

Agenda
BIGGS UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
BOARD ROOM – 300 B Street
October 12, 2022
6:30 p.m. Closed Session
7:00 p.m. Open Session

District LCAP Goals

- ❖ Goal 1 – Biggs Unified will provide conditions of learning that will develop College and Career Ready students. Priority 1, 2 and 7.
- ❖ Goal 2 – Biggs Unified will plan programs, develop plans, and provide data from assessments that will maximize pupil outcomes. Priority 4 and 8.
- ❖ Goal 3 – Biggs Unified will promote students engagement and a school culture conducive to learning. Priority 3, 5 and 6.

OPEN SESSION

- 1. CALL TO ORDER**

- 2. ROLL CALL**

- 3. PLEDGE OF ALLEGIANCE**

- 4. APPROVAL OF AGENDA**

- 5. APPROVAL OF MINUTES**

- Pgs. 4-7 A. September 14, 2022 Regular Board Minutes
Pgs. 8-9 B. September 20, 2022 Special Board Minutes

CLOSED SESSION

1. Public Employment Appointment of Personnel as listed under “Personnel Action” below; Pursuant to Government Code Section 54957
2. Classified, Certificated, Classified Confidential, and Management Personnel Discipline, Dismissal and/or Release; Pursuant to Government Code Section 54957
3. Public Employee Performance Evaluation of Classified, Certificated, Classified Confidential, Management and Superintendent; Pursuant to Government Code Section 54957
4. Litigation; Pursuant to Government Code Section 54956.9
5. Instructions to Board Negotiators, Superintendent and Board Member; Pursuant to Government Code Section 54957.6(a)

If Closed Session is not completed before 7:00 p.m., it will resume immediately following the open session/regular meeting.

RECONVENE TO OPEN SESSION

- 1. ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION**

- 2. PARENT ASSOCIATIONS REPORTS**

- 3. CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS**

- 4. STUDENT REPRESENTATIVE REPORT**
 - A. ASB
 - B. FFA
 - C. STUDENT RECOGNITION

5. PUBLIC COMMENT

Anyone wishing to address the Board on items on or off the agenda may do so at this time. No action may be taken on items that are not listed as Action Items. Comments are limited to 3-5 minutes and 20 minutes each subject matter.

6. REPORTS (Pursuant to the Brown Act: Gov. Code 854950 et.seq. - Reports are limited to announcements or brief descriptions of individual activities)

- A. ELEMENTARY SCHOOL PRINCIPAL'S REPORT:
- B. HIGH SCHOOL PRINCIPAL'S REPORTS
- C. M/O/T AND FOOD SERVICE REPORT:
- D. SUPERINTENDENT'S REPORT:
- E. BOARD MEMBER REPORTS:

7. CONSENT AGENDA

All matters listed under the Consent Agenda are routine and will be acted upon by one motion and vote. If an item needs further clarification and/or discussion, it may be removed from the Consent portion of the agenda and then be acted upon as a separate item.

- Pg. 10 A. Approve Inter-district Agreement Request(s) for the 2022-2023 school year

8. ACTION ITEMS

- A. Approve 8 hour/day Secretary position at Biggs High School
- Pgs. 11-13 B. Approve LCAP Local Indicators
- Pgs. 14-18 C. Adopt the Following New or Updated Board Policies (BP), Admin. Regulations (AR) and Exhibits (E):
 - BP 4030- Personnel – Nondiscrimination in Employment - update
 - BP/AR 4118- Personnel – Dismissal/Suspension/Disciplinary Action - update
 - BP 4119.1/4219.1/4319.1- Personnel – Civil and Legal Rights - update
 - BP 4140/4240/4340 - Personnel –Bargaining Units - update
 - AR 4161.2/4261.2/4361.2 - Personnel – Personal Leave - update
 - AR 4161.5/4261.5/4361.5 - Personnel – Military Leave - update
 - BP 4216 - Personnel – Probationary/Permanent Status - update
 - BP/AR 4218 - Personnel – Dismissal/Suspension/Disciplinary Action - update
 - BP 4218.1 - Personnel – Dismissal/Suspension/Disciplinary Action (Merit System) - update
 - BP 6146.1 – Instruction – High School Graduation Requirements – update
 - AR 6146.1 – Instruction – High School Graduation Requirements – Delete
 - BP/AR 6146.1 – Instruction – Independent Study – update
 - BP 6164.2 – Instruction – Guidance/Counseling Services – update
 - BP/AR 6178 – Instruction – Career Technical Education – update
 - BP7110 – Facilities – Facilities Master Plan – update
 - BP/AR 7150 – Facilities – Site Selection and Development – update
 - BB9100 – Board Bylaw – Organization - update
- D. Approve Updated Safety Plans for BES, RES, and BHS – (*Under separate cover*)

