Meeting Packet

Governing Board Agenda (Revised)

Governing Board Agenda (Revised)

CABRILLO UNIFIED SCHOOL DISTRICT
District Office Board Room
498 Kelly Avenue, Half Moon Bay, CA 94109
February 16, 2017, 7:00 PM (Closed Session 6:00 PM)

1. CALL TO ORDER - 6:00 P.M.
2. ROLL CALL / QUORUM

___ Ms. Freya McCamant, President
___ Mr. Rob Pappalardo, Vice President
___ Ms. Sophia Layne, Clerk to the Governing Board
___ Ms. Kimberly Hines, Member
___ Dr. Kirk Riemer Ph.D, Member

3. COMMENTS FROM THE PUBLIC RELATED TO ITEMS ON THE CLOSED SESSION AGENDA

Anyone wishing to address the Board regarding any of the Closed Session matters may do so at this time.

4. RECESS TO CLOSED SESSION

a. Pupil Personnel/Student Matters (Education Code §35146).

The Board may hear expulsion cases and consider the requests from students for re-admittance following expulsion. Also, the Board may review student disciplinary reports, exemption requests, and other student related matters that are regarded to be confidential according to Education Code. The Education Code requires closed session in these cases to prevent disclosure of confidential student record information.

b. Public Employee Discipline/Dismissal/Release (Government Code §54954.5, §54957).

i. Non reelect two Certificated Probationary employees.

c. Conference with Legal Counsel – Anticipate Litigation (Government code §54956.9).

Conference regarding anticipated litigation pursuant to Subdivision (b) of Section §54956.9.

d. Discuss Real Property Negotiations (Government Code §54954.5).

e. With respect to every item of business to be discussed in closed session pursuant to (Government Code §54957.6): Update School Facilities Construction.

f. Conference Regarding Labor Negotiations with District-Designated Representatives Dannis/Wolliver/Kelley, Jane Yuster, John Corry (Government Code §54957.6).

i. Cabrillo Unified Teachers' Association

ii. California School Employees' Association, Chapter 485

5. RECONVENE OPEN SESSION – 7:00 P.M.

Report action from Closed Session: if applicable.

6. PLEDGE OF ALLEGIANCE

7. ADOPTION OF AGENDA AS PRESENTED / AMENDED

8. STUDENT / STAFF / COMMUNITY RECOGNITION

The Governing Board recognizes 8th grade students from Cunha Intermediate School who earned honors participating in the 2017 Cunha School Science Fair and will participate in the San Mateo County Science, Technology, Engineering, and Mathematics (STEM) competition to the held at the Hiller Aviation Museum in San Carlos, California.

08.a Finalist 2017 Cunha Science Fair.pdf (p. 7)

9. COMMENTS FROM THE PUBLIC RELATED TO ITEMS NOT ON THIS AGENDA

Public Participation at Board Meetings

The Board of Education encourages your participation in its deliberations. If you wish to address the Board on an agenda item, please fill out a speaker card located on the agenda table at the back of the room and present it to the Administrative Assistant seated to the immediate left of the Superintendent prior to the item being called. Any additional materials you choose to present will be copied and presented to all Board members following the meeting. The Board President will randomly call on persons submitting cards. The general order of discussion on any particular agenda item during the course of a meeting is: 1) Staff presentation on item, 2) Public comment, and 3) Board deliberation and action, if so warranted. If you wish to address the Board on a matter that is not on the agenda, you may speak during the "Comments from the Public" portion of the meeting that is held near the beginning of the meeting following the same general procedures noted above. Board members are legally prohibited from discussing non-agenda items and, therefore, cannot respond to items presented at this time. Open session is audio and/or video recorded.

Board agendas are often long and time is limited. For that reason, the Board reserves the right to limit the time allocated to each speaker (three minutes) as well as the cumulative time allocated to multiple speakers who are addressing the same topic (twenty minutes). The presiding officer may rule out of order persons who unduly interrupt or otherwise interfere with the orderly conduct of business, or who use defamatory, abusive, or profane language. Irrelevant or redundant presentations may likewise be ruled out of order. In the unlikely event that the behavior of an individual is such that the Board is unable to continue to conduct its business in an orderly manner, the Board President may direct the offending individual(s) to vacate the meeting room. Finally, a citizen may place an item on the Board Agenda by submitting a written request and supporting information to the Superintendent's Office.

The Superintendent, in consultation with the Board President, will determine at which upcoming regular Board meeting the item will be scheduled. The person who requested the item will be allowed three minutes at the meeting to present the information to the Board. Following this presentation the Board may address the issue, put the issue on a future agenda for more discussion and action, refer the issue to the

administration for follow-up, or take no action. In compliance with the Americans with Disabilities Act, those individuals requiring assistance and/or accommodations or *Spanish language translation in order to participate in this meeting are asked to contact the Superintendent's Office in advance at (650) 712-7112. (*Si usted necesita traducción al español para participar en esta reunión se pide que se ponga en contacto con la oficina del Superintendente antes de esta fecha al (650) 712-7112.)

10. REPRESENTATIVE REPORTS

a. CUTA Representatives

b. CSEA Representatives

11. REPORTS / INFORMATION / PRESENTATIONS

a. Receive Report on Local Control Accountability Plan Goal 2 Update

11.a Green Sheet LCAP Goal 2 Update.pdf (p. 8)

11.a.1 LCAP Goal 2 Update.pdf (p. 10)

12. DISCUSSION ITEMS

a. None

13. COMMUNICATIONS

a. Board Members

b. Student Board Member

c. Superintendent

14. CONSENT ITEMS

The Consent Agenda

Consent items are those items judged by staff to be routine in nature, consistent with policy, and reflective of established practice. As a time-saving measure, such items are typically grouped together on what is called the "Consent Agenda" for Board consideration of action. The Consent Agenda requires a motion and a second and must be approved by a roll call vote of the Governing Board. Any Board member may direct that one or more of these items be removed from the Consent Agenda for the purpose of discussion and consideration of action.

a. Approve Field Trip for High School Future Farmers of America to Merced, California, March 17 - 18, 2017

14.a Green Sheet FFA Field Trip.pdf (p. 23)

b. Approve Certificated Personnel Report

14.b 17-02-16 Green Sheet Certificated Personnel Report.pdf (p. 24)

c. Approve Classified Personnel Report

14.c 17-02-16 Green Sheet Classified Personnel Report.pdf (p. 26)

d. Approve Revised California School Employees Association Associated Student Body Accounting Technician Job Description and Employee Initiated Reclassification

14.d 17-02-16 Green Sheet Reclass ASB Tech.pdf (p. 27)

14.d.1 ASB Tech Revised Job Description.pdf (p. 29)

e. Accept Donations to Cabrillo Unified School District

14.e Green Sheet Donations Report.pdf (p. 31)

f. Accept Enrollment Report for the Second Month of the 2016-2017 School Year

14.f Green Sheet 5th month enrollment report.pdf (p. 33)

14.f.1 Fifth Month 2016-2017 Enrollment Report.pdf (p. 34)

g. Approve Quarterly Report on Williams Uniform Complaints (Education Code §35186): Covers 10/01/16 to 12/31/16

14.g Green Sheet Williams Qtr Report.pdf (p. 35)

14.g.1 WMS UCP report.pdf (p. 36)

h. Approve and Adopt Minutes of January 19, 2017 Regular Governing Board Meeting

14.h Green Sheet Board Minutes for 01-19-17.pdf (p. 37)

14.h.1 Board minutes for 01-19-17.pdf (p. 38)

15. ACTION ITEMS

a. Cast District Ballot for Subregion 5-B Representatives to the California School Boards Association's Delegate Assembly

15.a Green Sheet for CSBA Ballott assembly.pdf (p. 47)

15.a.1 2017 CSBA Delegate Assembly Election.pdf (p. 48)

b. Approve Cabrillo Unified School District Governing Board Policy Updates and Adopt the Proposed Revisions as Recommended by the California School Boards Association

15.b Green Sheet Policy Updates.pdf (p. 58)

15.b.1 Policy Update guidesheet.pdf (p. 60)

15.b.2 BP3515.pdf (p. 63)

15.b.3 BP4030.pdf (p. 65)

15.b.4 BP5111.pdf (p. 69)

15.b.5 BP5141.pdf (p. 72)

15.b.6 BP4112.pdf (p. 74)

15.b.7 BP4117.pdf (p. 77)

15.b.8 BP4119.pdf (p. 79)

15.b.9 BP5117.pdf (p. 81)

16. FUTURE BOARD AGENDA ITEMS

a. Receive Second Interim Budget Presentation for 2016-2017

b. Approve the Release of Temporary Certificated Staff

c. Approve Reducing and/or Discontinuing of Classified Positions

d. Approve Policy Maintenance Updates

17. FUTURE EVENTS/DATES/REQUESTS

a. February 20 - President's Day, All Sites Closed

b. February 20-24 - Presidents Week, No School For Students

c. February 24 - Holiday, All Sites Closed

d. February 27 - Special Governing Board Meeting, 5:00 PM, Pilarcitos High School MU

e. March 2 - Principal for a Day Event, District Wide

f. March 6 - Health and Wellness Committee Meeting, 4:30 PM, Half Moon Bay High School

g. March 7 - Big Lift Meeting, 3:30 PM, District Office

h. March 7 - Professional Development Day, Minimum Day for Students

i. March 7 - Education Chamber Committee, 4:00 PM, District Office

j. March 9 - Regular Governing Board Meeting, 7:00 PM, Pilarcitos High School MU

18. RETURN TO CLOSED SESSION (IF NECESSARY)

19. ADJOURNMENT OF THE MEETING

Meeting Curfew

Board Bylaw 9323 stipulates that the meeting of the Board shall conclude no later than 10:00 p.m. The Board, at its discretion, may extend the meeting for a defined time to finish the business at hand.

Finalists 2017 Science Fair

Special Awards

Overall Winner - Harrison Nash
Jerry Trenter Biology Award - Yasmine Tarkiainen
Jeff Centoni Award - Ricardo Johnston
Gil Ellis Environmental Award - Gwinna Putz
STEM Award - Zachary Handelman

Life Science 1-Plants

1. Place	Harrison Nash	Salination Germination
2. Place	Jessica Hedger-Walter	Fantastic Photosynthesis

Life Science II

1. Place	Yasmine Tarkiainen	How Cool is Your Horse?
2. Place	Weston Warren	Toothbrush Germs
2. Place	Zachary Handelman	Artificial Pancreas
2. Place	Benjamin McKnight	Got Gluten?
2. Place	Sophia Bodas	Hovering Hummingbirds

Behavioral Science

1. Place	Madeleine Beckner	Risky Personality
2. Place	Ehren Terwey	Traffic Congestion
2. Place	Sara Sprankle	Cunha Conformity
2. Place	Genevieve Belmonte	I Want It Now!

Ecology/Earth Science

1. Place	Hayley Sperinde	Harbor Hazard
2. Place	Chase Robertson	Tidepools
2. Place	Dayton Lindsay	How Green do you Clean?

Physical Science 1-Force and Motion

1. Place	Nicholas Fish	Quantum Levitation
1. Place	David Sims	Busting Bridges
1. Place	Ricardo Johnston	Drag Force on a Sailboat
2. Place	Michelle Hernandez	Slippery Slide
2. Place	Adriel Moncada	Pump It Up!

Physical Science II-Chemistry, Material Science, etc.

1. Place	Maya Rippberger	How Beverages Affect Teeth
2. Place	Isabella Pappalardo	Tummy Trouble
2. Place	Gwinna Putz	Get Amped on the Surf
2. Place	William Outman	Splat!
2. Place	Corwin Jones	How Does the Cookie Crumble?

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: February 16, 2017

☐ **ACTION**
☐ **CONSENT**
☐ **DISCUSSION**
☒ **INFORMATION**

BOARD AGENDA NUMBER: 11.a

BOARD AGENDA ITEM: Receive Report on Local Control Accountability Plan Goal 2 Update

DEPARTMENT: Curriculum & Instruction

CONTACT PERSON: Joy Dardenelle, Assistant Superintendent, Curriculum & Instruction

BACKGROUND INFORMATION:

During 2015, the California State Legislature and the Governor redesigned the funding allocation process for California's public schools. The new system is known as the Local Control Funding Formula (LCFF). Included in the groundbreaking legislation are certain accountability requirements. On January 16, 2014, the State Board of Education approved the Local Control Accountability Plan (LCAP) template. This template provides a process for districts to develop their LCAPs. Districts are required to develop three-year plans using an inclusive process of outreach and consultation.

REPORT/PROPOSAL:

LCAP Goal 2 states, "Increase the percentage of students who are engaged in curriculum that prepares them to be college ready or career ready." This report is an update on our progress toward the measurable outcomes:

1. Baseline data on the effectiveness of new middle school Common Core Standards math curriculum adoption.
2. Engage in the adoption process for Common Core Standards elementary math curriculum.
3. Work with science faculty on the preparation of Next Generation Science Standards units of study**.**
4. 2% increase in the number of students who meet Early Assessment Program criteria in English Language Arts and Math.
5. 2% increase the percentage of students that complete high school with the UC/CSU (A-G) course requirements.
6. Monitor student participation rate in Advanced Placement courses.

7. Establish no cost Early College program using Half Moon Bay High School as base location.
8. Develop one Career Technical Education pathway course to meet local agri-business needs.
9. Set baseline data on the number of advancement Via Individual Determination (AVID) high school students seeking college admission.

