Minutes
AMADOR COUNTY OFFICE OF EDUCATION
BOARD OF TRUSTEES
Wednesday, November 4, 2020
IMMEDIATELY FOLLOWING ACOE BOARD WORKSHOP

Meeting Location: Amador County Building, 810 Court Street, Jackson. Remote meeting via Zoom for public access.

NOTE: Due to COVID-19 this meeting will be available to the public via Zoom and following the meeting recorded audio will be available on our website. Zoom offers closed captioning during live conferences for disabled persons. To access the meeting online join the Zoom meeting via https://us02web.zoom.us/j/89800768455?pwd=SWFXdUJ6QlNtM1VYSXhUdzR2NIZxdz09 Meeting ID: 898 0076 8455 Passcode: 110420 One tap mobile +16699009128,,89800768455#,,,,,,0#,,110420#

NOTE: A copy of the Board agenda and backup materials is available for inspection and review at Amador County Office of Education, 217 Rex Ave., Jackson, CA during regular business hours. In addition, this agenda has been posted on the Amador County Unified School District Website at www.amadorcoe.org. An audio recording of the Board Meeting is made.

Board of Trustees meetings are meetings of the Board in public, as per the Brown Act open meeting law. All five Board Members may not have discussion outside an open meeting. This meeting is their opportunity to have discussion in order to conduct their business. Board Meetings are not meetings for the public to interact informally with the Board. Members of the public may speak formally to the Board by completing a speaker card and giving it to the Board Clerk.

OUR MISSION: Enriched by the diversity and deep traditions of our unique community, Amador County Public Schools will prepare, support, and inspire each student to achieve career and college success in a rapidly evolving world through highly engaging teaching, rigorous learning and innovative pathways supported by strong partnerships in a safe, caring and collaborative environment.

1.0 CALL TO ORDER 7:10PM

2.0 BOARD MEMBERS
[X] Susan Ross – Board President
[X] Kandi Thompson – Board Clerk
[X] Deborah Pulskamp
[X] James Marzano
[X] Janet White
[ ] Ian McMahan, Amador High School, Student Board Member
[ ] Kate Johnson, Argonaut High School, Student Board Member

The Board may not take action on any item which is not on this agenda, except when (1) an emergency situation exists, (2) there is need to take immediate action and the need for the action came after posting, or (3) the item was posted for a prior meeting within specified time limits. (Government Code §54954.2)
3.0 Roll taken by the Secretary to the Governing Board

4.0 ADDITIONS/DELETIONS OR CORRECTIONS TO THE AGENDA
There were none.

5.0 EMPLOYEE ORGANIZATIONS
5.1 Special Educators of Amador County (SEAC) (Representative)
5.2 California School Employees Association (CSEA 827) (Representative)

6.0 PUBLIC COMMENTS
There were none.

A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits. Individual speakers shall be allowed three minutes to address the Board on non-agenda items. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. NOTE: If you wish to address the Board please complete a speaker card and give it to the Board Clerk.

7.0 CONSENT AGENDA
The Board of Trustees received these items under separate cover as an addendum. Public copy available during regular Board meeting and on the district website at www.amadorcoe.org.

Board Member Marzano moved to approve, and Board Clerk Thompson seconded the motion. The motion passed 4-1 (Board Member Pulskamp abstain).

7.1 Minutes
7.1a Board Meeting – October 7, 2020

7.2 Business (Mr. Critchfield)
7.2a Warrants issued between September 30, 2020 – October 22, 2020 $564,304.83

7.3 Educational Services (Mr. Snider)
7.3a Comprehensive School Safety Plans

8.0 DISCUSSION/ACTION ITEMS
Public comments regarding Discussion/Action Items will be addressed during the Discussion/Action agenda items. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits. Individual speakers shall be allowed three minutes to address the Board on each agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. NOTE: If you wish to address the Board please complete a speaker card and give it to the Board Clerk.

8.1 California School Board Association (CSBA) Recommended Board Policy Updates – Discussion/Action (Ms. Brown)
Ms. Brown, ACUSD Special Education Director, SELPA, went over policies.
Board Clerk Thompson moved to approve, and Board Member Marzano seconded the motion. The motion passed 5-0.

CSBA provides multiple policy update packets each fiscal year. The policies presented for updating at this time are in the area of Special Education. The descriptions summarize the changes made to each policy. It is recommended that districts review the materials and modify their policies accordingly.

BP 6159 – Individualized Education Program (BP Revised)
The following Board policy should be revised for consistency with the policies and regulations of the Special Education Local Plan in which the district participates.

BP 6159.1 – Procedural Safeguards and Complaints for Special Education (BP revised)
The following mandated policy reflects the federal Individuals with Disabilities Education Act (20 USC 1400-1482), implementing federal regulations (34 CFR 300.1-300.818) and conforming state legislation.