9. PERSONNEL ACTION

- A. Approve Hiring of Lindsey Hunter as a Substitute Teacher for the 2022/2023 school year
- B. Accept resignation of Loretta Long as BHS Secretary effective Sept. 30, 2022
- C. Approve hiring of Loretta Long as Human Resources Director/Administrative Asst. effective October 1, 2022
- D. Approve hiring Jimmy Janda as Bus Driver/Light Maint./Custodian/Grounds –RES effective 10/1/2022
- E. Approve hiring Jorge Castaneda as a nonpaid Assistant Boys Basketball coach for the 2022/2023 season.
- F. Approve Javier Solis as BES Lead Teacher/PBIS/Classroom Support for 2022/23 school year

- G. Approve Justine Speegle as School Site Council Coordinator for the 2022/23 school year.
- H. Accept request to be released from contract by Charity Holliman as teacher at Biggs Elementary effective upon hiring of qualified replacement.
- I. Accept resignation of Rochelle Jones as BHS Secretary/Attendance Clerk effective Sept. 30, 2022
- J. Approve hiring of Rochelle Jones as BHS Secretary effective October 1, 2022
- K. Approve Gina Stephens as Science Camp Teacher for the 2022/23 school year.
- L. Approve hiring Daysi Martinez Verdugo as Custodian/Light Maint./Grounds for BHS effective October 1, 2022

10. INFORMATION ITEMS

11. FUTURE ITEMS FOR DISCUSSION

12. ADJOURNMENT

Notice to the Public: Please contact the Superintendent's Office at 868-1281 ext. 250 should you require a disability-related modification or accommodation in order to participate in the meeting. This request should be received at least 48 hours prior to the meeting in order to accommodate your request.

Minutes
BIGGS UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 14, 2022

OPEN SESSION

CALL TO ORDER – President Phillips called the meeting to order at 6:28 p.m.

ROLL CALL - Board members present: Jonna Phillips, America Navarro and Kathryn Sheppard were present. Dennis Slusser and Linda Brown were not present

PLEDGE OF ALLEGIANCE – President Phillips lead the Pledge of Allegiance.

APPROVAL OF AGENDA

The Board approved the agenda as presented. MSC (Sheppard/Navarro) 3/0/2

Navarro – Aye Brown – Absent Sheppard – Aye Phillips – Aye Slusser – Absent

APPROVAL OF MINUTES

The Board approved the minutes from the August 10, 2022 regular Board meeting as written. MSC (Navarro/Sheppard) 3/0/2

Navarro – Aye Brown – Absent Sheppard – Aye Phillips – Aye Slusser – Absent

The Board adjourned into Closed Session at 6:29 pm

CLOSED SESSION

1. **Public Employment Appointment of Personnel as listed under “Personnel Action” below; Pursuant to Government Code Section 54957**
2. **Classified, Certificated, Classified Confidential, and Management Personnel Discipline, Dismissal and/or Release; Pursuant to Government Code Section 54957**
3. **Public Employee Performance Evaluation of Classified, Certificated, Classified Confidential, Management and Superintendent; Pursuant to Government Code Section 54957**
4. **Instructions to Board Negotiators, Superintendent and Board Member; Pursuant to Government Code Section 54957.6(a)**
5. **Litigation; Pursuant to Government Code Sections 54956.9**

Closed Session was adjourned at 7:05 pm and reconvened to Open Session.

Staff Present: Doug Kaelin, Superintendent; LaQuita Ulrich, Elementary School Principal; Lorelle Mudd, CBO and Donna Cyr, Admin. Assist. & HR Director

ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION – President Phillips announced no action was taken in Closed Session.

PARENT ASSOCIATIONS REPORTS – RPA announced that the annual Spaghetti Feed will be November 5th. This year will be drive through only. There will be raffle drawings. PAWS is working on the annual Fall Carnival. The date will be set for sometime in October.

STUDENT AWARDS

- A. Elementary Students – Principal Ulrich announced all the BES and RES August Student of the Month winners. The students came up and received their award.

- B. High School Students – Principal Kaelin announced the HS Wolverines of the Week for the weeks of August. 29th, September 6th and September 12th. He also announced the winners of the Perfect Attendance for the same weeks. He announced the August Student of the Month winners and the HS has started a Teacher of the Month and Anne Lair was chosen for August.

STUDENT REPORTS

- A. ASB REPORT - Marci Munanui, President reported that ASB is working on many events that are coming up. Homecoming will be the week of October 10 – 14th. The classes are working on parade floats.

- B. FFA REPORT – Addie Scott and Jazmine Ibarra presented the FFA report stating that the Butte County Fair went very well. The FFA Back to School BBQ was successful. They held the Freshmen Green Hand ceremony. FFA is planning many upcoming community events. Planning to go to the Green Hand Leadership conference.

CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS

PUBLIC HEARING

To allow public input on the Resolution regarding Sufficiency of Instructional Materials for 2022/2023

The hearing for the Resolution regarding Sufficiency of Instructional Materials was opened at 7:24 pm. Mr. Kaelin stated that this is an annual public hearing and resolution to state that every pupil has textbooks, instructional material and an electronic device for the school year. There was no public comment. The hearing closed at 7:26 pm.

