. The aforementioned CDIAC reporting requirements are applicable to any issuance of debt after January 1, 2015.

AB 2551 enhanced transparency requirements for local bond elections, including Proposition 39 (2000) and two-thirds vote general obligation bonds. The bill requires LEAs attempting to pass local bonds to *submit to their local elections office* the total estimated debt service, including principal and interest if all bonds are issued, as part of the Tax Rate Statement required pursuant to Elections Code Sections 9400-9401. The aforementioned reporting requirements are applicable to any issuance of debt after January 1, 2015.

It is recommended that districts that have recently passed GO Bonds discuss regulatory requirements with their bond or legal counsel. For more detailed information, please see the California Debt Advisory Investment Committee (CDIAC) website: (<http://www.treasurer.ca.gov/cdiac/>) and California’s Coalition for Adequate School Housing (C.A.S.H.) website (<http://www.cashnet.org/>).

Non-Voter Approved Debt disclosure form and requirements

Education Code Section 17150 **requires school districts to notify** the County Superintendent of Schools and County Auditor **at least 30 days prior** to the **governing boards’ approval of the issuance of certificates of participation (COPs) or other non-voter-approved debt secured by real property** such as Lease purchases (LP) secured by real property; Qualified Zone Academy Bonds (QZABs) secured by real property; Revenue bonds; Energy Loans or Bond Anticipation Notes (BANs). The law requires the district to provide repayment schedules, evidence of the ability to repay, and costs of issuance as well as information necessary to assess the anticipated effect of the debt issuance. Within 15 days of the receipt of the information, the County Superintendent of Schools and the County Auditor are authorized to comment publicly regarding the district’s capacity to repay the debt obligation, based on the information provided.

The Disclosure of Non-Voter Approved Debt form is located at <https://www.scoe.org/pub/htdocs/fiscal-forms.html> Please complete, supply supporting documentation, and submit in accordance with the above.

Dates to Remember:

08/29/2023 HR/Payroll User Group 9:00 -11:00 a.m. ([Register here](#))
08/31/2023 2023 Spring ConApp due
09/04/2023 Labor Day Holiday – SCOE Closed
09/13/2023 Escape – Manual Payroll Workshop 9:00 -11:00 a.m. ([Register here](#))
09/15/2023 Unaudited Actuals Due to SCOE (statutory deadline)
09/15/2023 GANN Resolution Due
09/19/2023 Prior Year P-2 and/or P-Annual corrections due to SCOE
09/21/2023 LCAP Update Presentation by Shela Seaton and Joel Rabin 11:30 – 12:30 p.m.
09/21/2023 DBUG [Zoom link](#)

Mark your calendars now!

2023-24 District Business User Group (DBUG) meeting dates:

All meetings are on Thursdays at 12:30 p.m.

Dates: 10/19/2023, 11/16/2023, 1/18/2024, 2/15/2024, 3/28/2024, 4/18/2024, 5/16/2024, and 6/20/2024

Mini-Training Sessions/Working Sessions

Got a topic you want to see covered? Please let us know. The schedule of mini-topics will be announced next month!

Workshops

Interim Workshop: October 19, 2023, 9:00 am to 12:00 p.m.

Next Fiscal Year Workshop: May 16, 2024, 9:00 am to 12:00 p.m.

Year-End Close Workshop: June 6, 2024, 9:00 am to 12:00 p.m.

NOTE:

- Want to add something to a DBUG Agenda? Want a topic added to SCOE Biz? Contact DBUG Chair, Christina Menicucci
- Documents presented at [DBUG](#) may be found posted at <http://www.scoe.org/pub/htdocs/fiscal-dbug.html>
- [Workshop manuals](#) and [Fiscal Services/IT forms](#) may be found at <http://www.scoe.org/escape> under the heading of Resources on the left side of the page.



SAVE THE DATE - Fall 2023 Dashboard Coordinator Reset Reporting Window

LCFF <LCFF@cde.ca.gov>

Tue, Jul 25, 2023 at 4:03 PM

To: Sarah Lampenfeld <slampenfeld@scoe.org>

You are receiving this email because you are subscribed to the LCFF listserv.