FINANCIAL IMPACT:

Financial impact is included in the budget.

RECOMMENDATION:

Receive report on Local Control Accountability Plan Goal 2 Update.

Cabrillo Unified School District

Local Control Accountability Plan Goal 2 Update

February 16, 2017

Cabrillo Unified School District

Local Control Accountability Plan

As part of the **Local Control Funding Formula** school districts are required to develop, adopt, and annually update a three-year **Local Control** and **Accountability Plan (LCAP).**

Cabrillo Unified School District

LCAP Goals 2016-2017

1. Literacy and Reclassification
2. College and Career Readiness
3. Parent Engagement
4. Safe and Supported Schools

Cabrillo Unified School District

LCAP Goal 2

Increase the percentage of students who are engaged in curriculum that prepares them to be college or career ready.

Cabrillo Unified School District

Strategies and Interventions

- Advancement Via Individual Determination (AVID) in grades 6-12
- Class size in ELA and Math at Cunha
- One college credit course at HMBHS
- Develop Career Technical Education (CTE) pathways
- Next Generation Science Standards units
- Common Core Math curriculum

Cabrillo Unified School District

LCAP Goal 2
Measurable Outcome #1

Baseline data on the effectiveness of new middle school Common Core Standards math curriculum adoption.

Cabrillo Unified School District

Cunha Math Curriculum

Cunha Math department building new College Preparatory Math (CPM) based assessments for next fall.

Spring CAASPP Scores will also provide a baseline for evaluation.

Cabrillo Unified School District

LCAP Goal 2
Measurable Outcome #2

Engage in the adoption process for Common Core Standards elementary math curriculum.

Cabrillo Unified School District

Elementary Math Adoption Process

Exploratory Use of Materials: Rigorous Bridges and Eureka curriculum across the district.

Math Committee: Selecting pilot materials and recruiting teacher volunteers for the formal pilot Fall of 2017.

Cabrillo Unified School District

LCAP Goal 2
Measurable Outcome #3

Work with science faculty on the preparation of Next Generation Science Standards units of study.

Cabrillo Unified School District

Next Generation Science Standards

Science teachers meet across the district monthly.

All science teachers 5-12 will be attending National Science Teacher Association (NSTA) conference in March.

Cabrillo Unified School District

LCAP Goal 2
Measurable Outcome #4

2% increase in the number of students who meet Early Assessment Program (EAP) criteria in English Language Arts and Math.

Cabrillo Unified School District

Students Meeting EAP Criteria

	2015	2016	Percent Change
English Language Arts	51.6%	59.1%	+ 7.5%
Math	33.3%	38.9%	+ 5.6%

Cabrillo Unified School District

LCAP Goal 2

Measurable Outcome #5

2% increase the percentage of students that complete high school with the UC/CSU (A-G) course requirements.

Cabrillo Unified School District

Students Completing A-G Requirements

	2015	2016	Percent Change
Half Moon Bay High School	59.2%	57.4%	- 1.8%
CUSD	57.9%	53.9%	- 4.0%

Cabrillo Unified School District

LCAP Goal 2

Measurable Outcome #6

Monitor student participation rate in Advanced Placement (AP) courses.

Cabrillo Unified School District

Participation in AP Courses

	2015	2016	Percent Change
Half Moon Bay High School	36.7%	44.6%	+ 7.9%

Cabrillo Unified School District

LCAP Goal 2

Measurable Outcome #7

Establish no cost Early College program using Half Moon Bay High School as base location.

Cabrillo Unified School District

Early College Program

Early College Program started this year at HMBHS with college credit art class.

Plans are in progress to expand the Early College Program in 2017-2018.

Cabrillo Unified School District

LCAP Goal 2
Measurable Outcome #8

Develop one Career Technical Education pathway course to meet local agri-business needs.

Cabrillo Unified School District

Career Technical Education

HMBHS has developed an Agriscience pathway including:

- Agricultural Environmental Science
- Agricultural Sustainable Biology
- Chemistry and Agriscience

Cabrillo Unified School District

LCAP Goal 2
Measurable Outcome #9

Set baseline data on the number of Advancement Via Individual Determination (AVID) high school students seeking college admission.

Cabrillo Unified School District

AVID Seeking College Admission

21 HMBHS seniors participate in AVID.

20 applied four-year universities.

Cabrillo Unified School District

Making Progress

- Increase in EAP proficiency rate
- Support for Math and Science curriculum
- Student participation in Advanced Placement (AP) courses
- Establishing Early College program
- Development of Agriscience pathway
- AVID college applications

Cabrillo Unified School District

Areas for Improvement

- Percentage of students meeting A-G requirements
- Expand Early College Program and Career Technical Pathways

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: February 16, 2017

☐ **ACTION**
☒ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 14.a

BOARD AGENDA ITEM: Approve Field Trip for High School Future Farmers of America to Merced, California, March 17 - 18, 2017

DEPARTMENT: Pupil Services

CONTACT PERSON: John Corry, Assistant Superintendent, Personnel and Pupil Services

BACKGROUND INFORMATION:

Board Policy 6153 allows the Governing Board to permit students to participate in field trips.

REPORT/PROPOSAL:

Gayle Smith, teacher/advisor of the Half Moon Bay High School Future Farmers of America program, is requesting that the Governing Board approve a field trip to Merced, California, on March 17 - 18, 2017. Students will participate in the conference Made for Excellence and Advance Leadership Academy. There will be approximately 18 students, and they will be chaperoned by one certificated staff member and two additional adults. The students, teacher and chaperones will travel from Half Moon Bay to Merced, California, by private transportation. The travel party will be staying at Courtyard Merced, 750 Motel Drive, Merced, CA 95340, (209) 725-1221.

FINANCIAL IMPACT:

There is no financial impact on the district for this trip. The fees for the competition and lodging will be paid by the Agriculture Grant.

RECOMMENDATION:

Approve Field Trip for High School Future Farmers of America to Merced, California, March 17 - 18, 2017.

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: February 16, 2017

☐ **ACTION**
☒ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 14.b

BOARD AGENDA ITEM: Approve Certificated Personnel Report

DEPARTMENT: Personnel

CONTACT PERSON: John Corry, Assistant Superintendent, Personnel and Pupil Services

BACKGROUND INFORMATION:

The following personnel items are submitted for your ratification/approval.

1. OFFERS OF TEMPORARY EMPLOYMENT FOR 2016-2017

Luisa Hernandez, 2nd Grade Spanish Immersion Teacher, Hatch Elementary School, effective January 30, 2017.

Celia Sanchez, Kindergarten Spanish Immersion Teacher, Hatch Elementary School, effective January 30, 2017.

2. RETIREMENT

Deborah Pierce, Science Teacher, Cunha Intermediate School, effective June 16, 2017. Ms. Pierce was hired on August 23, 2000.

Cathie Treulich, Resource Specialist, Cunha Intermediate School, effective June 16, 2017. Ms. Treulich was hired on February 13, 1990.

3. OFFERS OF EMPLOYMENT OF SUBSTITUTE TEACHERS

Employee
Conaghan, Leslie
Davison, Patricia
Dei Rossi, Deborah
Firestone, Alan

Hall, Kevin
Madden, Andrew
Rossi, Michael
Shah, Melissa
Stratton, Alyssa
Yeates, Emily

FINANCIAL IMPACT:

Financial impact is included in the budget.

RECOMMENDATION:

Approve the Certificated Personnel report.

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: February 16, 2017

☐ **ACTION**
☒ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 14.c

BOARD AGENDA ITEM: Approve Classified Personnel Report

DEPARTMENT: Personnel

CONTACT PERSON: John Corry, Assistant Superintendent, Personnel and Pupil Services

BACKGROUND INFORMATION:

The following personnel items are submitted for your ratification/approval.

1. OFFERS OF EMPLOYMENT FOR 2016-2017

Hilda Villegas, Administrative Assistant II, La Costa Adult Education, effective February 6, 2017.

2. RETIREMENT

Ed Watkins, Bond Project Manager, Maintenance, Operations and Transportation Department, effective February 28, 2017. Mr. Watkins was hired on May 8, 1990.

3. LEAVE OF ABSENCE

Erica Sarabia, Paraprofessional Migrant Education, effective January 30, 2017.

4. RESIGNATION

John Murphy, Paraprofessional Special Education II, El Granada Elementary School, effective January 31, 2017.

FINANCIAL IMPACT:

The financial impact is included in the budget.

RECOMMENDATION:

Approve the Classified Personnel report.

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: February 16, 2017

☐ **ACTION**
☒ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 14.d

BOARD AGENDA ITEM: Approve Revised California School Employees Association Associated Student Body Accounting Technician Job Description and Employee Initiated Reclassification

DEPARTMENT: Personnel

CONTACT PERSON: John Corry, Assistant Superintendent, Personnel and Pupil Services

BACKGROUND INFORMATION

Per the California School Employees Association **(**CSEA) contract, Article XIV, the District or a CSEA employee may initiate a Reclassification if there is a permanent change in duties and/or responsibilities for a classification as defined in the job description. The Cabrillo Unified School District (CUSD) has agreed to a California School Employees Association (CSEA) employee initiated Reclassification and revised job description.

REPORT/PROPOSAL

The Half Moon Bay High School (HMBHS) Associated Student Body (ASB) Accounting Technician job description was updated and approved by the CUSD Governing Board in September 2011. The title was changed from ASB Accounting Assistant to ASB Accounting Technician. The Essential Duties within the job description were updated by administration and CSEA staff.

The HMBHS Assistant Principal, Mr. James Barnes, initially received the reclassification request and supported the initial Reclassification request: ASB Accounting Technician to Site Accounting Technician from Range 17 to 31. The Reclassification request was subsequently reviewed at the district level via employee and CSEA interviews, district and site administration interviews, research comparable compensation districts in San Mateo County and an extensive job description and actual work completed analysis. It was confirmed that almost all of the reported "new" job duties were already included within the current job description.

However, there were several noted current duties being performed that were not within the job description notably work being completed for the HMBHS counselors. The duties were performed by a former Clerk position at HMBHS that was eliminated.

Consequently, the Reclassification request was approved to Range 20 and is still aligned with district office Account Technician I and II staff at ranges 22 and 26 respectively who serve as accounting technicians for all school sites within the district.

Consequently, the District has agreed to reclassify the HMBHS ASB (Associated Student Body) Accounting Technician from Range 17 to Range 20. The District and CSEA have also agreed to continue to survey the compensation rates for classified staff in at least seven similar public school districts in San Mateo County and to compare the salaries to CSEA positions in CUSD.

FINANCIAL IMPACT:

Financial impact is included in the budget.

RECOMMENDATION:

Approve revised California School Employees Association Associated Student Body Accounting Technician job description and employee initiated reclassification.

CABRILLO UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASB ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of the Assistant Principal, perform specialized accounting and financial record-keeping duties to assure the sound fiscal management of student body funds; provide work direction and guidance to students in organizing and accounting for student body activities and special events; assist in a variety of other clerical activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Maintain financial records for student body activities, clubs and the associated body; receive, verify and deposit money, maintaining account break-down summaries of bank deposits; maintain records of cash received and disbursement; maintain journals of financial transactions; pay bills for student body accounts
- Prepare and type various financial and statistical reports and statements; review and check accuracy of ASB accounts
- Provide work direction and guidance to students on sale of ASB cards, tickets for special events, office practices, banking procedures, and use of office equipment.
- Prepare cash boxes for special events; issue disbursement and reimbursement of petty cash and refunds; accept money from students participating in student activities.
- Collect money for student fees, fines and debts; send announcements and notices to students and parents as necessary regarding student activities, student fees and debts.
- Collect money from scholarship sponsors; generate donation letters: disburse scholarship awards to recipients
- Operate a computer and assigned software programs including accounting, word processing and spreadsheet software programs
- Maintain contact with suppliers, vendors and banks; maintain contact with club sponsors, club and student body officers, department heads and administrators regarding student activities; maintain and file minutes for assigned clubs
- Participate in a variety of clerical activities in support of the student activities program; assist in other school functions as assigned in such areas as athletic eligibility, various school sports, telephone and others
- Assign lockers and combinations, take pictures, make identification cards and input related information for new students
- Assist teachers in accounting procedures for special events, arranging sales and assisting in organizing events
- Assist counselors with special projects, as assigned

OTHER DUTIES:

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic bookkeeping and financial record-keeping principles, practices and terminology
- Inventory methods and procedures
- Modern office practices, procedures and equipment
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Applicable sections of State Education Code
- ASB Regulations & Requirements

- Interpersonal skills using tact, patience and courtesy

ABILITY TO:
- Perform specialized accounting and financial record-keeping duties to assure the sound fiscal management of student body funds
- Operate standard office equipment including calculator, adding machine and computer
- Make arithmetic calculations quickly and accurately
- Understand and follow oral and written directions
- Work independently with little direction
- Establish and maintain cooperative and effective working relationships with others
- Type or input data at an acceptable rate of speed
- Provide work direction and guidance to students
- Plan and organize work
- Maintain records and prepare reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and courses in bookkeeping, accounting or related areas and two years of responsible office experience involving financial or statistical record-keeping and public contact.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:
- Office environment
- Constant interruptions

PHYSICAL ABILITIES:
- Sitting for extended periods of time
- Dexterity of hands and fingers to operate office equipment
- Hearing and speaking to exchange information in person or on the telephone
- Seeing to assure accuracy of financial and statistical data
- Reaching to retrieve and store files
- Ability to lift 20 pounds

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: February 16, 2017

☐ **ACTION**
☒ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 14.e

BOARD AGENDA ITEM: Accept Donations to Cabrillo Unified School District

DEPARTMENT: Business Department

CONTACT PERSON: Crystal Leach, Chief Business Official

BACKGROUND INFORMATION:

The Governing Board routinely reviews the monthly donation reports.