PUBLIC COMMENT: No public comments

REPORTS:

ELEMENTARY SCHOOL PRINCIPAL'S REPORT:

Principal Ulrich gave the report:

- The enrollment at BES is 337 and RES has 42 students.
- The teachers came back from the UDL conference with a new outlook and new strategies. Made connections with other teachers
- LETRS training – Program for Reading and Spelling. Teacher Holly Perkins said it was going well.
- BES is at the Silver Award level with PBIS. PBIS Schoolwide Spirit Day will be October 28th. Friendly competition.
- Schoolwide Commitment – teachers are on the same page with lesson objective posted and stated three times through the lesson. Student self-regulation and teacher warm welcome and optimistic closing

HIGH SCHOOL PRINCIPAL'S REPORT:

Principal/Superintendent Kaelin gave the report:

- UDL training during articulation. 10 out of 12 teachers attended training in Redding.
- MAP assessment program (English, Math & Science) is starting.
- Fall sports are in full swing. Homecoming is October 14th.
- HS Back to School night is Sept 21st from 6p – 7p
- WASC review has been pushed to April 2023.
- Ag Boosters are having an FFA mural painted on the wall outside of the Ag classroom.
- Athletic Boosters is having a mural painted in the gym and the logo on the back of the press box at the stadium
- Sports Boosters is replacing equipment in the snack bar

M/O/T/, FOOD SERVICE and SUPERINTENDENT'S REPORT:

Superintendent Kaelin gave the report:

- Back filling position for Bus / Custodians. We have two open position for custodians.
- Having bus issues
- Fire Department Inspection – new person did the inspection. Found minor things that needed attention. Nothing major.
- Working on a new CTE Energy grant
- School Safety Plans need reviewed and updated.

BOARD MEMBER REPORTS: Nothing from the Board

CONSENT AGENDA

The Board approved the Consent Agenda Items A - C. MSC (Sheppard/Navarro) 3/0/2

Navarro – Aye Brown – Absent Sheppard – Aye Phillips – Aye Slusser – Absent

- A. Inter-district Agreement Request(s) for the 2022 – 2023 school year
- B. Approve PO Vendor Report from June 21 through September 7, 2022
- C. Approve final year of the multi-year E-rate Management Services Agreement with E-rate Advisors for 2022-2023

ACTION ITEMS

The Board approved Action Items A - J. MSC (Sheppard/Navarro) 3/0/2

Navarro – Aye Brown – Absent Sheppard – Aye Phillips – Aye Slusser – Absent

- A. Adopt Resolution 2022/2023 #1 – Resolution Regarding Sufficiency of Instructional Materials as they relate to the Instructional Materials Funding Realignment Program (IMFRP)
- B. Adopt Resolution 2022/2023 #2 – Resolution Adopting the “Gann” Limit for 2022/2023
- C. Approve Amendments to Adopted 2022 LCAP

BCOE reviewed the District’s LCAP and found a few sections that needed to be amended or clarified. The changes have been made and the document is now being presented for approval. The Superintendent recommends approval.

- D. Approve Agreement between Biggs Unified and Medical Billing Systems Inc. for one year starting 7/1/2022
- E. Approve MOU between Biggs Unified and Butte County Office of Education for ASES (After School Education and Safety) Program.
- F. Approve Revised 2021/24 CCAP Partnership Agreement and 2022/23 CCAP Appendix between Biggs High School and Butte College
- G. Approve MOU between Biggs Unified and Butte County Office of Education for Credentialed Librarian Services for 2022/23 school year.
- H. Approve MOU between Biggs Unified and Butte County Office of Education for UDL Professional Learning and School Leadership support
- I. Adopt district plan for use of \$161,303 Educator Effectiveness Block Grant 2021

Mrs. Mudd, CBO answered some questions from the Board regarding expenditures, Special Ed billbacks and Cafeteria funds. She stated that we are in good shape.

J. Approve Unaudited Actuals for 2021/2022

PERSONNEL ACTION

The Board approved Personnel Action Items A – H. MSC (Navarro/Sheppard) 3/0/2

Slusser – Absent Navarro – Aye Brown – Absent Sheppard – Absent Phillips – Aye

- A. Approve hiring of Scott Perkins as walk-on varsity boys basketball coach for the 22/23 season
- B. Accept resignation of Derek Tanner as Head Grounds/Bus Driver effective 8/31/2022
- C. Accept resignation of Carl Boyd as BHS Light Maintenance/Custodian/Grounds effective Sept. 8, 2022
- D. Approve hiring Alex Wroten as Head Grounds Bus Driver effective 9/1/2022
- E. Accept resignation of Alex Wroten as Bus Driver/Grounds/Custodian effective August 31, 2022
- F. Approve hiring Travis Smith as Bus Driver/Grounds/Custodian effective Sept. 1, 2022
- G. Accept resignation of Travis Smith as RES Bus Driver/Light Maintenance/Custodian effective August 31, 2022
- H. Approve Stipend List for 2022/2023 School Year:

- | | |
|------------------------------|---------------|
| 1. BHS Lead Teacher | Vince Sormano |
| 2. JV Head Boys Basketball | Kameron Smith |
| 3. Academic Decathlon Coord. | Anne Lair |
| 4. CSF Advisor | Cullen Meyer |
| 5. STEM Night Coordinator | Char Locey |
| 6. Student Study Team Coord. | Melissa Green |
| 7. Science Camp Coord. | Gina Stephens |
| 8. Science Camp Teachers | Wendy Hall |
| 9. Red Ribbon Coordinator | Javier Solis |
| 10. Spelling Bee Coordinator | Javier Solis |

INFORMATION ITEMS - no information items.