The purpose of this e-mail is to inform you that the California Department of Education (CDE) will be resetting the 2022–2023 California School Dashboard (Dashboard) Coordinator database at **5 p.m., Friday, August 18, 2023**. During this time, there will be no access to the Dashboard Coordinator Web site. On **August 21, 2023**, the Dashboard Coordinator Web site will be migrated to be part of the new myCDEconnect unified system. As a reminder, Dashboard Coordinators report results to the public through the Dashboard utilizing the SBE-adopted self-reflection tools for each local indicator.

To prepare for the migration, LEAs are encouraged to update and/or confirm the information contained in the California School Directory (<https://www.cde.ca.gov/schooldirectory/>).

The CDE will be requiring a new submission of the California School Dashboard (Dashboard) Coordinator registration form for the 2023–2024 school year to gain access as the coordinator for your local educational agency (LEA). Even if the coordinator information has not changed from the previous year, the registration form must be submitted and approved by the LEA superintendent or charter school administrator to receive the login credentials. Information related to submission of the Dashboard Coordinator registration form will be provided via email on August 21, 2023.

Following the approval of the Dashboard Coordinator, the Dashboard Coordinator will be able to report the LEAs 2022–23 Local Indicators to the Dashboard. This includes reporting the date that the 2023 local indicator results were reported to the local governing board/body on or before July 1, 2023, at the same meeting at which the LCAP is adopted.

The 2023 Dashboard reporting window will be open from August 21 through September 29, 2023.

For questions regarding Dashboard Coordinators, please email LCFF@cde.ca.gov.

Sincerely,

Local Agency Systems Support Office

California Department of Education

1430 N Street, Suite 6208

Sacramento, CA 95814-5901

Phone: 916-323-LCFF (5233)

lcff@cde.ca.gov

<http://www.cde.ca.gov>



SCHOOL & COLLEGE LEGAL SERVICES
OF CALIFORNIA

Santa Rosa Office
5350 Skylane Blvd., Santa Rosa, CA 95403
Phone: 707-524-2690
Fax: 707-578-0517

Ukiah Office
2240 Old River Rd., Ukiah, CA 95482
Phone: 707-467-5127

2023-2024 Workshops

as of July 19, 2023

Sonoma County Office of Education 5340 Skylane Blvd., Santa Rosa, CA 95403

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
September 12, 2023 9:00 a.m. – 12:00 p.m. clients \$50/person non-clients \$60/person	Collective Bargaining: Everything District Negotiators Need to Know ²	Kaitlyn A. Schwendeman	K-12/CCD Negotiating Team Members	Sonoma COE TLC Eagan 1&2
September 14, 2023 10:00 a.m. – 12:00 p.m. clients \$35/person non-clients \$45/person	Legal Best Practices for Supporting Transgender and Gender-Nonconforming Students & Staff	Danielle Houck	K-12 Administrators, student services directors, district staff	Sonoma COE TLC Eagan 1&2
September 19, 2023 9:00 a.m. – 11:00 a.m. clients \$35/person non-clients \$45/person	Sexual Harassment and Abusive Conduct Prevention Training ²	Kaitlyn A. Schwendeman	K-12/CCD Supervisory personnel including District Board Members and non supervisors	Sonoma COE TLC Eagan 1&2
September 21, 2023 9:00 a.m. – 12:00 p.m. clients \$50/person non-clients \$60/person	How to Respond to a Public Records Act Request ²	Frank Zotter, Jr.	K-12 /CCD Administrators, Deputy/Asst. Administrators, Business Managers, lower-level administrative staff	Sonoma COE TLC Eagan 1&2