REPORT/PROPOSAL:

Pursuant to the Governing Board Policy 3290, the Governing Board is to accept donations on behalf of the district or any school in the district.

HALF MOON BAY HIGH SCHOOL $5,537.50.

Sport/Club/Scholarship

Sean & Kathren Handel
M. Weston & C. Kleinjans
Paula Leuzzi
Brian & Marilyn Wiens
Ronald Little & Jennifer Hubbart
Franz & Jennifer Dill
Eric Keller
Rebecca Spain
Victoria Colligan & Patrick Crevelt
Marathon Solution, Inc.
Doug Slezak & Heidi Salisbury
Peter Briggs
Anonymous
Jersey Joes
Julie Hatcher DBA Main Barber
Maria de la Luz Ayon & David Ayon
Roberto & Paula Ourique
Alan & Christine Olivero
David & Jennifer George
Clyde & Lisa Hinshelwood
Luis Rojas & Cheri Duke-Rojas
Ana Barcelos
Liam Durkee & Jose Luis Ugalde
Gary & Katy Jaeger
Patrick & Elizabeth Murphy
Nina Greeley
Thomas & Tara McLarty
Kurtlan & Heidi Frank
Lisa Hansen
Jeanne Olsen
Bruce & Martha Jenkins
James & Melinda Quick
J. Yu & J. Cochrane
Erik F. Pyle
Julian E. Schafer
Thanh Vo
Richard & Tanya Slye
Shirley Caroline McIntosh
Alan & Christine Olivero
David & Jennifer George

FINANCIAL IMPACT:

There is no financial impact to the General Fund.

RECOMMENDATION:

Accept donations to Cabrillo Unified School District.

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: February 16, 2017

☐ **ACTION**
☒ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 14.f

BOARD AGENDA ITEM: Accept Enrollment Report for the Fifth Month of the 2016-2017 School Year

DEPARTMENT: Business Department

CONTACT PERSON: Crystal Leach, Chief Business Official

BACKGROUND INFORMATION:

The Governing Board routinely reviews the monthly enrollment reports.

REPORT/PROPOSAL:

The enrollment report for the fifth month of the 2016-2017 school year is being presented to the Governing Board for information.

FINANCIAL IMPACT:

There is no financial impact to the General Fund.

RECOMMENDATION:

Accept enrollment report for the fifth month of the 2016-2017 school year.

CABRILLO UNIFIED SCHOOL DISTRICT
2016-2017 SCHOOL YEAR
ENROLLMENT REPORT

School Month No. 5 **Date:** 1/27/2017

Grade	El Granada	Farallone View	Hatch	Kings Mountain	Cunha	Half Moon Bay High	Pilarcitos	Home & Independent Study	TOTALS
TK	12	14	12	0	-	-	-	0	38
K	55	56	96	12	-	-	-	0	219
1	53	46	100	13	-	-	-	0	212
2	62	44	106	9	-	-	-	0	221
3	65	47	119	12	-	-	-	0	243
4	61	54	91	12	-	-	-	0	218
5	93	58	94	9	-	-	-	0	254
6	-	-	-	-	256	-	-	0	256
7	-	-	-	-	254	-	-	1	255
8	-	-	-	-	255	-	-	2	257
9	-	-	-	-	-	252	0	0	252
10	-	-	-	-	-	217	6	6	229
11	-	-	-	-	-	249	8	3	260
12	-	-	-	-	-	230	19	11	260
Total Regular Enrollment	401	319	618	67	765	948	33	23	3174
SDC Student Enrollment	26	0	0	0	21	15	0	0	62
TOTAL ENROLLMENT	**427**	**319**	**618**	**67**	**786**	**963**	**33**	**23**	**3236**
Total Enrollment as of 1/15/2016	462	331	627	64	776	971	39	25	3295
Difference between 1/15/2016 Total Enrollment and 1/27/2017 Total Enrollment	**-35**	**-12**	**-9**	**3**	**10**	**-8**	**-6**	**-2**	**-59**
Total Enrollment as of 12/16/2016	430	324	620	69	791	970	32	24	3260
Difference between 12/16/2016 Total Enrollment and 1/27/2017 Total Enrollment	**-3**	**-5**	**-2**	**-2**	**-5**	**-7**	**1**	**-1**	**-24**

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: February 16, 2017

☐ **ACTION**
☒ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 14.g

BOARD AGENDA ITEM: Approve Quarterly Report on Williams Uniform Complaints (Education Code §35186) Covers: 10/01/16 to 12/31/16

DEPARTMENT: Superintendent/Governing Board

CONTACT PERSON: Jane Yuster, Superintendent

BACKGROUND:

In May 2000, the American Civil Liberties Union (ACLU) and other public interest groups filed a lawsuit against the State of California alleging the state had failed to provide poor and underprivileged students with equal educational opportunities by providing these students with inadequate facilities, insufficient educational materials, and with teachers who were not fully credentialed. This requirement only refers to the types of complaints listed above.

On August 13, 2004, Governor Schwarzenegger and the State of California settled the lawsuit. As part of the lawsuit, the State of California agreed to enact legislation and provide funding to address the issues in the lawsuit. On September 29, 2004, Governor Schwarzenegger signed five bills to implement the settlement as urgency measures. Assembly Bill 2727 and Education Code §35186 require school districts to submit quarterly reports on Williams Uniform Complaints to their Governing Boards.

REPORT/PROPOSAL:

There have been no Williams Uniform Complaints (Education Code §35186) received by the Cabrillo Unified School District during the previous quarter.

FINANCIAL IMPACT:

There is no financial impact to the General Fund.

RECOMMENDATION:

Approve quarterly report on Williams Uniform Complaints (Education Code §35186): Covers: 10/01/16 to 12/31/16.

SAN MATEO COUNTY OFFICE OF EDUCATION

Quarterly Report on Williams Uniform Complaints
[Education Code § 35186]

District: Cabrillo Unified School District

Person completing this form: Patricia Serrano Title: Administrative Assistant to Superintendent

Quarterly Report Submission Date:
(*check one*)

θ October 31, 2016 (Covers 7/1/16 – 9/30/16)
XX January 31, 2017 (Covers 10/1/16 – 12/31/16)
θ April 30, 2017 (Covers 1/1/17 – 3/31/17)
θ July 31, 2017 (Covers 4/1/17 – 6/30/17)

Date for information to be reported publicly at governing board meeting: February 16, 2017

Please check the box that applies:

XX No complaints were filed with any school in the district during the quarter indicated above.

θ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints. Copies of the complaint and the District's written response will be sent to SMCOE.

Please mark the table below with zero if there are no complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	0	0	0
TOTALS	0	0	0

Jane Yuster
_____
Print Name of District Superintendent

February 16, 2017
_____ _____
Signature of District Superintendent Date

Return via fax or email to Katie Ghazarian
San Mateo County Office of Education
kghazarian@smcoe.org
(650) 802-5337
Fax (650) 802-5322

July 28, 2016
KG

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: February 16, 2017

☐ **ACTION**
☒ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 14.h

BOARD AGENDA ITEM: Approve and Adopt Minutes of January 19, 2017 Regular Governing Board Meeting

DEPARTMENT: Superintendent/Governing Board

CONTACT PERSON: Jane Yuster, Superintendent

BACKGROUND INFORMATION:

The Governing Board routinely reviews and approves minutes from all regular meetings and special sessions.

REPORT/PROPOSAL:

The unadopted minutes from the January 19, 2017, Regular Governing Board meeting are included in this Board packet for consideration.

FINANCIAL IMPACT:

There is no financial impact to the General Fund.

RECOMMENDATION:

Approve and adopt minutes of January 19, 2017, Regular Governing Board meeting.

Governing Board Meeting Minutes (Unadopted)
CABRILLO UNIFIED SCHOOL DISTRICT
Regular Governing Board Meeting
Half Moon Bay High School Multi-Purpose Room
1 Lewis Foster Drive, Half Moon Bay, California 94019
January 19, 2017, 7:00 PM (Closed Session 6:00 PM)

1. **CALL TO ORDER - 6:02 P.M.**

2. **ROLL CALL / QUORUM**

____ Ms. Freya McCamant, President
____ Mr. Rob Pappalardo, Vice President
____ Ms. Sophia Layne, Clerk to the Governing Board
____ Ms. Kimberly Hines, Member
____ Dr. Kirk Riemer, Ph.D., Member

3. **COMMENTS FROM THE PUBLIC RELATED TO ITEMS ON THE CLOSED SESSION AGENDA**

None

4. **RECESS TO CLOSED SESSION AT 6:03 P.M.**

5. **RECONVENE OPEN SESSION AT 7:05P.M.**

The Governing Board met in closed session from 6:03 p.m. to 6:54 p.m. and reported the following action taken:

1. Under Student Matters, the Governing Board voted 5-0 to expel a student from Cunha Intermediate School for the spring 2017 and fall 2017 semesters, with the fall 2017 semester expulsion suspended. Student will be eligible for admission to Half Moon Bay High School for the fall 2017 semester contingent on adherence to school rules, the rehabilitation plan and a behavior contract.

6. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Half Moon Bay High School students Aaron Baird (a junior) and Sean Baird (senior).

7. ADOPTION OF AGENDA AS PRESENTED / AMENDED

Motion to approve the agenda as presented was made by Member Rob Pappalardo and seconded by Member Kirk Riemer.

(M-51) Passed 5-0 with Student Board Representative voting aye.

8. STUDENT / STAFF / COMMUNITY RECOGNITION

The Governing Board recognized the following members of the CCS Championship Football Team of Fall 2016:

Jersey	First Name	Last Name	Positions	Graduation Year
2	Joe	Lemos	Slot	2018
7	Blaze	Dayton	DL	2017
8	Gavin	Tomberlin	QB	2018
9	Dominic	Padua	Slot	2018
10	Kaylin	Kullman	LB/DL	2017
11	Andrew	Olivero	WR/TE/LB	2017
12	Ronan	Spigelman	RB/DB	2019
13	Sean	Fitzgerald	WR/DB/K	2018
15	Jonathan	Carrillo	RB/DB	2018
16	Jake	Johnston	WR/DB	2019
18	Blake	Schmieder	Slot/DB	2019
21	Chase	Hofmann	RB/Slot/DB	2018
22	Danny	Mack	WR/DB	2018
26	Jake	Quosig	Slot	2018
27	Hayden	Von Almen	WR/DB	2018
28	Juan	Vasquez	LB	2018
29	Adrian	Sanchez	Slot/DB	2017
31	Armando	Carrillo	DB	2017
32	Gilberto	Aguilar	Slot/DB	2017
33	Ridge	Zonge	OL/DL	2019
35	Jesse	Luis	RB/DB	2017
37	Bobby	Lester	TE/DL	2020
41	Adrian	Rangel	RB	2018
42	Jack	Cartwright	TE/DL/LB	2017
44	Arron	Baird	WR/TE	2018
45	Chad	Messar	RB/DB	2019
46	Kolby	Dare	QB/LB	2019

50	Joseph	Weinberger	OL/LB	2018
51	Sean	Baird	OL, LB	2017
52	Zach	Henry	OL	2018
53	Ricky	Camacho	OL, DL	2018
54	Chris	Avila	LB	2017
55	Gibran	Cahuantzi	OL	2018
56	Gerardo	Penaloza	OL	2018
57	Rudy	Bravo	OL/DL	2017
58	Kellan	Royce	OL/DL	2019
63	Joshua	Kruckewitt	OL,DL	2017
64	Garrett	Glasson	DL	2017
68	Joe	Garcia	OL/DL	2019
69	Luis	Lara	DL	2017
70	Jesus	Cuevas	OL,DL	2017
72	Jose	Ramirez	OL, DL	2017
75	Jose	Rodriguez	OL, DL	2018
77	Angel	Ramirez	OL/DL	2017
81	Sean	Nugent	Slot/DB	2019
88	Tom	Daly	DB	2019

Head Coach-Keith Holden, Assistant Coaches-Willie Hillyard, Don Dias, Brian Von Almen, Rob Martin, Breen Hofmann, Mike Krieger, and Head Athletic Trainer-Jessica Markbreiter.

9. COMMENTS FROM THE PUBLIC RELATED TO ITEMS NOT ON THIS AGENDA

Mr. Lane Mullin, 415 H Street, Daly City, Ca. Mr. Mullin came to address the Governing Board regarding equal healthcare for district employees.

Mr. Jeff Ebert, 415 St. Joseph Ave., Half Moon Bay, Ca. Mr. Ebert, President, Mavericks Swimming Association, came to address the Governing Board regarding a new Half Moon Bay High School Aquatic Center.

Ms. Heidi Rau, 52 Patrick Way, Half Moon Bay, Ca. Ms. Heidi Rau, Vice-President, Mavericks Swimming Association, came to address the Governing Board regarding a new Half Moon Bay High School Aquatic Center.