FUTURE ITEMS FOR DISCUSSION

Mrs. Navarro asked about a plan for the HS to open opportunities for student to see other colleges / universities. There are a couple scholarships out there that our students should know about. She would like to see more out of the counseling office.

Mrs. Philips asked how the dual enrollment program with Butte College was going – asked what the change was in the new contract. Mr. Kaelin said the change was one of the courses was removed (Intro to Interactive Web Design). He stated that there was no movement on the other dual enrollment classes. She asked about the Upward Bound program

ADJOURNMENT – 8:03 p.m.

MINUTES APPROVED AND ADOPTED:

Presiding President

Date

Distribution: Board of Trustees, Superintendent, Elementary School Principal, Financial Officer/Administrative Advisor, BUTA and CSEA Presidents, Student Representative, Student Government Class, Gridley Herald, District Office and Schools for Posting, and Official Record.

**MINUTES – EXPULSION HEARING
BIGGS UNIFIED SCHOOL DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
September 20, 2022**

OPEN SESSION

CALL TO ORDER

President Phillips called the meeting to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE – President Phillips lead the Pledge of Allegiance.

APPROVAL OF AGENDA

The Board approved the agenda as presented. MSCU (Navarro/Brown) 5/0

Navarro – Aye Brown – Aye Sheppard – Aye Phillips – Aye Slusser – Aye

ROLL CALL

Present at hearing: Doug Kaelin, Superintendent
 LaQuita Ulrich, BES Principal
 Student number 2022-23#1
 Mother of student
 Father of student
 Jonna Phillips, President of the Board
 Linda Brown, Vice President of the Board
 America Navarro, Clerk of the Board
 Dennis Slusser, Member of the Board
 Kathryn Sheppard, Member of the Board

CLOSED SESSION

Expulsion of Student Identified by Number 2022-23#1; Pursuant to Education Code 35146 and 48918

Closed Session was opened at 5:01 p.m.

Superintendent Kaelin read the script detailing the expulsion hearing process.

All members of the Board and parents were given a copy of the report. Principal Ulrich read her report of the incident and her recommendation for expulsion. The student and parents gave their report.

The student and parents were asked to leave the room so the Board could deliberate.

After a period of the Board deliberating, a motion was made.

CLOSED SESSION ADJOURNED AT 7:29

ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION:

Mr. Kaelin read the statement “It is the findings of the Biggs Unified School Board that sufficient evidence has been presented that warrant the student be expelled from the Biggs Unified School District for the remainder of the 2022-2023 school year. The Board is suspending the expulsion and is instructing the superintendent to allow the minor student to attend Independent Study and complete a behavior plan for the period of the expulsion. This is the Board’s finding.”

Mr. Kaelin said he will be in contact with the parents within ten (10) days to explain their rights and they can make a decision on where they want to go from there.

PUBLIC COMMENT: There was no public comment

ADJOURNMENT: Meeting adjourned at 7:30 p.m.

MINUTES APPROVED AND ADOPTED:

Presiding President

Date

Distribution: Board of Trustees, Superintendent, Elementary School Principal, Financial Officer/Administrative Advisor, BUTA and CSEA Presidents, Student Representative, Student Government Class, Gridley Herald, District Office and Schools for Posting, and Official Record.

BIGGS UNIFIED SCHOOL DISTRICT

Meeting Date: October 12, 2022

Item Number: 7A
Item Title: Inter-district Agreement Request(s)
Presenter: Doug Kaelin, Superintendent & Donna Cyr, Admin. Assistant/HR Officer
Attachment: None
Item Type: Consent Agenda Action Report Work Session Other:

Background/Comments:

We have received the following interdistrict transfer requests. After reviewing each one with Board Policy and Administration Regulations 5117, we make the following recommendations.

<u>2022-2023 School Year</u>	<u>From:</u>	<u>To:</u>	<u>Action</u>	<u>New/Ongoing:</u>
1. (2 nd grade)	Biggs	Oroville	Release	New
2. (6 th grade)	Biggs	Oroville	Release	New
3. (4 th grade)	Biggs	Chico	Release	New
4. (11 th grade)	Gridley	Biggs	Accept	New
5. (1 st grade)	Gridley	Biggs	Declined	New
6. (11 th grade)	Gridley	Biggs	Declined	New
7. (11 th grade)	Biggs	Gridley	Released	New

Fiscal Impact: We will have a loss of ADA for those outgoing transfer requests and an increase of ADA for those incoming transfer requests.