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
September 25, 2023 12:00 p.m. – 1:00 p.m. clients \$25/person non-clients \$35/person	Why IEPs Go Bad (How to Avoid Conflict)	Brian R. Sciacca	K-12 Administrators, School Psychologists, Case Carriers, Related Service Providers	Zoom*
September 28, 2023 9:00 a.m. – 12:00 p.m. clients \$50/person non-clients \$60/person	How to Respond to those Frequently Asked Questions: A legal overview of key issues when responding to student, parents, community, trustee and administrator questions and requests.	Steven P. Reiner & Nicollette M. Alvarado	K-12 School site and district office staff who regularly respond to questions and requests from parents, community members, board trustees, administrators and/or students	Sonoma COE TLC Eagan 1&2
October 3, 2023 9:00 a.m. – 12:00 p.m. clients \$50/person non-clients \$60/person	Social Media 101: Student Issues, Employee Issues, Board Member Issues and more! ²	Loren W. Soukup	K-12 School site and district level administrators	Zoom
October 5, 2023 10:00 a.m. – 11:30 a.m. clients \$35/person non-clients \$45/person	Managing Public Disruptions at Board Meetings	Danielle Houck & Frank Zotter, Jr.	K-12/CCD Board members, Superintendents, and Safety Officers	Sonoma COE TLC Eagan 1&2
October 10, 2023 1:00 p.m. – 3:00 p.m. clients \$35/person non-clients \$45/person	Confidentiality and Record Retention/Destruction 101 ²	Jennifer Henry & Frank Zotter, Jr.	K-12/CCD Administrators, Deputy/Asst. Administrators, Business Managers, lower-level administrative staff	Sonoma COE TLC Eagan 1&2

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
October 18, 2023 9:00 a.m. – 3:00 p.m. clients \$90/person non-clients \$100/person	Human Resources – Personnel Academy ²	Danielle Houck & Kaitlyn A. Schwendeman	K-12 Staff responsible for HR matters.	Sonoma COE TLC Eagan 1&2
October 23, 2023 12:00 p.m. – 1:00 p.m. clients \$25/person non-clients \$35/person	Prior Written Notice	Brian Sciacca	K-12 Special Education Administrators	Zoom*
November 2, 2023 9:00 a.m. – 12:00 p.m. clients \$50/person non-clients \$60/person	Layoffs 101 (Certificated & Classified)	Loren W. Soukup & Kaitlyn A. Schwendeman	K-12 Staff responsible for layoffs.	Sonoma COE TLC Eagan 1&2
November 7, 2023 12:00 p.m. – 1:30 p.m. clients \$35/person non-clients \$45/person	Maintaining Staff/Student Professional Boundaries	Danielle Houck	K-12 Administrators	Sonoma COE TLC Eagan 1&2
November 14, 2023 9:00 a.m. – 12:00 p.m. clients \$50/person non-clients \$60/person	School and Workplace Investigations ²	Danielle Houck & Frank Zotter, Jr.	K-12/CCD Site administrators, HR Staff, Title IX Coordinators, any others who might conduct investigations.	Sonoma COE TLC Eagan 1&2
November 16, 2023 9:00 a.m. – 12:00 p.m. clients \$50/person non-clients \$60/person	Campus Security	Frank Zotter, Jr. & Nicollette M. Alvarado	K-12/CCD Site administrators, Board members, Superintendents, and Safety Officers	Sonoma COE TLC Eagan 1&2

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
December 7, 2023 10:00 a.m. – 11:30 a.m. clients \$35/person non-clients \$45/person	Drafting a Legally Compliant Board Meeting Agenda	Frank Zotter Jr. & Jessica E. Ozalp	K-12/CCD Superintendents, board members, and anyone responsible for drafting meeting agendas	Sonoma COE TLC Eagan 1&2
December 14, 2023 1:00 p.m. – 4:00 p.m. clients \$50/person non-clients \$60/person	Public Contracting ²	Loren W. Soukup & Jennifer Henry	K-12 /CCD Superintendents, Business Managers, Facility Directors	Sonoma COE Oak Room
January 17, 2024 12:00 p.m. – 1:00 p.m. clients \$25/person non-clients \$35/person	Responding to Subpoenas	Steven P. Reiner	K-12/CCD Administrators, HR, and Records Custodians	Sonoma COE TLC Eagan 1&2
January 22, 2024 3:00 p.m. – 6:00 p.m. clients \$50/person non-clients \$60/person	Brown Act, Ethics, and Conflicts of Interest ²	Danielle Houck & Frank Zotter, Jr.	K-12/CCD Board members, Administrators, Deputy/Asst. Administrators, Business Managers, etc.	Sonoma COE Redwood A&B
February 1, 2024 12:00 p.m. – 1:00 p.m. clients \$25/person non-clients \$35/person	Employee Progressive Discipline: Evaluations and Documentation	Danielle Houck & Steven P. Reiner	K-12 Staff that Supervise Employees and/or Conduct Investigations	Sonoma COE TLC Eagan 1&2
February 6, 2024 1:00 p.m. – 4:00 p.m. clients \$50/person non-clients \$60/person	Review of New Legislation Impacting Education for 2024 ²	Jennifer Henry	K-12 Board Members and Superintendents	Sonoma COE Oak Room