10. REPRESENTATIVE REPORTS

CUTA Representative, President Sean Riordan congratulated the High School Football team. Mr. Riordan said as a union they are working closely with Superintendent Jane Yuster, and he appreciates her open door policy to work effectively to solve problems. He said both sides of the bargaining team are committed to find the best brass ring that is going to bring benefits that are competitive with similar districts here in San Mateo County. Mr. Riordan said here at Cabrillo Unified School District there are a lot of different opinions and perspectives, and he is proud that his union has worked in a democratic and open process to find the best solutions and best package for the biggest group of people in a truly democratic way.

CSEA Representative, President Diane Paoli, said CSEA is presently awaiting a date to begin negotiations for the next contract. Ms. Paoli announced that next Friday they will hold the installation dinner for all new officers. Ms. Paoli said CSEA looks forward to negotiate with the district.

11. **REPORTS / INFORMATION / PRESENTATIONS**

a. Receive Report on Status of Classroom Technology Integration Plan

Ms. Anne Bailey, Director of Technology presented a report on the 3-year Classroom Technology Integration Plan

b. Receive Report on Local Control Accountability Plan Goals 3 & 4 Update

Superintendent, Ms. Jane Yuster, and Ms. Joy Dardenelle, Assistant Superintendent of Curriculum and Instruction, presented updates on the Local Control Accountability Plan, Goals 3 and 4.

c. Receive Audit Report for Year Ending June 30, 2016

Ms. Crystal Leach, Chief Business Official presented for review, the Cabrillo Unified School District Audit report for year ending on June 30, 2016.

d. Receive the Measure B Parcel Tax Citizens' Oversight Committee Annual Report

Ms. Crystal Leach, Chief Business Official presented the annual Measure B Parcel Tax Citizen's Oversight Committee Report.

12. **DISCUSSION ITEMS**

a. Discuss Proposed Block Scheduling for Half Moon Bay High School

Superintendent, Ms. Jane Yuster, presented an overview of the proposed Block Scheduling for Half Moon Bay High School for 2017-2018 school year.

13. **COMMUNICATIONS**

Board Members:

Member Kirk Riemer said he attended a city sponsored meeting with Superintendent Yuster, regarding the potential implications of immigration and the change in Presidency and what that might mean. There was a lot of concern. He said it was a wonderful presentation from many different vendors and help groups in the community. Dr. Riemer said it was a very emotion packed evening, the fear was palatable and very sad. He said he wanted to commend Superintendent Yuster, as she was asked to speak about kids. Superintendent Yuster gave a very calming and clear presentation regards the safety of children in our schools, reminding the audience that we do not allow access to students if they are not on the authorized list and do not collect immigration status data.

Dr. Riemer said this knowledge helped to take fear out of the audience. He said we have a real incredible person at the helm of our district, and he wanted to acknowledge that.

Member Sophia Layne said she continues to on board as there is a lot to learn and thanked Superintendent Yuster and others for their help. Ms. Layne said it is never too often to make sure that we are reaching out to our community. And we should not take for granted the members we have in our schools and community in these times of uncertainty. She said let's take the time to make sure that students are supported and positive.

Member Rob Pappalardo reminded everyone that tonight is the Science Fair at Cunha, and looks forward to hearing about the results. Mr. Pappalardo said February 4th will be the Grand opening of the new Cunha gym. He said it will be a fantastic resource for the community. He also said he is excited about the new fencing that will be going around the Cunha campus, to make it a more secure and safer place for students.

Member Kimberly Hines said it was her great pleasure to attend the Pilarcitos Winter Graduation ceremony. Ms. Hines said there will be an evening meeting for the San Mateo County Community College Association which she will try to attend if possible and the topic will be: High School and Community College Connections. She said she looks forward to engaging with that community.

Member Freya McCamant welcomed everyone back and wished everyone a Happy New Year. Ms. McCamant said she attended a conference with Superintendent Yuster and staff about engaging families and found it to be very interesting. She said she found it very fascinating and saw just how important family engagement is when we talk about our LCAP goals.

Student Board Member:

Hatch Elementary School-
Before Winter break Hatch students were busy with many activities. The student music groups performed for our Hatch families and the senior center. Hatch also had a very successful book fair that helps supports our library. Coming back from winter break we had some great filed trips including the Science Center in Golden Gate Park and the Tech Museum in San Jose. Students are getting ready for the Young Authors week with assemblies and an author visit.

Cunha Intermediate School-
At Cunha we are wrapping up the 2nd quarter of instruction with the 8th Grade Science Fair. A big thank you to all students, parents and judges. Coming up soon is our next Recognition Assembly and our 2nd annual 5th Grade Carnival where the future cubs visit the campus and get a peek into their 6th grade year. This year's event was held on Thursday, February 2, with a 5th Grade Night for all parents later that evening at 6:00 p.m. in the MU.

Pilarcitos High School-
The first week of 2017 at Pilarcitos High School has been extremely positive. We have many new students so our first few days have been full of team building activities. There is a very motivated and engaged vibe on campus. Students and teachers have been primarily working on setting goals for the semester including signing up for electives, analyzing transcripts and making plans for post-secondary education. We are very excited to move into our new school in a few weeks.

Kings Mountain Elementary School-
Kings Mountain School had an adventurous start to 2017 with a power outage our second day back. Students headed home shortly after arriving to school. School closure went smoothly with every child picked up and handed over to an authorized adult. Due to the missed school day, our school math celebration was postponed. The entire Kings Mountain School community is looking forward to Kings Mountain Associate Parents Sweetheart Social on February 11th at the Mountain terrace. Tickets were on sale until January 31st. All Governing Board members and the Cabrillo Unified community are cordially invited to join staff and parents for an evening of live music, farm to table food and auction.

Half Moon Bay High School-
December was a stressful month for students, Finals went well and grades are being finalized. January will be an event packet month. Leadership will be hosting the Winter Spirit Assembly, and we will have our Winter Formal at the I.D.E.S. Hall. Leadership and other high school programs visited Cunha to present an overview of their programs and answer any questions student may have. Prom is coming up on April 29th and Leadership is holding a prom dress drive called "The Cinderella Project." Leadership is looking for dress and shoe donations, and the first drop off day was January 27th in the MU. All donations are tax deductible. Friday, January 20, was the first basketball squad game at Terra Nova.

Superintendent-

Superintendent Yuster welcomed everyone back. Ms. Yuster said, as referenced by Dr. Riemer, she attended the city sponsored event on immigration, and said it was heartbreaking. The families were told to have a contingency plan because if they are taken they need to know what will happen to their children. She said it is very frightening. Superintendent Yuster said she was able to give them a clear picture of the safety of their children at school and as it is related to tonight's resolution that states the laws very clear that the district does not ask and does not care about the immigration status of any student. Unless someone is on a student registration card, no one may come and pick up a student. Ms. Yuster, said we got off to an interesting start to the new year with the power outage at Kings Mountain. Superintendent Yuster thanked and complimented Kings Mountain Principal, Diane Siegel and staff for doing an outstanding job during a crisis situation. All students where returned home safe and sound. Ms. Yuster said it has been a pleasure to see the fantastic teaching and learning while on her weekly site walk through visits. She said she has witnessed firsthand the fantastic use of technology used in the classrooms all thanks to Measure S.

At 9:27 p.m., President McCamant requested a motion to extend the Board meeting past the 10:00 p.m. curfew.

Motion to extend the meeting past the 10:00 p.m. curfew was made by Member Kirk Riemer and seconded by Member Sophia Layne.

(M-52) Passed 5-0 with Student Board Representative voting aye.

14. **CONSENT ITEMS**

a. Approve Annual Field Trip for 8th Grade Social Studies Class to Washington DC, February 19-23, 2017

b. Approve Field Trip for High School Future Farmers of America to Davis, California, March 3-4, 2017

c. Approve Field Trip for High School Future Farmers of America to Chico, California, March 10-11, 2017

d. Approve Field Trip for High School Future Farmers of America to Eureka, California, March 24-25, 2017

e. Approve Certificated Personnel Report

f. Approve Classified Personnel Report

g. Approve the Saint Mary's College of California Student Placement Agreement

h. Approve the Agreement for Cooperation for Professional Preparation of Teacher Candidates for the 2016-2017 Academic Year between Cabrillo Unified School District and Stanford University

i. Accept Donations to Cabrillo Unified School District

j. Accept Enrollment Report for the Fourth Month of the 2016-2017 School Year

k. Approve Establishment of Parent Advisory Committee and English Learner Parent Advisory Committee

l. Approve and Adopt Minutes of December 8, 2016 Regular Governing Board Meeting

Motion to approve the consent agenda items as presented was made by Member Rob Pappalardo and seconded by Member Kirk Riemer.

(M-53) Passed 5-0 with Student Board Representative voting aye.

15. **ACTION ITEMS**

a. Approve New Course Proposal (Part II) for Half Moon Bay High School

Motion to approve new course proposal (Part II) for Half Moon Bay High School was made by Member Kimberly Hines and seconded by Member Sophia Layne.

(M-54) Passed 5-0 with Student Board Representative voting aye.

b. Approve Audit Report for Year Ending June 30, 2016

Motion to approve Audit Report for Year Ending June 30, 2016 was made by Member Kirk Riemer and seconded by Member Kimberly Hines.

Ms. Crystal Leach, Chief Business Official thanked the Business Department team for all of their hard work and attention to detail during the audit process.

(M-55) Passed 5-0 with Student Board Representative voting aye.

c. Approve Lease-Lease Back Agreement with Blach Construction

Motion to approve Lease-Lease Back agreement with Blach Construction for the Cunha School C Building was made by Member Rob Pappalardo and seconded by Member Sophia Layne.

(M-56) Passed 5-0 with Student Board Representative voting aye.

d. Adopt Resolution No. 01-17 to Authorize Superintendent, Jane Yuster to sign and execute all agreements between the State of California and, Department of Rehabilitation and Cabrillo Unified School District

Motion to adopt Resolution No. 01-17 to authorize Superintendent, Jane Yuster to sign and execute all agreements between the State of California and, Department of Rehabilitation and Cabrillo Unified School District was made by Member Sophia Layne and seconded by Member Kirk Riemer.

(M-57) Passed 5-0 with Student Board Representative voting aye.
Roll Call:
Ms. Freya McCamant-aye
Mr. Rob Pappalardo-aye
Ms. Sophia Layne-aye
Ms. Kimberly Hines-aye
Dr. Kirk Riemer-aye

e. Adopt Resolution No. 02-17 of Cabrillo Unified School District's Principles for Undocumented Students and their Families

Motion to adopt Resolution No. 02-17 of Cabrillo Unified School District's principles for undocumented students and their families was made by Member Sophia Layne and seconded by Member Kimberly Hines.

Mr. John Moseley, P.O. Box 878, El Granada, Ca. Mr. Moseley came to congratulate the Governing Board on bringing forward and adopting Resolution No. 02-17 stating Cabrillo Unified School District’s principles for undocumented students and their families.

(M-58) Passed 5-0 with Student Board Representative voting aye.

Roll Call:
Ms. Freya McCamant-aye
Mr. Rob Pappalardo-aye
Ms. Sophia Layne-aye
Ms. Kimberly Hines-aye
Dr. Kirk Riemer-aye

f. Approve the Extension of the Term of the Superintendent's Contract

Motion to approve the extension of the term of the Superintendent’s contract was made by Member Rob Pappalardo and seconded by Member Kirk Riemer.

(M-59) Passed 5-0 with Student Board Representative voting aye.

President McCamant adjourned open session at 9:38 p.m.

16. **RETURN TO CLOSED SESSION (IF NECESSARY)**

The Governing Board returned to and met in closed session from 9:47 p.m. to 10:31 p.m. President McCamant reported no action taken in closed session.

17. **ADJOURNMENT OF THE MEETING**

Motion to adjourn made by Member Kirk Riemer and seconded by Member Rob Pappalardo.

(M-60) Passed 5-0.

Meeting was adjourned at 10:31 p.m.

Minutes prepared by Patricia Serrano, Administrative Assistant to the Superintendent

Minutes presented by Jane Yuster, Secretary to the Governing Board

Certified by:

_____ _____

Sophia Layne
Clerk to the Governing Board

Date

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: February 16, 2017

☒ **ACTION**
☐ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 15.a

BOARD AGENDA ITEM: Cast District Ballot for Sub-region 5-B Representatives to the California School Boards Association's Delegate Assembly

DEPARTMENT: Superintendent/Governing Board

CONTACT PERSON: Jane Yuster, Superintendent

BACKGROUND INFORMATION:

The California School Boards' Association conducts annual elections in various regions to elect representatives to its State Delegate Assembly. All re-elected or newly elected Delegates will serve two-year terms beginning April 1, 2017 and ending March 31, 2019. The Cabrillo Unified School District is located in Sub-region 5-B (San Mateo County) and there are five candidates who are vying for three vacant seats. The candidates are: Davina Drabkin (Burlingame SD), Carrie Du Bois (Sequoia Union HSD), Amy Koo (Belmont-Redwood Shores SD), Clayton Koo (Jefferson ESD), Kevin Martinez (San Bruno Park SD).. The postmark deadline for mailing the official "red ballot" is March 15th, 2017.