Recommendation: The Superintendent recommends action as indicated.

Local Indicators

2022-23

State data is not available for some priority areas identified in the Local Control Funding Formula law. For these priority areas, the State Board of Education approved the local indicators, which are based on information that local educational agencies collect locally. The local indicators are:

- Basic Services
- Implementation of State Academic Standards
- Parent Engagement
- School Climate
- Access to a Broad Course of Study

LCFF Priority 1: Appropriately Assigned Teachers, Accesses to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities

According to the Williams Act visit from BCOE all facilities are in excellent condition and all teacher are properly place according to credentials. For the 2022-23 school year we have 32 fully credentialed teachers and 2 interns, 2 year two of induction program and 5 in year 1 of the induction program for a total of 36 teachers. This may change with new hires or replacement teachers.

LCFF Priority 2: Implementation of State Academic Standards

A rating scale was used to measure this Priority. Each grade level was given a rating scale that addressed 5 areas and addressed the following academic areas:

ELA

Math

ELD

NGSS

History/SS

With the rating from 1-5

1-Exploratin Phase

2-Beginning Development

3- Initial Implementation

4-Full Implementation

5-Full Implementations and Sustainability

The results showed 4-5 in ELA/ELD in all areas from knowledge of the frameworks to implementation of the curriculum

4-5 in Math

3-4 in NGSS

4 in History/SS

5 In the area of Support for teacher

This year we had a more robust staff development days plan than we have had in the past and designated meeting and planning time built into our calendar. Adding 24 additional early release days will allow more staff development. With the addition of the Far North Literacy Development Project, 13 teachers will receive in-depth training through the CAST program

LCFF Priority 3: Parent Engagement

The yearly school survey addresses Parent Engagement, as a school district we support and encourage parents and school staff working together to support and improve the learning, development, and health of all of our students. Communication with parents is essential and we do this with district websites, teacher websites, monthly newsletters, email and phone calls, remind, and goggle classroom. We have an open door policy and welcome parents on campus. Biggs and Richvale elementary schools have an active Parent's Club and Site Council. Biggs High School has an active Sports Booster Club and Site Council.

The results from the yearly survey were positive.

LCFF Priority 6: School Climate

Each year we administer a parent and student survey through Healthy Kids, the results from these surveys guide us to make changes if needed. Through this process we have modified the dress code and discipline matrix. The elementary school have adopted Peaceful playground model and win-win Friday model. The Elementary school has worked hard developing a PBIS student guided program. A counselor has been added to the Elementary school, who conducts weekly lessons on positive behavior. We will also be continuing our programs for student recognition. Another area that is addressed in the survey is School Safety. The results were that an overwhelming amount of students, parents and staff feel that our school is very safe and that safety protocols are practiced regularly. We will continue to give the parent, staff and student surveys yearly in order to make positive changes in our school and facilities. LEA current strength include: 96% of parents indicated that the school encourages parent to partner with school in education their child and 93% feel welcome to participate in school. Parents have indicated they would like more information on how to help their child at home, more information on their expected roll.

LCFF Priority 7: Access to a Broad Course of Study

1. All students in the district have access to all Content Standard Curriculum. Students are in diverse groups, in order to provide equal access for all students. Students at varied levels receive differentiated instruction with the use of the appropriate grade level materials. Biggs USD is adopting new History/Social Studies and evaluation new science materials this school year. With the adoption of this curriculum it will allow equal access to Content

Standard Curriculum in History/Social Studies. This same process is being followed for the NGSS Science Curriculum.

2. All students in the Biggs USD will receive equal access to a broad course of study. This will be measured using 4 essential components :
 - Standards, goals, and milestones for instruction
 - Technology and materials that provide multiple ways for diverse learners to access learning expectations
 - Specific instructional methods and student engagement practices that tap into learners' interests, offer appropriate challenges, and increases motivation
 - Assessments to measure student progress, identify students learning needs and to modify instruction as needed.

3. Thoughtful planning is used to provide access to all students in all subject areas. All core subjects are taught by fully credentialed teachers or teachers completing induction programs. Biggs High School has gone to a 7 period day to increase student's ability to have access to a broad course of study. The high school has added 4 CTE course that are articulated with the local Junior College. Students in these course will receive high school and college credit.

4. Biggs USD will continue to provide a broad course of study with access for all students that increases their understanding about the world around them and teaches them the necessary skills to be successful in the 21st century. Staff will include formative assessments that ensure that all learners receive thoughtful, responsive courses of study that prepare them to meet grade level learning goals.

Guidesheet 09.2022: September 2022 Update Packet 

Status: ADOPTED

Original Adopted Date: 09/15/2022 | Last Reviewed Date: 09/15/2022

CSBA POLICY GUIDE SHEET

September 2022

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Board Policy 3515.3 - District Police/Security Department NOT ADDED

Policy updated to clarify that a job description delineating the duties of district police or security officers is required to be approved by the Governing Board and reflect NEW LAW (SB 906, 2022) which requires district police and security officers, when notified by a school official of a threat or perceived threat that a student is preparing to commit a homicidal act related to school or school activity, to immediately conduct an investigation and assessment of the threat or perceived threat. Policy also updated to add characteristics for which discrimination by district police or security officers is prohibited, and expand the list of tactics district police or security officers are required to use to minimize the use of force.