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
February 27, 2024 10:00 a.m. – 11:30 a.m. clients \$35/person non-clients \$45/person	Form 700	Frank Zotter Jr.	K-12 /CCD Board members, Superintendents, site administrators (principals and vice-principals) or anyone that has to file a Form 700 (i.e. anyone who holds a “designated position”)	Sonoma COE TLC Eagan 1&2
March 6, 2024 1:00 p.m. – 4:00 p.m. clients \$50/person non-clients \$60/person	How to Respond to a Public Records Act Request ²	Jennifer Henry & Frank Zotter, Jr	K-12 /CCD Administrators, Deputy/Asst. Administrators, Business Managers, lower-level administrative staff	Sonoma COE Redwood A&B
April 9, 2024 9:00 a.m. – 3:00 p.m. clients \$90/person non-clients \$100/person	Employee Health Leave Rights and Employer Responsibilities ²	Danielle Houck & Kaitlyn A. Schwendeman	K-12/CCD Any administrator or employee responsible for monitoring or approving employee leaves or for providing notices related to health leaves	Sonoma COE TLC Eagan 1&2
April 25, 2024 9:00 a.m. – 3:00 p.m. clients \$90/person non-clients \$100/person	School Site Administrators 101	Danielle Houck & Kaitlyn A. Schwendeman	K-12 School site administrators	Sonoma COE TLC Eagan 1&2

* Attendees registered for workshops presented via Zoom will receive the Zoom link and materials via email no later than close of business the day preceding the workshop.

Workshop dates and times subject to change.

Check <http://www.sclscal.org> for more details regarding the above programs and registration.

- ¹ This course meets the qualifications for continuing education credit for LEPs, LPCCs, LMFTs, LCSWs, and NCSP. It also qualifies for hours of continuing professional development for Nationally Certified School Psychologists under provider number 1025. The California Association of School Psychologists maintains responsibility for the program and its content. Participants in this training will earn Continuing Education Units – one unit hour per hour of instruction at the workshop - which can be used toward CASP certification. If you wish to receive credit, add “CEU” after your last name at the time of registration for the workshop. For in-person attendees, each registrant wishing to receive credit must submit at the time of the workshop, a check for \$20 made out to CASP and a completed CASP form which SCLS will provide. For virtual attendees, information will be provided at the beginning of the workshop. This payment is separate and in addition to the workshop fee which is paid to SCLS. SCLS will submit the checks and forms for CEU’s to CASP.
- ² Participants in this training will earn Continuing Education Units for the total length of the workshop, which can be used towards California Association of School Business Officials CASBO certification.

Certificates of completion can be provided upon request as evidence of completion for the American Speech-Language-Hearing Association.

Advance reservations are necessary and space is limited. You may register on our website at www.sclscal.org, by calling (707) 524-2690, or by email to register@sclscal.org. The workshop fee must be paid prior to the workshop date and can be done by mailing checks payable to School and College Legal Services to 5350 Skylane Blvd., Santa Rosa, CA 95403 or by faxing a purchase order made out to School and College Legal Services to (707) 578-0517.

Workshop registration fees are per person.

The workshop fee will be charged for cancellations received less than seven days prior to the date of the workshop. If you are attending this workshop and are an individual with a disability who needs a special accommodation to participate, please call (707) 524-2690 at least 48 hours in advance of the workshop.