REPORT/PROPOSAL:

This is an opportunity for the Board to continue to serve as an active, contributing member of the California School Boards' Association by participating in this year's Delegate Assembly election process and casting a vote for up to three of the five candidates in Sub-region 5-B. A sample ballot and candidate's biographical information sheets are included in this packet.

FINANCIAL IMPACT:

There is no financial impact to the General Fund.

RECOMMENDATION:

Cast district ballot for Sub-region 5-B representatives to the California School Boards Association's Delegate Assembly.

csba
California School Boards Association

TIME SENSITIVE, REQUIRES BOARD ACTION
DEADLINE **Wednesday, March 15, 2017**

RECEIVED
Cabrillo Unified School District

JAN 31 2017

Superintendent's Office

January 31, 2017

MEMORANDUM

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

From: Susan Henry, President

Re: 2017 CSBA Delegate Assembly Election
U.S. Postmark Deadline – Wednesday, March 15, 2017

Enclosed is the ballot material for election of a representative to the CSBA Delegate Assembly from your region or subregion. The material consists of the ballot (on red paper), required candidate biographical sketch form, and if submitted, résumé for each candidate. In addition, we are including a "copy" of the ballot on white paper so that it may be included in board agenda packets, if you choose to do so. **Only the ballot on red paper is to be completed and returned.**

The board as a whole may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies in the region or subregion, the board may vote for up to three individuals. Regardless of the number of vacancies, each board may cast no more than one vote for any one candidate. (The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.)

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district's stationery; please write **DELEGATE ELECTION** prominently on the envelope with the region or subregion number on the bottom left corner. **Ballots must be postmarked by the U.S. Post Office on or before Wednesday, March 15, 2017.** ***No exceptions are allowed.***

Election results will be posted on CSBA's web site no later than Monday, April 3. If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2017 – March 31, 2019. The next meeting of the Delegate Assembly is on Saturday, May 20 – Sunday, May 21 at the Hyatt Regency in Sacramento.

Please do not hesitate to the Executive Office at (800) 266-3382 should you have any questions. Thank you.

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **WEDNESDAY, MARCH 15, 2017**. Only ONE Ballot per Board. Be sure to mark your vote "✕" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2017 DELEGATE ASSEMBLY BALLOT
SUBREGION 5-B
(San Mateo County)

Number of vacancies: 3 (Vote for no more than 3 candidates)

Delegates will serve two-year terms beginning April 1, 2017 – March 31, 2019

**denotes incumbent*

☐ Davina Drabkin (Burlingame SD)*

☐ Carrie Du Bois (Sequoia Union HSD)*

☐ Amy Koo (Belmont-Redwood Shores SD)

☐ Clayton Koo (Jefferson ESD)

☐ Kevin Martinez (San Bruno Park SD)*

COPY

Provision for Write-in Candidate Name _____ *School District* _____

Signature of Superintendent or Board Clerk _____ *Title* _____

School District Name _____ *Date of Board Action* _____

See reverse side for list of all current Delegates in your Region.

csba
California School Boards Association

2017 Delegate Assembly Candidate Biographical Sketch Form

DUE: Saturday, January 7, 2017

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

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

Name: Davina Drabkin

CSBA Region-subregion #: 5B

District or COE Name: Burlingame School District

Years on board: 7+

Profession: Higher Education

Contact Number: 650-224-7902

E-mail: ddrabkin@yahoo.com

Are you a continuing Delegate? ■ Yes ☐ No If yes, how long have you served as a Delegate? 2 years

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

As I complete my first term as a delegate, I want to build on what I have learned to continue serving. Some of the many skills and experiences I offer are:

1. Analytics and Governance: ability to evaluate issues from all perspectives and grasp interests of varied stakeholders; understand the role of governance and how to adhere to it; practice the "switchboard operator" approach to connecting people and sharing information to support our leaders and processes
2. Deep Experience in Education: 10+ years at Stanford Graduate School of Business with expertise in curriculum development, instructioual design, and online/digital learning; founding family of Design Tech High School, 7+ years on Burlingame School Board
3. Growth Mindset: always learning and growing, looking for ways to innovate and problem solve; experience with Design Thinking

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

1. Burlingame School Board: past president and incoming presideut for 2017; board liaison to 4 parcel/bond campaigns resulting in $2.1M additional annual funding and $56M in facilities bonds; board representative to committees including city/district, bond oversight, fiscal advisory, special education advisory, PTA Council, BCE Foundation; regularly visit schools
2. Community: volunteer for Home and Hope to provide shelter and meals for homeless people, member of Peninsula Temple Sholom Religious School (RS) committee 2005-2015 and past co-chair of RS Director search committee, past volunteer at Peninsula Humane Society
3. CSBA: Region 5B delegate, Masters in Governance graduate, SMCSBA director, 5+ year attendee at AEC, past evaluator for Kent Awards

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

1. Teacher Shortage: CSBA needs to continue its advocacy on this issue, including collaboration with legislators and a coalition of stakeholder organizations, to problem solve and promote best pratices.
2. Funding and Local Control: CSBA must continue to press for funding and local control to close adequacy and performauce gaps; also provide leadership on how to address ever increasing STRS/PERS contribution.
3. Social Emotional Learning (SEL): At the AEC, SEL for both teachers and students was the topic of many sessions. Our communities are experiencing high levels of stress and anxiety - CSBA must raise awareness about how stress and anxiety are impacting our school communities and continue to share successful models that exist in our districts to provide support.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Davina Drabkin *Date:* December 6, 2016

Davina Drabkin

1224 Capuchino Ave., Burlingame, CA 94010
C 650-224-7902, ddrabkin@yahoo.com

With 10+ years at the Stanford Graduate School of Business, I bring a wealth of knowledge in content strategy, instructional design, online and blended learning, and curriculum development. As a trustee on the Burlingame School Board, I provide strategic leadership, governance, and communication expertise. Always seeking new challenges and opportunities to learn and grow.

Experience

STANFORD GRADUATE SCHOOL OF BUSINESS

Associate Director, Online Executive Education **2016-current**
Stanford GSB is widely recognized for LEAD, its gold standard online Executive Education certificate program. Building on the success of LEAD, I am responsible for designing and launching a new online product line.

Case Writer **2004-2016**
Provided thought leadership and drove the reinvention of business cases for a digital platform. Partnered with world-renowned faculty and guided teams to develop business cases, digital assets, and educational materials taught at top business schools around the globe.

Associate Director, Program Development (7 month rotation) **2015-2016**
Working with faculty and corporate clients, led development of custom executive education programs for senior level executives at select global companies. Collaborated around business development and client outreach.

Acting Manager **2003-2004**
Supervised 5 staff members and 5-10 contractors in the planning, development, and completion of business cases taught at GSB and leading business schools worldwide. Responsible for finding and hiring both staff and contract writers, assessing and coordinating staffing needs to meet constantly changing volume and deadlines, and forecasting and overseeing budget.

BURLINGAME SCHOOL DISTRICT: Trustee (President 2013 and 2017) **2009-current**
Oversee superintendent and share responsibility for instructional policies, facilities planning, and $34M+ annual budget. During my tenure, students repeatedly exceeded state standards for academic excellence (API of 913 in 2014 compared to state average of 806) and enrollment increased over 25% despite volatile state funding. Provided leadership for 4 parcel tax/bond campaigns, resulting in $2.1M additional funding annually and $56M for facilities construction and improvements.

KAISER PERMANENTE FOUNDATION HEALTH PLAN & HOSPITALS: Consultant **1998-2000**
Selected by Chief Turnaround Officer to serve on SWAT team: helped identify under-performing operations and developed action plans. Coordinated creation of first statewide tracking system to monitor performance and increase accountability; key tool used by CEO and senior management to establish positive margins in Q4 1999 for the first time in 2 years (over $300M turnaround). Other projects included Medicare compliance, utilization management, and cardiac services planning.

QUATTRO CONSULTING: Research Analyst **1996-1998**
JOHN GARDNER FELLOWSHIP IN PUBLIC SERVICE **1995-1996**

Education

Stanford Graduate School of Business, MBA **2003**
Certificate in Public Management; Authored business case *Tyson Foods, Inc.*; MBA Teaching Assistant, Math Camp

University of California, Berkeley, BA in Psychology **1995**
Highest Honors, undergraduate thesis; Warner Brown Memorial Prize for Outstanding Research; Russian State University for the Humanities through UC exchange program (1993-1994); Truman Scholarship, national finalist

Stanford Center for Professional Development, Empathy & Prototype (Design Thinking) **2015**
California School Boards Association, Masters in Governance **2014**

Additional

Languages: Spanish & Russian
Interests: working towards Black Belt in Tae Kwon Do, health care reform, local politics, Home & Hope Homeless Shelter, Peninsula Humane Society

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Name: Carrie Du Bois

CSBA Region-subregion #: 5-B

District or COE Name: Sequoia Union High School District

Years on board: 6 SUHSD and 6 SCESD

Profession: Real Estate Agent

Contact Number: 650-766-9069

E-mail: cdubois@cbnorcal.com

Are you a continuing Delegate? ■ Yes ☐ No If yes, how long have you served as a Delegate? 10

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

I have enjoyed serving as a delegate for the past 10 years. I believe my passion for the CSBA Masters in Governance model and the training that I have received through the CSBA Conference and Delegate Assembly meetings have made me a better advocate for all of our students. I also bring over 27 years of community volunteer experience with a laser focus on our most vulnerable kids. I am a past president of my local district's educational foundation, I serve as an advisor to many non-profit boards and also very active in the San Mateo County School Boards Association. The experiences that serve me best for Delegate Assembly are around the work that I do with our most at risk students, and families, in the Bay Area. I spend a great deal of my personal time in high poverty areas and advocate for our most at risk students in many ways. This work has given me a deep understanding of the challenges facing foster youth, homeless youth, families living in poverty and students who are served in alternative educational settings. I have also worked with other school board members in my county to address topics such as the opportunity gap, race and equity.

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

I currently serve as President of the Sequoia Union High School Board, President of the San Mateo County School Boards Association (2nd term) and I was just chosen to chair the CSBA Annual Conference Committee. I have been very active in my local school boards association and have held many leadership positions there including; chairing the Kent Awards, Co-Chairing the Conference on the Most Vulnerable Youth, Co-Chairing the Conference on Race and Equity and Chairing our last Conference on Mental Health. This year our conference is on the topic of the California Teacher Shortage and I'm once again serving on the planning committee. Some of my other community leadership roles include; board member for the East Palo Alto Rosalie Rendu Center, advisor for the Junior League of Palo Alto, advisor to Redwood High School's Foundation, Advisor to Family Connections and fundraising volunteer for Sojourn to the Past. My most rewarding project the past few years has been working to provide more advocacy and support to emancipated foster youth. Working with other community volunteers we gather college supplies, raise money for college scholarships and mentor individual youth. I'm hoping to lead a partnership around the topic of foster youth with my local association and ACSA in the next few months.

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

The greatest challenge to California's public schools continues to be inadequate funding. This has been a constant theme since my oldest child started kindergarten. He is now 24 years old and graduated from college. I believe CSBA needs to lead a much more aggressive effort around our public school funding and we need to find additional sources of sustainable income. We also have not made enough progress with our stubborn opportunity gap. Too many of our most vulnerable children struggle academically and are not prepared for college or career when they turn 18. California schools have become severely segregated once again and we seem to cluster our high poverty kids together, causing great challenges for some of our schools. I believe we need to focus much more on social emotional learning and trauma informed communities in order to serve all kids well. I also believe the charter school movement (school choice) and the ranking of public schools has caused great damage to public education by further segregating our communities. I see the problem of ranking schools every single day as a real estate agent, when parents in my area are unwilling to consider schools that may be considered mid-range or lower.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Carrie Du Bois *Date:* 1-7-17

Biographical Sketch for Carrie Du Bois

Professional Experience (Partial List)

03/94 to present real estate agent with Coldwell Banker Real Estate in San Carlos, CA
Top Office Producer 1998 to 2014

1991 to 1993: Regional Sales Manager, Quintus Computer Software Co, Palo Alto, CA

Elected and Volunteer Activities (Partial List)

2011 to present: Sequoia Union High School District Board of Trustees
2005 to 2011: San Carlos Elementary School District Board of Trustees

2014: Chair, Community Support for Emancipated Foster Youth
2011 to 2014: California Foster Youth Task Force
2014: Co-Chair, SMCSBA Supporting Our Most At Risk Students Conference
2012 Co-Chair: SMCSBA Supporting Our Public Schools Conference (for Realtors)
2011-2014: Community Advisor, Family Connections
2001-2014: Community Advisor and parent volunteer, San Carlos Children's Theater
2014 to Present: Community Advisor SUHSD Adult School
2014 to Present: Community Advisor Teen Parenting Support Committee
2012-13: Children's Health Council Community Outreach Committee
4/09 to 4/11: Chair and Founder, A Night for Abigail (Community Education about Foster Youth)
2002 to 2005: Co-President and President, San Carlos Educational Foundation
2001 to Present: Community Advisor East Palo Alto Rosalie Rendu Center
2001 to 2003: San Mateo County Commission on the Status of Women
9/90 to 6/01: Three term board member and active member Junior League of Palo Alto Mid Peninsula
1998: Founder and Chair, The East Palo Alto Rosalie Rendu Committee (JLPA MP)

Community Awards (Partial List)

2014 Volunteer Excellence Award, Northern California Real Estate Agents
2005, 2008 and 2011 PTA Honorary Service Award
2006 Community Spirit Award, San Carlos Educational Foundation
2005 San Carlos Citizen of the Year
2002 Women Making a Mark Business and Civic Leader Award, San Jose Magazine
2001 President's Cup Award for Outstanding Volunteerism, Junior League of Palo Alto Mid Peninsula

Education

BA in Humanities, California State University Sacramento

Community Education

2009 Graduate, CSBA Masters in Governance Training
2005 San Mateo County Chamber of Commerce Leadership Training

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Name: Amy Koo

CSBA Region-subregion #: 5B

District or COE Name: Belmont-Redwood Shores School District

Years on board: 3

Profession: Pharmaceuticals Management Contact Number: 415-794-9379 E-mail: akoo@brssd.org

Are you a continuing Delegate? ☐ Yes ■ No If yes, how long have you served as a Delegate?_____

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

I want to be a Delegate so that I can share the viewpoints of the districts in my county as we encounter rapid enrollment growth, struggle to recruit and retain teachers, and address our students' social and emotional wellbeing. Although my district has performed well on the CAASPP, there is an achievement gap when digging deeper into the data, and we are actively addressing this gap in our LCAP. As a 4th generation Chinese American who is fluent in Cantonese and proficient in Mandarin and Spanish, I would add to the diversity of the Assembly and be supportive of increased cultural awareness and inclusion. Lastly, I'm the mother of two boys, ages 8 and 5, so I can provide insight on the transition from early childhood education and being a new parent in public education. I believe we need to help every child reach their potential and the guidance and support that CSBA can provide in both advocacy and education is critical. In order to be effective, CSBA needs to get input from a broad spectrum of perspectives, skills, and experiences, and I believe I can make a positive difference.