Administrative Regulation 3515.3 - District Police/Security Department NOT ADDED

Regulation updated to clarify that the district is required to provide each security officer with the latest course of training, as specified, and include the definition of "carotid restraint" and "choke hold". Regulation also updated to amend the policy requirements that district police departments are required to maintain by (1) rearranging material to keep related content together, (2) adding that officers carry out duties in a manner that reflects cultural competency, (3) providing that there are procedures to prohibit an officer from training other officers for at least three years from the date that an abuse of force complaint against an officer is substantiated, and (4) reflecting NEW LAW (AB 26, 2021) which requires the policy maintained by district police departments to include that (a) officers report potential excessive force immediately, (b) an officer may not be retaliated against when reporting a suspected violation of law or regulation of another officer or supervisor, and (c) an officer who fails to intercede be disciplined up to and including in the same manner as the officer who used excessive force. Additionally, regulation updated to reflect NEW LAW (AB 486, 2021) which requires full-time district police officers, and public safety dispatchers as specified, to serve in a probationary status for not less than one year from the date of appointment to the full-time position in order to receive permanent classified service status.

Board Policy 4118 - Dismissal/Suspension/Disciplinary Action

Policy updated to reflect NEW COURT DECISION (Kennedy v. Bremerton School District), in which the U.S. Supreme Court held that the district's decision not to rehire a high school coach who refused to follow district direction to refrain from offering prayers openly in the presence of students after football games, violated the employee's free exercise and free speech rights. Policy also updated to include language formerly in AR that prohibits the disciplining of any employee for protecting a student who is exercising a free speech or press right.

Administrative Regulation 4118 - Dismissal/Suspension/Disciplinary Action

Regulation updated to move, from AR to BP, material which prohibits the disciplining of an employee for acting to protect a student's right to free speech or press, and to make clarifying changes throughout.

Board Policy 4119.1/4219.1/4319.2 - Civil and Legal Rights

Policy updated to reflect NEW COURT DECISION (Kennedy v. Bremerton School District), in which the U.S. Supreme Court held that the district's decision not to rehire a high school coach who refused to follow district direction to refrain from offering prayers openly in the presence of students after football games, violated the employee's free exercise and free speech rights. Policy also updated to include types of retaliation prohibited when an employee is acting solely to protect a student engaged in conduct authorized by Education Code 48907 (freedom of speech and press) or 48950 (speech and other communication), and clarify that an employee is prohibited from using official authority status or influence to attempt to intimidate, threaten, coerce, or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity.

Board Policy 4140/4240/4340 - Bargaining Units

Policy updated to reflect NEW LAW (SB 270, 2021) which allows a district 20 days to cure a violation of the district's employee information disclosure obligation when the district is notified by an employee organization, and limits district opportunity to cure a violation that involves the provision of an inaccurate or incomplete list to three times in any 12-month period. Policy also updated to reflect NEW LAW (SB 191, 2022) which provides additional obligations for a district when an "inperson orientation" cannot be held by the district. Additionally, policy updated to include heading change from "Access to Employee Orientations" to "Access to New Employee Orientations, and to clarify language in this section and in "Formation of Bargaining Unit" section.

Administrative Regulation 4161.2/4261.2/4361.2 - Personal Leaves

Regulation updated to reflect NEW LAW (SB 294, 2021) which clarifies that leave of absence granted an employee to serve as an elected officer of an employee organization is in addition to other leaves to which the employee may be entitled by law or agreement and NEW LAW (AB 1033, 2021) which defines "parent" to include "parents-in-law." Regulation also updated to change heading "Legal Duties" to "Leave to Perform Legal Duties" and to make clarifying changes throughout.

Administrative Regulation 4161.5/4261.5/4361.5 - Military Leave

Regulation updated to include explanatory notes for the "Pension Plan Service Credit" and "Employment Status" sections, clarify language throughout, and delete dated and unnecessary material.

Board Policy 4216 - Probationary/Permanent Status

Policy updated to reflect NEW LAW (AB 486, 2021) which requires full-time district police officers, and public safety dispatchers as specified, to serve in a probationary status for not less than one year from the date of appointment to the full-time position in order to receive permanent classified service status, and NEW LAW (SB 874, 2022) which extends to districts that have adopted the merit system the requirement that a permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position be employed in the classification from which the employee was promoted.

Board Policy 4218 - Dismissal/Suspension/Disciplinary Action

Policy updated to reflect NEW COURT DECISION (Kennedy v. Bremerton School District), in which the U.S. Supreme Court held that the district's decision not to rehire a high school coach who refused to follow district direction to refrain from offering prayers openly in the presence of students after football games, violated the employee's free exercise and free speech rights. Policy also updated to include language formerly in AR that prohibits the disciplining of any employee for protecting a student who is exercising a free speech or press right, and to clarify language within the "Procedures for Serious Disciplinary Proceedings" section.