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

Since becoming a board member, I have served on my district's Budget Advisory Committee, Facilities and Enrollment Task Force, Strategic Planning Committee, and Math Curriculum Adoption Committee. I supported a successful Bond Campaign and pushed for improvements in communication with our new families and new staff, and ensured that local communities were engaged in our facilities expansion projects. I have placed a priority on educating myself by attending CSBA conferences, CSBA trainings (I completed Masters in Governance this year), SMCSBA dinner meetings, and SMCOE workshops as well as visiting schools in my district and meeting with parents and teachers. I have also developed relationships with local officials and community organizations to increase our collaboration on regional issues like high cost of housing and teacher shortages. In my workplace, I have the same passion for education where I helped build our team's new hire onboarding program, defined our team's career competency model, and provided input on possible corporate diversity/inclusion programs.

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

The biggest challenge facing governing boards is being knowledgeable enough about all topics that can impact their district to make sound policy decisions and provide long range direction to their cabinet. Whether it be Next Generation Science Standards, teacher recruiting, new school evaluation rubrics, Local Control Funding Formula, or closing the achievement gap, governing board members must continue to learn and develop, being role models as they encourage students and staff to be life long learners. CSBA plays a huge role in educating board members and supporting them in not only making the best decisions for their district, but to also be mindful of the external environment and how that impacts their community both in the short term and long term. CSBA's policy and advocacy updates help connect governing boards to what's happening outside their district. It is not realistic for every board member to know everything about everything, but as long as there is a resource like CSBA, every board member knows where to find help.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Amy Koo *Date:* 12/19/16

AMY K. W. KOO

amykoo@alum.mit.edu / (415) 794-9379 Redwood City, CA

COMMUNITY VOLUNTEER EXPERIENCE

- Trustee, Belmont-Redwood Shores School District, BRSSD (2013-current)
  - Board President - 2016
- Member, Patient Advisory Committee, Palo Alto Medical Foundation (2010-2011)
- Parent Advocate, Implement Language Immersion Program in BRSSD (2009-2010)
- Redwood City Neighborhood Liaison, Dolphin Park (2005-2013)

PROFESSIONAL EXPERIENCE

GILEAD SCIENCES, Foster City, CA 2010-current
Senior Manager, Trade Operations (2010 – current)
Maintain the data, systems, and metrics to manage channel inventory through wholesalers and specialty pharmacies and provide analytics to support revenue forecasting / account management. Improve patient access through analysis of patient data from specialty pharmacies. Oversight of payment and contract management processes for Trade. 5 direct reports

EXELIXIS, South San Francisco, CA 2009-2010
Senior Clinical Supplies Manager II (2010)
Temporary Supply Chain Manager (2009 – 2010)
Developed, implemented, and managed the forecasting, planning, and control of pharmaceutical products in both domestic and international supply chains to meet clinical requirements.

NEKTAR THERAPEUTICS, San Carlos, CA 2005-2008
Portfolio and Strategic Planning Manager (2007 – 2008)
Translated corporate strategy into an actionable business plan by prioritizing programs and projects based on value, resources, and risk.
Production Control Manager (2005 – 2007)
Developed and implemented production control / master scheduling functions, approved production material requirements, and managed planners.

TYCO ELECTRONICS, Menlo Park, CA 2003-2005
Global Logistics Manager – Raychem Circuit Protection

ACCENTURE, San Francisco, CA 1995-2000
Consultant, Process – Business Solution Delivery

EDUCATION AND PROFESSIONAL DEVELOPMENT

STANFORD UNIVERSITY Stanford, CA
Master in Business Administration, Graduate School of Business
Master in Manufacturing Systems Engineering, School of Engineering

MASSACHUSETTS INSTITUTE OF TECHNOLOGY Cambridge, MA
Bachelor of Science in Chemical Engineering, Minor in East Asian Studies

CERTIFICATIONS/TRAINING:

- California School Boards Association Masters in Governance - 2016
- Redwood City Community Emergency Response Team (CERT) - 2007
- Redwood City Partnership Academy in Community Teamwork (PACT) – 2005

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Name: Clayton Koo CSBA Region-subregion #: 5 b

District or COE Name: Jefferson Elementary School District Years on board: 1

Profession: Account Executive Contact Number: 650-735-1838 E-mail: claykoo@gmail.com

Are you a continuing Delegate? ☐ Yes ☒ No If yes, how long have you served as a Delegate?_____

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

I believe the main objective of CSBA is to be the voice for all governing board members across California and I am interested in being a delegate for Region 5 to ensure that our area's educational priorities are addressed. Having grown up through our county's local schools, I have seen first hand the dramatic changes that are happening in the classroom and what students are learning today. I believe that education is an important stepping stone for any child's success and I want to make sure that the CSBA is working on creating policies and ideas that will ensure their future success, whether it is being part of an innovative program in the classroom or outside understanding how our environment affects our everyday way of life.

Serving as a delegate will allow me to bring that experience and my background working with local elected officials, community nonprofits and schools to ensure that our region is clearly heard at the CSBA Delegate Assembly. I have met and learned from governing board members and superintendents across the county and want to make sure their interests and many different opinions are clearly voiced.

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

I currently serve on our district's Parent Involvement Advisory subcommittee and Board Policies subcommittee and was a past member of the Jefferson Elementary and Union High School District subcommittee. This past year, I volunteered on the campaign committee to help our district pass Measure T, a 9-year parcel tax to provide a stable source funding to our district, as well as Measure E to help renew a parcel tax for the Jefferson Union High School District which will serve our students in high school. I have been a volunteer and participant with the American Cancer Society's Relay for Life since high school and was the Event Co-Chair for the Relay For Life of Daly City for two years. I have also served as a scorekeeper and assistant basketball coach at Marjorie H. Tobias Elementary School for the past two years, and have volunteered in countless events at local schools and throughout the community.

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

The biggest challenges I see facing governing boards across Region 5 are lobbying for consistent education funding from the state for our schools, ensuring our schools remain a safe learning environment for our students, expanding technology in the classroom to promote future career professions and tackling teacher shortages affecting districts across the county and state.

I believe it is the role of the CSBA Delegate Assembly to formulate policies and bring together best practices for how districts, small and large, rural and urban, can address some of these challenges facing governing boards. CSBA can become a much stronger organization when board members from across our county and state have a true conversation on tackling and addressing these issues, rather than to simply let them go unaddressed. I believe I can contribute to the conversation by learning and hearing from board members across Region 5 to ensure their voices are heard loudly and clearly.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: _____ *Date:* 1/2/17

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Name: Kevin Martinez — CSBA Region-subregion #: 5/B

District or COE Name: San Bruno Park ESD — Years on board: 10

Profession: Systems Programmer — Contact Number: (650) 589-1657 — E-mail: kevinm460@gmail.com

Are you a continuing Delegate? ■ Yes ☐ No If yes, how long have you served as a Delegate? 7 years

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

Along with fellow school board members, I'm keenly aware of the challenges each board faces in meeting the needs of our precious students. Funding inadequacy confronts virtually every district, at the same time that the region becomes unaffordable to our families, teachers, and staff. I've witnessed the effects of the bust/boom cycles in the state and within the region and have joined board members throughout the County in searching for solutions and advocating for even adeaquacy, while our schools truly work for excellence. CSBA is well-positioned to provide programs and services to districts but needs thoughtful input and perspective to tailor programs to members and advocacy to state policymakers. I hope to be given the opportunity to contribute to those efforts as an experienced and discerning board member and delegate.

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

Since joining the San Bruno Park School Board, Ive been active in our San Mateo County School Boards Association, now as its Treasurer. I've witnessed truly inspirational board and community service among board members in our cunty and have welcomed the opportunity to share perspectives, including as a frequent program reviewer for our Kent Awards and CSBA's Golden Bell Awards, which highlight innovative and inspiration programs in our midst. In participating in CSBA Legislative Action and Board Member Action Day events, I've been able to share our concerns to local lawmakers, and I've served on the CSBA Legislative Committee for two years. I've been honored to share with the CSBA Delegate Assembly my own perspectives of the challenges we face in San Mateo County, particularly as CSBA refines the services it provides to our governance teams and the organization's advocacy on our behalf.

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

Just following the time funding for school districts collapsed during the recession and many of our districts cut valuable programs and laid off or held off needed compensation to our teachers and staffs, the cyclical boom has affected basic affordability, as well as the availability of newer teachers. Advocating for adequate funding for school districts and for state policies takes each of our voices, but can be effectively driven statewide by CSBA. Funding inadequacy is at the heart of so many issues, just expressed most recently and acutely in the teacher shortage and disaffection.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: _____ *Date:* 01/05/2017

CABRILLO UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM

BOARD MEETING DATE: February 16, 2017

☒ **ACTION**
☐ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 15.b

BOARD AGENDA ITEM: Approve Cabrillo Unified School District Governing Board Policy Updates and Adopt the Proposed Revisions as Recommended by the California School Boards Association

DEPARTMENT: Governing Board

CONTACT PERSON: Jane Yuster, Superintendent
John Corry, Assistant Superintendent, Personnel and Pupil Services
Joy Dardenelle, Assistant Superintendent, Curriculum and Instruction
Crystal Leach, Chief Business Officer

BACKGROUND INFORMATION:

The Cabrillo Unified School District (CUSD) participates in the California School Boards Association's (CSBA) *Policy Online and Manual Maintenance Service.* One important component of this optional service is that participating districts receive a quarterly "*Policy Maintenance Report*" to help keep Board policies up to date and fully compliant. Most often, the proposed changes are mandate-driven. In such instances, staff will suggest that the Board waive additional readings and adopt the suggested revisions en masse and via consent. In those instances, when a quarterly maintenance review indicates: 1) a need for a change in a policy that provides optional courses of action or 2) the need for a new policy to address a particular issue, staff will suggest that the Board engage in a first and second reading of the document prior to considering policy adoption.

REPORT/PROPOSAL:

This month, BP 3515.2, BP 4030, BP 5111.1, BP 5141, with minor revision to BP 4112.21, BP 4117.13, BP 4119.11, BP 5117, are provided for adoption. These Board policies have been reviewed by appropriate staff and are submitted for your consideration. Staff has further concluded that the proposed revisions reflect new mandates and/or additional CSBA suggested wordsmithing that could be considered for adoption under action items. These policies are included in this Board packet for review and consideration of action.

FINANCIAL IMPACT:

There is no financial impact to the General Fund.

RECOMMENDATION:

Approve Cabrillo Unified School District Governing Board Policy updates and adopt the proposed revisions as recommended by the California School Boards Association.

Note: Descriptions below identify major/minor revisions made in CSBA's sample Board policies. Editorial changes have also been made.

BP/AR 3515.2 - Disruptions
(BP/AR revised)

Policy updated to add optional components that may be addressed in district plans to prevent or respond to disruptions. Material on gun-free school zones deleted since possession of firearms and/or ammunition on school grounds is now addressed in BP 3515.7 - Firearms on School Grounds. Regulation updated to authorize the principal or designee to remove from school grounds or a school activity any person who threatens the immediate physical safety of a student, staff, or others. Regulation also reflects law allowing a person who has been directed to leave school facilities to reenter a location where the superintendent's or board's office is located for the purpose of filing an appeal.

BP/AR 4030 - Nondiscrimination in Employment
(BP revised; AR added)

Policy updated to reflect the mandate to adopt policy necessary to implement the state's nondiscrimination laws. Policy also updated to reflect **NEW LAW** (AB 987) which prohibits districts from retaliating or otherwise discriminating against a person for requesting accommodation of his/her disability or religious beliefs, regardless of whether the accommodation request was granted. New regulation includes the designation of the district's coordinator for nondiscrimination in employment, addresses measures to prevent employment discrimination and harassment, and incorporates complaint procedures and material on other remedies formerly in AR 4031 - Complaints Concerning Discrimination in Employment.

BP/AR 5111.1 - District Residency
(BP added; AR revised)

New policy reflects **NEW LAW** (AB 1101) which mandates any district that elects to conduct investigations of students' residency to adopt policy with specified components, including (1) the circumstances under which the district may initiate an investigation; (2) the investigatory methods that may be used, including whether the district may use the services of a private investigator; (3) a prohibition against surreptitious photographing or video-recording of students who are being investigated; and (4) an appeals process. Policy also contains material formerly in AR re: enrollment not requiring district residency. Regulation updated to reflect **NEW LAW** (SB 200 and AB 224) which provides that a student will be deemed to meet residency requirements if his/her parent/guardian lives with the student in the place of his/her employment within district boundaries at least three days during the school week. Regulation also contains material formerly in AR 5111.12 - Residency Based on Parent/Guardian Employment authorizing districts to grant residency status to students whose parent/guardian is employed within district boundaries for at least 10 hours during the school week (Allen bill transfers), and reflects provisions of SB 200 and AB 224 which provide that this option will sunset July 1, 2017 unless further legislation is passed.

BP/AR 5141 - Health Care and Emergencies
(BP/AR revised)

Policy and regulation updated to reflect **NEW LAW** (SB 658) which requires the principal of any school that has an automated external defibrillator (AED) to annually provide employees with information on sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED and which eliminates the requirement that the principal designate the trained employees who will be available to respond to an emergency that may involve the use of an AED. Regulation also reflects provisions of SB 658 which require the district to notify the local emergency medical services agency regarding the existence, location, and type of AED acquired, require that instructions on how to use the AED be posted next to every AED, and reduce the inspection requirements to once every 90 days.

MINOR POLICY REVISIONS

BP 4112.21 - Interns
Delete 6th paragraph to reflect repeal of 20 USC 6319 pursuant to the Every Student Succeeds Act (P.L. 114-95), as follows:

~~An intern may be assigned to teach core academic subjects, as defined in law, if he/she meets the definition of a "highly qualified" teacher adopted by the State Board of Education. (20 USC 6319, 7801; 5 CCR 6100-6112)~~

~~*(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)*~~

BP 4117.13/4317.13 - Early Retirement Option
In section "Two Years of Service Credit Retirement Incentive," revise 3rd paragraph to reflect repeal of 20 USC 6319 pursuant to the Every Student Succeeds Act (P.L. 114-95), as follows:

The Board may also consider the impact of the early retirement option on the staffing needs of district schools ~~and the ability to satisfy federal requirements for highly qualified teachers pursuant to 20 USC 6319~~.

~~*(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)*~~

BP 4119.11/4219.11/4319.11 - Sexual Harassment
Revise 6th paragraph to change cite to administrative regulation containing procedures for employee complaints of sexual harassment from AR 4031 to AR 4030, as follows:

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment **AR 4030 - Nondiscrimination in Employment**. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

BP 5117 - Interdistrict Attendance

Add new paragraph at the end of the BP to reflect Education Code 48301, as amended by AB 306 (Ch. 771, Statutes of 2015), as follows:

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district to a school district of choice, if the other school district approves the application for transfer. (Education Code 48301)

(cf. 6173.2 - Education of Children of Military Families)

Cabrillo USD
Board Policy
Disruptions

BP 3515.2
Business and Noninstructional Operations

The Governing Board is committed to providing a safe and orderly environment for students, staff, and others on district property or while engaged in school activities.

The Superintendent or designee shall remove any individual who, by his/her presence or action, disrupts or threatens to disrupt normal operations at a school campus or any other district facility, threatens the health or safety of anyone on district property, or causes or threatens to cause damage to district property or to any property on school grounds.

(cf. 1250 - Visitors/Outsiders)
(cf. 3515 - Campus Security)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4158/4258/4358 - Employee Security)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131.4 - Student Disturbances)

The Superintendent or designee shall establish a plan describing staff responsibilities and actions to be taken when an individual is causing or threatening to cause a disruption. The plan shall address, as appropriate, visitor registration procedures; campus security measures; evacuation procedures; lock-down procedures; possible responses to an active shooter situation; communications within the school and with parents/guardians, law enforcement, and the media in the event of an emergency; and crisis counseling or other assistance for students and staff after a disruption. In developing such a plan, the Superintendent or designee shall consult with law enforcement to create guidelines for law enforcement support and intervention when necessary.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.3 - District Police/Security Department)
(cf. 3515.7 - Firearms on School Grounds)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee shall provide training to school staff on how to identify and respond to actions or situations that may constitute a disruption.

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

Any employee who believes that a disruption may occur shall immediately contact the principal. The principal or designee shall notify law enforcement in accordance with Education Code 48902 and 20 USC 7151 and in other situations, as appropriate.

Legal Reference:
EDUCATION CODE
32210 Willful disturbance of public school or meeting, misdemeanor

32211 Threatened disruption or interference with classes; misdemeanor
35160 Authority of governing boards
44810 Willful interference with classroom conduct
44811 Disruption of classwork or extracurricular activities
48902 Notification of law enforcement authorities
51512 Prohibited use of electronic listening or recording device
PENAL CODE
243.5 Assault or battery on school property
415.5 Disturbance of peace of school
626-626.11 Schools, crimes, especially:
626.7 Failure to leave campus or facility; wrongful return; penalties; notice; exceptions
626.8 Disruptive presence at schools
626.81 Misdemeanor for registered sex offender to come onto school grounds
626.85 Misdemeanor for specified drug offender presence on school grounds
626.9 Gun Free School Zone Act
627-627.10 Access to school premises
653b Loitering about schools or public places
12556 Imitation firearms
30310 Prohibition against ammunition on school grounds
UNITED STATES CODE, TITLE 20
7151 Gun-Free Schools Act
COURT DECISIONS
Reeves v. Rocklin Unified School District, (2003) 109 Cal.App.4th 652
In Re Joseph F., (2000) 85 Cal.App.4th 975
In Re Jimi A., (1989) 209 Cal.App.3d 482
In Re Oscar R., (1984) 161 Cal.App.3d 770
ATTORNEY GENERAL OPINIONS
79 Ops.Cal.Atty.Gen. 58 (1996)

Management Resources:
CSBA PUBLICATIONS
911! A Manual for Schools and the Media During a Campus Crisis, 2001
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Guide for Developing High-Quality School Emergency Operations Plans, 2013
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss
U.S. Department of Education: http://www.ed.gov

Policy: 3515 **CABRILLO UNIFIED SCHOOL DISTRICT**
Adopted: December 11, 2008 **Half Moon Bay, California**
Revised: February 16, 2016

Cabrillo USD
Board Policy
Nondiscrimination In Employment

BP 4030
Personnel

The Governing Board is determined to provide district employees, interns, volunteers, and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. This policy shall apply to all district employees and, to the extent required by law, to interns, volunteers, and job applicants.

(cf. 1240 - Volunteer Assistance)
(cf. 4111/4211/4311 - Recruitment and Selection)

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

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

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment

2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training

(cf. 4151/4251/4351 - Employee Compensation)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:

a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status

(cf. 4033 - Lactation Accommodation)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

b. Religious creed discrimination based on an employee's religious belief or observance, including his/her religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement.

c. Disability discrimination based on a district requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

d. Disability discrimination based on the district's failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee, to determine effective reasonable accommodations for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition

(cf. 4032 - Reasonable Accommodation)

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

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

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who reports such incidents from retaliation.

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

In addition, the Superintendent or designee shall post, in a conspicuous place on district premises, the California Department of Fair Employment and Housing publication on workplace discrimination and harassment issued pursuant to 2 CCR 11013.

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

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

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
CIVIL CODE
51.7 Freedom from violence or intimidation
GOVERNMENT CODE
11135 Unlawful discrimination
11138 Rules and regulations
12900-12996 Fair Employment and Housing Act
PENAL CODE
422.56 Definitions, hate crimes
CODE OF REGULATIONS, TITLE 2
11006-11086 Discrimination in employment
11013 Recordkeeping
11019 Terms, conditions and privileges of employment
11023 Harassment and discrimination prevention and correction
11024 Sexual harassment training and education
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1681-1688 Title IX of the Education Amendments of 1972
UNITED STATES CODE, TITLE 29
621-634 Age Discrimination in Employment Act
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age discrimination in federally assisted programs
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 34
100.6 Compliance information
104.7 Designation of responsible employee for Section 504
104.8 Notice
106.8 Designation of responsible employee and adoption of grievance procedures
106.9 Dissemination of policy
110.1-110.39 Nondiscrimination on the basis of age
COURT DECISIONS
Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863
Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:
CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS
California Law Prohibits Workplace Discrimination and Harassment, December 2014
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Notice of Non-Discrimination, August 2010
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS
Questions and Answers: Religious Discrimination in the Workplace, 2008
New Compliance Manual Section 15: Race and Color Discrimination, April 2006
Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999
WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr
U.S. Equal Employment Opportunity Commission: http://www.eeoc.gov

Policy: 4030 **CABRILLO UNIFIED SCHOOL DISTRICT**
Adopted: December 11, 2008 **Half Moon Bay, California**
Revised: May 31, 2012
Revised: February 12, 2013
Revised: February 16, 2017

Cabrillo USD
Board Policy
Students

BP 5111.1
DISTRICT RESIDENCY

The Governing Board desires to admit all students who reside within district boundaries or who fulfill the district residency requirements through other means as allowed by law. The Superintendent or designee shall develop procedures to facilitate the receipt and verification of students' proof of residency.

(cf. 5116 - School Attendance Boundaries)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)
(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record. (5 CCR 432)

(cf. 5111 - Admission)
(cf. 5125 - Student Records)

When establishing a student's residency for enrollment purposes, the Superintendent or designee shall not inquire into a student's citizenship or immigration status.

A student's enrollment may be denied when the submitted documentation is insufficient to establish district residency. In any such case, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

Investigation of Residency

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency. (Education Code 48204.1, 48204.2)

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in the district. (Education Code 48204.2)

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view. (Education Code 48204.2)

Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. (Education Code 48204.2)

Appeal of Enrollment Denial

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student's enrollment in the district, he/she shall provide the student's parent/guardian an opportunity to appeal that determination. (Education Code 48204.2)

The Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for the district's determination. This notice shall also inform the parent/guardian that he/she may, within 10 school days, appeal the decision and provide new evidence of residency.

The burden shall be on the parent/guardian to show why the district's determination to deny enrollment should be overruled. (Education Code 48204.2)

A student who is currently enrolled in the district shall be allowed to remain in attendance at his/her school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless his/her appeal is successful.

In an appeal to the Superintendent of a determination that district residency requirements were not met, the Superintendent shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision within 10 school days of receipt of the parent/guardian's request for the appeal. The Superintendent's decision shall be final.

Enrollment Not Requiring District Residency

When approved by the Board and the appropriate agency, the district may enroll students from other countries who are in the United States on an F-1 visa or are participating in an international exchange program under the sponsorship of a government-approved agency.

(cf. 5111.2 - Nonresident Foreign Students)
(cf. 6145.6 - International Exchange)

The district may enroll a nonresident student living in an adjoining state or foreign country in accordance with Education Code 48050-48052.

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

(cf. 6178.2 - Regional Occupational Center/Program)

Legal Reference:

EDUCATION CODE
220 Prohibition of discrimination
35160.5 Intradistrict open enrollment
35351 Assignment of students to particular schools
46600-46611 Interdistrict attendance permits
48050-48054 Nonresidents
48200-48208 Compulsory education law, especially:
48204 Residency requirements
48204.1-48204.2 Evidence of residency
48300-48316 Student attendance alternatives, school district of choice program
48350-48361 Open Enrollment Act transfers
48852.7 Education of homeless students; immediate enrollment
48853.5 Education of foster youth; immediate enrollment
48980 Notifications at beginning of term
52317 Regional occupational program, admission of persons including nonresidents
FAMILY CODE
6550-6552 Caregivers
GOVERNMENT CODE
6205-6210 Confidentiality of residence for victims of domestic violence
CODE OF REGULATIONS, TITLE 5
432 Retention of student records
UNITED STATES CODE, TITLE 42
11431-11435 McKinney-Vento Homeless Assistance Act
COURT DECISIONS
Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Management Resources:

CSBA PUBLICATIONS
Legal Guidance Regarding International Student Exchange Placement Organizations, April 2014
OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, 2012
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
California Secretary of State, Safe at Home Program: http://www.sos.ca.gov/safeathome
U.S. Department of Education, Office for Civil Rights: http://www2.ed.gov/ocr

Cabrillo USD

Board Policy

Health Care And Emergencies

BP 5141
Students

The Governing Board recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health, or welfare of a student at school or during school-sponsored activities.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.22 - Infectious Diseases)
(cf. 5142 - Safety)

The Superintendent or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible when student accidents and injuries occur and that parents/guardians are notified as appropriate.

(cf. 3530 - Risk Management/Insurance)
(cf. 5143 - Insurance)
(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall ask parents/guardians to provide emergency contact information in order to facilitate communication in the event of an accident or illness.

District staff shall appropriately report and document student accidents.