Administrative Regulation 4218 - Dismissal/Suspension/Disciplinary Action

Regulation updated to move, from AR to BP, material which prohibits the disciplining of an employee for acting to protect a student's right to free speech or press, and to make clarifying changes throughout.

Board Policy 4218.1 - Dismissal/Suspension/Disciplinary Action (Merit System)

Policy updated to reflect NEW COURT DECISION (Kennedy v. Bremerton School District), in which the U.S. Supreme Court held that the district's decision not to rehire a high school coach who refused to follow district direction to refrain from offering prayers openly in the presence of students after football games violated the employee's free exercise and free speech rights. Policy also updated to reflect Education Code 48907 and 48950 that prohibit districts from disciplining any employee acting to protect a student who is exercising their free speech or press right.

Board Policy 6146.1 - High School Graduation Requirements

Policy updated to move to the beginning of the policy students' obligation to complete statewide and Governing Board adopted graduation requirements unless exempted from local requirements, and include eligibility for students exempt from local requirements to participate in any graduation ceremony and school activity related to graduation in which other students are eligible to participate. Policy also updated to reflect NEW LAW (AB 101, 2021) which (1) no longer authorizes a course in career technical education to serve as an alternative to the visual or performing arts or world language course requirement for high school graduation, and (2) requires, beginning with the 2029-30 school year, a student to complete a one-semester course in ethnic studies, as specified, to graduate from high school. Additionally, policy updated to reflect NEW LAW (AB 181, 2022) which requires districts to (1) exempt eligible students with disabilities from all coursework and other requirements adopted by the Board that are in addition to the statewide course requirements and award such students a high school diploma, and (2) notify the parents/guardians of eligible students of such

exemption, as specified. Policy also updated to delete material applicable only to the 2020-21 school year, and to incorporate material from the accompanying AR, as the AR is being deleted as otherwise unnecessary.

DELETE - Administrative Regulation 6146.1 - High School Graduation Requirements

Regulation deleted as unnecessary with key concepts incorporated into the BP.

Board Policy 6158 - Independent Study

Policy updated to reflect NEW LAW (AB 181, 2022) which (1) encourages districts to consider offering more than one independent study model for short- and long-term placements when adopting policy, (2) changes the threshold for when tiered reengagement strategies are required to be implemented, (3) adds that tiered reengagement strategies procedures include local programs intended to address chronic absenteeism, (4) includes that the requirement to develop a plan to transition students whose families wish to return to in-person instruction, as specified, applies to students who participate in independent study for at least 15 school days, (5) creates an exemption from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements for any student who is enrolled in classroom-based instruction and is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, (6) specifies that a signed written/learning agreement be obtained before the student begins independent study for students participating in independent study for 15 school days or more, and within ten school days of the first day of the student's enrollment for student participation of less than 15 school days, (for both traditional and course-based independent study), (7) adds that for students with disabilities the certificated employee designated as having responsibility for the special education programming of the student is required to sign the written/learning agreement, (for both traditional and course-based independent study), and (8) includes that a student with disabilities may participate in a course-based independent study program if the student's individualized education program specifically provides for such participation. Policy also updated to (1) move and expand material regarding the requirement for Governing Boards to hold a public hearing when setting policy, as specified, (2) emphasize that no student may be required to participate in independent study, (3) clarify that for course-based independent study procedures tiered reengagement strategies are not required to include notification to parents/guardians of lack of participation within one school day of the absence or lack of participation, and (4) delete material applicable only to the 2021-22 school year.

Administrative Regulation 6158 - Independent Study

Regulation updated to reflect NEW LAW (AB 181, 2022) which (1) no longer includes individualized alternative education designed to teach the knowledge and skills of the core curriculum in the list of educational opportunities that may be provided through independent study, (2) includes that a student with disabilities may participate in independent study if the student's individualized education program specifically provides for such participation, (3) specifies that if a parent/guardian of a student with disabilities requests independent study because the student's health would be put at risk by in-person instruction, the student's individualized education program (IEP) team is required to make an individualized determination as to whether the student can receive a free appropriate public education (FAPE) in an independent study placement, (4) provides that a student's inability to work independently, need for adult support, or need for special education or related services does not preclude the IEP team from determining that the student can receive FAPE in an independent study placement, (5) clarifies that, until July 1, 2024, any student who receives services from a nonpublic, nonsectarian school through a virtual program may be permitted to participate in independent study if the student's IEP team determines that FAPE can be provided by means of the virtual program, as specified, and (6) creates an exception to the limitation on the percentage of students enrolled in a continuation high school or opportunity school or program who are eligible for apportionment credit for independent study for students participating in independent study due to an emergency, as specified. Regulation also updated to clarify that if a student transfers to another public school in California, a written record of findings from any evaluation conducted because a student has failed to make satisfactory educational progress be forwarded to that school. Additionally, regulation updated to delete material pertaining to adult education and that which is applicable only to the 2021-22 school year.

Board Policy 6164.2 - Guidance/Counseling Services

Policy updated to expand the Governing Board's philosophical statement to include student well-being, and reflect NEW LAW (AB 2508, 2022) which (1) urges districts to adopt a comprehensive educational counseling program and, for districts that provide such services, to implement a structured and coherent counseling program within a Multi-Tiered Systems of Support framework, (2) revises the definition of "educational counseling," (3) amends the legislative intent of the responsibilities of school counselors, (4) requires educational counseling to include specified postsecondary services, and (5) revises the components that educational counseling is required and authorized to include. Policy also updated to reflect NEW LAW (AB

643, 2021) which encourages districts to host apprenticeship and/or career technical education fair events, such as college and career fairs and for districts that do hold such events to notify apprenticeship programs in their county, as specified. Additionally, policy updated to move material regarding early identification and intervention plans for students who may be at risk for violence.

Board Policy 6178 - Career Technical Education

Policy updated to move material regarding career technical education program components to be with related content, reflect NEW LAW (AB 101, 2021) which no longer authorizes a course in career technical education to serve as an alternative to the visual or performing arts or world language course requirement for high school graduation, and reflect NEW LAW (AB 643, 2021) which encourages districts to host apprenticeship and/or career technical education fair events, such as college and career fairs, and for districts that do hold such events to notify apprenticeship programs in their county, as specified.

Administrative Regulations 6178 - Career Technical Education

Regulation updated to reflect NEW LAW (AB 1923, 2022) which includes science, technology, engineering, and mathematics courses as required alternative courses that must be offered to students participating in partnership academies.

Board Policy 6200 - Adult Education NOT ADDED

Policy updated to reflect NEW LAW (AB 486, 2021) which repeals the authorization for districts in sparsely populated areas to participate in the adult education program administered by the county office of education. Policy also updated to (1) expand the Board's philosophical statement, (2) move material regarding the district's participation in a consortium to be with newly added material of similar content, (3) include that the Board may authorize an adult education student pursuing a high school diploma or a high school equivalency certificate, upon recommendation of the student's adult school or noncredit program of attendance, to attend a community college during any session or term as a special part-time student, and (4) provide that a district may, with the approval of the County Superintendent of Schools and the Superintendent of Public Instruction, contract with another district to provide adult education instruction if the district has an adult school or classes but is unable to maintain that school or class(es) because of an inability to secure a teacher(s) or because of a lack of facilities.

Administrative Regulation 6200 - Adult Education NOT ADDED

Regulation updated to reorder material related to enrollment, clarify that the exception to the requirement for adult education classes to be located in a facility which is identified as being open to the general public is for programs for adults with disabilities, reflect NEW LAW (AB 486, 2022) which (1) changes the classes/courses which are authorized for apportionment purposes from the Adult Education Program funds, (2) includes that programs for immigrants may include immigrant integration, (3) repeals that a course taken through independent study be required to meet state or local high school graduation requirements, and (4) repeals the authorization for materials purchased from the incidental expense account to be sold to adult school students for use in their classes. Regulation also updated to clarify that programs offering pre-apprenticeship training activities be conducted in coordination with apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area, provide that approval for courses be submitted to the California Department of Education regularly, emphasize that no student may be required to participate in independent study, delete material regarding continued engagement in K-12 independent study as not being applicable to this AR, include that fees may be required for enrollment in adult education class(es) before listing the exceptions, and amend language to be more closely aligned with law.

Board Policy 7110 - Facilities Master Plan

Policy updated to recognize the importance of teacher housing needs, and reflect NEW LAW (AB 306, 2021) which adds the definition of "residential housing" as it applies to district facilities, excludes from the definition of "school building" any building used or intended to be used by a district as "residential housing," and specifies that the Department of General Services is not required to approve residential housing for earthquake safety and access by persons with disabilities.

Board Policy 7150 - Site Selection and Development

Policy updated to add material regarding the Governing Board's obligations when evaluating property prior to acquiring a new school or an addition to an existing school site, and reflect NEW LAW (AB 819, 2021) which requires the district to post specified environmental review documents.

Administrative Regulation 7150 - Site Selection and Development

Regulation updated to specify that the request for information to evaluate the safety of a proposed site be in

writing, and reflect NEW LAW (AB 819, 2021) which requires the district to post specified environmental review documents.

Board Bylaw 9100 - Organization


Bylaw updated to reflect NEW LAW (AB 486, 2021) which changes the date requirements for districts to hold their annual organizational meeting.

MINOR REVISION:

Board Policy 4030 - Nondiscrimination in Employment

Policy updated to make a minor revision by adding a note which reflects NEW COURT DECISION (Kennedy v. Bremerton School District), in which the U.S. Supreme Court held that the district's decision not to rehire a high school coach who refused to follow district direction to refrain from offering prayers openly in the presence of students after football games, violated the employee's free exercise and free speech rights.

Supporting Documents

 [09.2022 - September District Guidesheet](#)