"Do Not Resuscitation" Orders

The Board believes that staff members should not be placed in the position of determining whether or not to follow any parental or medical "do not resuscitate" orders. Staff shall not accept or follow any such orders except under the specific written direction of the Superintendent or designee. The Superintendent or designee may only direct a staff member to follow a "do not resuscitate" order if he/she has received a written parent/guardian authorization, with an authorized health care provider statement, and an order of an appropriate court.

The Superintendent or designee shall ensure that parents/guardians who have submitted a "do not resuscitate" order are informed of this policy
Automated External Defibrillators

The Board authorizes the Superintendent or designee to place automated external defibrillators (AEDs) at designated school sites for use by school employees in an emergency.

The Superintendent or designee shall develop guidelines for employees regarding these devices and shall ensure that employees receive information that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. The guidelines shall also specify the placement, security, and maintenance of the AED.

The authorization of AEDs in district schools shall not be deemed to create a guarantee that an AED will be present or will be used in the case of an emergency, or that a trained employee will be present and/or able to use an AED in an emergency, or that the AED will operate properly.

Legal Reference:
EDUCATION CODE
32040-32044 First aid equipment
49300-49307 School safety patrols
49407 Liability for treatment
49408 Emergency information
49409 Athletic events; physicians and surgeons; emergency medical care; immunity
49417 Automated external defibrillators
49470 Medical and hospital services for athletic program
49471 Medical and hospital services not provided or available
49472 Medical and hospital services for pupils
49474 Ambulance services
51202 Instruction in personal and public health and safety
CIVIL CODE
1714.21 Defibrillators; CPR; immunity from civil liability
FAMILY CODE
6550-6552 Caregivers
HEALTH AND SAFETY CODE
1797.196 Automated external defibrillators, immunity from civil liability
1797.200 Emergency medical services agency
1799.102 Personal liability immunity
CODE OF REGULATIONS, TITLE 8
5193 California Bloodborne Pathogens Standard
CODE OF REGULATIONS, TITLE 22
100031-100042 Automated external defibrillators

Management Resources:
WEB SITES
American Heart Association: http://www.americanheart.org
American Red Cross: http://www.redcross.org
California Department of Health Care Services: http://www.dhcs.ca.gov

Policy: 5141 **CABRILLO UNIFIED SCHOOL DISTRICT**
Adopted: December 11, 2008 **Half Moon Bay, California**
Revised: February 16, 2017

Cabrillo USD
Board Policy
Interns

BP 4112.21

Personnel

The district may employ interns as necessary to fulfill the need for sufficient instructional staff and to provide future teachers an opportunity to link teaching theory with practice in order to meet state credentialing requirements. In addition, the district may employ teachers who already possess a preliminary or clear credential and are pursuing a credential in a different specialization as interns for positions that require such other credential.

(cf. 4112.2 - Certification)
(cf. 4112.22 - Staff Teaching English Language Learners)
(cf. 4112.23 - Special Education Staff)

The district may enter into partnership agreements with one or more approved teacher preparation programs sponsored by colleges or universities and/or may provide a district intern program with approval of the Commission on Teacher Credentialing (CTC). Any intern program in which the district participates shall be aligned with the preconditions and program standards adopted by the CTC.

The Superintendent or designee shall make reasonable efforts to recruit an intern from an approved program within the region whenever a teacher with a preliminary or clear credential is not available for a position requiring certification. (Education Code 44225.7)

(cf. 4111/4211/4311 - Recruitment and Selection)

The Superintendent or designee shall ensure that any intern employed by the district possesses an appropriate intern credential and is adequately prepared for the responsibilities of the position.

An intern may be assigned to provide the same service as a holder of a regular multiple subject, single subject, or education specialist credential in accordance with the authorizations and grade/age level specified on the intern credential. (Education Code 44454, 44325, 44326, 44830.3)

(cf. 4113 - Assignment)

Terms of employment for interns shall be consistent with law and the district's collective bargaining agreement, as applicable.

(cf. 4116 - Probationary/Permanent Status)
(cf. 4141/4241 - Collective Bargaining Agreement)

Interns shall receive intensive, structured supervision and ongoing support by qualified personnel in order to enhance their instructional skills and knowledge. The Superintendent or designee shall ensure that district staff serving as supervisors, mentor teachers, or other support providers receive appropriate training to fulfill their responsibilities and that they maintain frequent communication with the interns they are assigned to assist.

(cf. 4131 - Staff Development)
(cf. 4131.1 - Teacher Support and Guidance)

Interns shall be provided with ongoing feedback regarding their performance and shall be formally evaluated in accordance with Board policy and the district's collective bargaining agreement.

(cf. 4115 - Evaluation/Supervision)

Upon receiving notification from the Superintendent or designee that an intern has successfully completed the program, the Governing Board may recommend to the CTC that the intern be awarded a preliminary credential. (Education Code 44328, 44468, 44830.3)

The Board may regularly evaluate the effectiveness of the intern program(s) to determine whether changes are needed in the support and/or assignment of interns. The Board's evaluation may be based on a report by the Superintendent or designee, including, but not limited to, data on student performance in classes taught by interns, feedback from interns and supervisors, and the number of interns who successfully complete the program and obtain general education or education specialist credentials.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE
300-340 English language education for immigrant children
44225 Credentials, responsibilities of Commission on Teacher Credentialing
44225.7 Priority for hiring fully prepared teacher
44253.3-44253.4 Certificate to provide services to English learners
44253.10 Qualifications to provide specially designed academic instruction in English
44259 Minimum requirements for teaching credential
44314 Diversified or liberal arts program
44321 CTC approval of intern programs
44325-44328 District interns
44339-44341 Teacher fitness
44450-44468 Teacher Education Internship Act of 1967 (university interns)
44830.3 Employing district interns
44885.5 District interns classified as probationary employees
CODE OF REGULATIONS, TITLE 5
6100-6126 No Child Left Behind teacher requirements
80021.1 Provisional internship permit
80033 Intern teaching credential
80055 Intern credential, extension for extenuating circumstances
UNITED STATES CODE, TITLE 20
6319 Highly qualified teachers
7801 Definitions, highly qualified teacher
7801 Note Applicability of federal regulation defining interns as highly qualified teachers
COURT DECISIONS
Renee v. Duncan, 686 F.3d 1002 (2012)

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
CL-840 Early Completion Option
SB 2042 Multiple Subject and Single Subject Preliminary Credential Program Standards, rev. February 2014
Intern Preservice, Support and Supervision Requirements: Preparation to Teach English Learners, Program Sponsor Alert 13-06, June 3, 2013
Education Specialist Teaching and Other Related Services Credential Program Standards, rev. May 2013
California Standards for the Teaching Profession, October 2009
Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013
Administrator's Assignment Manual, 2008

Management Resources: (continued)

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS (continued)
Preparation of Intern Credential Holders Prior to Service as Teacher of Record as an Intern, Coded Correspondence 08-03, March 3, 2008
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Improving Teacher Quality State Grants, rev. October 5, 2006
WEB SITES
CSBA: http://www.csba.org
Commission on Teacher Credentialing, Interns: http://www.ctc.ca.gov/educator-prep/intern
U.S. Department of Education: http://www.ed.gov

Policy: 4112.21
Adopted: February 12, 2009
Revised: March 12, 2015
Revised: February 16, 2017

CABRILLO UNIFIED SCHOOL DISTRICT
Half Moon Bay, California

Cabrillo USD
Board Policy
Early Retirement Option

BP 4117.13
Personnel

When it is beneficial to the district, the Governing Board may offer certificated employees the option to retire early in accordance with law.

Two Years of Service Credit Retirement Incentive

As an incentive to early retirement for certificated employees participating in the State Teachers' Retirement System (STRS), the Board may offer such employees an additional two years of service credit. (Education Code 22714, 44929)

Before taking formal action to approve this service incentive, the Board shall determine that encouraging early retirement would be in the best interest of the district due to the curtailment of services or changes in the manner in which services are performed and that the retirement will result in a net savings to the district. The Board shall demonstrate and certify to the County Superintendent of Schools that the formal action taken would result in a net savings to the district. (Education Code 22714, 44929)

The Board may also consider the impact of the early retirement option on the staffing needs of district schools.

To be eligible for the two years of service credit option, the employee must have five or more years of service credit and must retire during a period of 60 to 120 days after the Board takes formal action to implement the option. (Education Code 22714)

In providing the early retirement option, the district shall meet all conditions as specified in Education Code 22714 and 44929.

Two + Two Retirement Incentive: 2 Years of Service Credit + 2 Years of Age Credit

As an incentive to early retirement for certificated employees participating in the State Teachers' Retirement System, the Board may offer an additional two years of service credit and two years of age credit to employees who retire within the "window period" established by the Board in a Memorandum of Understanding or by Board action prior to January 1, 2005 pursuant to repealed Education Code 22714.5.

Legal Reference:
EDUCATION CODE
22714 Service credit under STRS; additional two years
44929 Service credit under STRS; additional two years
UNITED STATES CODE, TITLE 20
6319 Highly qualified teachers
COURT DECISIONS
United Teacher of Los Angeles v. Los Angeles Unified School District (1994) 24 Cal.App. 4th 1510

Management Resources:
CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM PUBLICATIONS
Retirement Incentive Program, Frequently Asked Questions
WEB SITES
California State Teachers' Retirement System: http://www.calstrs.com

Policy: 4117.136 **CABRILLO UNIFIED SCHOOL DISTRICT**
Adopted: December 11, 2008 **Half Moon Bay, California**
Revised: February 16, 2017

Cabrillo USD
Board Policy
Sexual Harassment

BP 4119.11
Personnel

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)

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

1. Providing training to employees in accordance with law and administrative regulation

2. Publicizing and disseminating the district's sexual harassment policy to staff

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

3. Ensuring prompt, thorough, and fair investigation of complaints

4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

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

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

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

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
GOVERNMENT CODE
12900-12996 Fair Employment and Housing Act, especially:
12940 Prohibited discrimination
12950.1 Sexual harassment training
LABOR CODE
1101 Political activities of employees
1102.1 Discrimination: sexual orientation
CODE OF REGULATIONS, TITLE 2
7287.8 Retaliation
7288.0 Sexual harassment training and education
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments
CODE OF FEDERAL REGULATIONS, TITLE 34
106.9 Dissemination of policy
COURT DECISIONS
Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026
Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275
Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257
Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989
Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998
Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:
OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL
Protecting Students from Harassment and Hate Crime, January, 1999
WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
Equal Employment Opportunity Commission: http://www.eeoc.gov
U.S. Department of Education, Office for Civil Rights:
http://www.ed.gov/about/offices/list/ocr/index.html

Policy: 4119.11 **CABRILLO UNIFIED SCHOOL DISTRICT**
Adopted: December 11, 2008 **Half Moon Bay, California**
Revised: February 16, 2017

Cabrillo USD

Board Policy

Interdistrict Attendance

BP 5117
Students

The Governing Board recognizes that parents/guardians of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district.

(cf. 0520.3 - Title I Program Improvement Districts)
(cf. 5111.1 - District Residency)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5118 - Open Enrollment Act Transfers)

Interdistrict Attendance Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Because the district admits students in accordance with the school district of choice program, the Superintendent or designee shall not admit students based on individual interdistrict attendance permits pursuant to Education Code 46600-46611 except under extraordinary circumstances.

The Superintendent or designee shall maintain a record of requests for admittance that contains all of the following: (Education Code 48313)

1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial

2. The number of students transferred out of and transferred into the district pursuant to this program

3. The race, ethnicity, gender, self-reported socio-economic status, and the district of residence for each student in item #2 above

4. The number of students in item #2 above who are classified as English learners or students with disabilities

The Superintendent or designee shall report to the Board, at a regularly scheduled meeting, the information specified in items #1-4 above. By May 15 of each year, the Superintendent or designee shall provide the same information, as well as information regarding the district's status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, the California Department of Education, and the Department of Finance. (Education Code 48313)

The report to the Board and other agencies shall also include a summary of audit exceptions, if any, resulting from the compliance review of components of the district of choice program conducted as part of the annual district audit. (Education Code 48301, 48313)

Transportation

The district shall not provide transportation beyond any school attendance area.

Limits on Student Transfers Out of the District to a School District of Choice

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

(cf. 3100 - Budget)
(cf. 3460 - Financial Reports and Accountability)

The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301)

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district to a school district of choice, if the other school district approves the application for transfer. (Education Code 48301)

(cf. 6173.2 - Education of Children of Military Families)

Legal Reference:
EDUCATION CODE
41020 Annual district audits
46600-46611 Interdistrict attendance agreements
48204 Residency requirements for school attendance
48300-48316 Student attendance alternatives, school district of choice program
48350-48361 Open Enrollment Act
48900 Grounds for suspension or expulsion; definition of bullying
48915 Expulsion; particular circumstances
48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures
48980 Notice at beginning of term
52317 Regional occupational center/program, enrollment of students, interdistrict attendance
ATTORNEY GENERAL OPINIONS
87 Ops.Cal.Atty.Gen. 132 (2004)
84 Ops.Cal.Atty.Gen. 198 (2001)
COURT DECISIONS
Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234
Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:
CSBA PUBLICATIONS
Transfer Law Comparison, Fact Sheet, March 2011
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov

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CABRILLO UNIFIED SCHOOL DISTRICT
Half Moon Bay, California