Education Code 56195.8 and 20 USC 1415 mandates all entities providing special education to adopt policy on procedural safeguards, and Education Code 56500.1 requires entities providing special education to establish and maintain all procedural safeguards granted by federal law. For California law related to due process rights and due process hearing rights and procedures, see Education Code 56501-56509 and CCR 3082. For federal due process procedure requirements, see 34 CFR 300.500-300.520.

This policy should be revised for consistency with the policy and regulations of the Special Education Local Plan Area in which the district participates.

BP 6159.2 – Nonpublic, Nonsectarian School and Agency Services for Special Education (BP revised)
Education Code 56195.8 mandates districts to adopt policies for the special education programs and services they operate, including nonpublic, nonsectarian services provided to students with disabilities when no appropriate public education program is available to meet their special education needs. The nonpublic, nonsectarian school or agency (NPS/A) must be certified as meeting state standards pursuant to Education Code 56366 and 56366.1. The following policy should be revised to comply with the policies and regulations of the Special Education Local Plan Area in which the district operates.

8.2 California School Board Association (CSBA) Recommended Board Policy Updates – Discussion/ Action (Mr. Snider)
Mr. Vicari presented these policies in Mr. Snider’s absence. He stated this is a companion item with the district. Board Member Marzano made motion to approve, and Board Member White seconded the motion. The motion passed 5-0.

CSBA provides multiple policy update packets each fiscal year. The policies presented for updating at this time are in the area of Educational Services. The description summarize the changes made to each policy. It is recommended that districts review the materials and modify their policies accordingly.

BP 5141.22 Infectious Disease (BP revised)
In order to help protect the safety of students and staff, the Centers for Disease Control and Prevention recommend that districts develop plans for dealing with infectious outbreaks, including influenza or coronavirus pandemics. These contingency plans should be incorporated into the district’s emergency and disaster preparedness plan.

**BP 6142.7 – Physical Education and Activity (BP revised)**
The revised policy is edited to reflect district practice and the grade levels offered by the district. 42 USC 1758b mandates each district participating in federal meals programs to adopt a districtwide student wellness policy, including goals for physical activity. See BP 5030 – Student Wellness for language fulfilling this mandate. The following policy also incorporates goals for physical activity.

**8.3 Health and Safety Plan during COVID-19 for a Safe Return to School – Discussion/Action**
(Mr. Snider)
Mr. Vicari read update. This is a companion item with the district. Board Clerk Thompson made motion to approve, and Board Member Marzano seconded the motion. **The motion passed 5-0.**

The COVID-19 pandemic has immensely changed our lives in so many ways. As we wait for a vaccine and treatment, we must work together to mitigate the risk in our community, while still educating and supporting the health and well-being of our students.

We are establishing new norms within our schools and office spaces – understanding it will take time and constant positive reinforcement to teach and learn these new ways of being. Wearing masks and physical distancing do not come naturally or easy. We urge our community to lean into this new normal and create a physically and emotionally safe space for everyone.

As we navigate our new normal, we must support each other in remaining humble and flexible. We continue to learn about COVID-19, and as the science changes our responses and this plan may need to change as well. We many find ourselves adopting new strategies or measures and quickly having to revise our plans.

Flexibility is key as we try to contain the spread of COVID-19. As the CDC advises, there may be times when we need to return to remaining safer at home. In any situation, we will work together with our community, relying on our collective ingenuity and creativity to help us respond and address changes as needed.


**9.0 INFORMATIONAL ONLY**

**9.1 Personnel**

9.1a Personnel Items approved by COE Superintendent November 4, 2020

**10.0 REPORTS**

10.1 Report from Superintendent (Dr. Russell)
Dr. Russell gave a report on the mod-severe programs and how they are doing well. He also expressed that aides are doing a good job. He reported out about the recent passing of Steve Goggans, Amador High Teacher, who recently retired. He talked about how he impacted his son and others and this is an incredible loss to our school district. He expressed his condolences to the Goggans family.

10.2 **Report and Remarks from Board Members**

Board President Ross asked about the curriculum for the mod-severe program. Board appreciates hearing about teacher’s plans and with the trainings. She also asked what attorney ACOE is using. Dr. Russell commented we are using Eric Rouen and that mod-severe programs has not had any legal challenges.

Board Member Marzano expressed his thoughts and prayers to the Goggans family.

11.0 **NEXT MEETING**

ACOE Regular Meeting: Wednesday, November 18, 2020, tentatively scheduled to be held at the Amador County Administration Building, 810 Court St., Jackson, CA. **ACOE Board Meeting is first.**

12.0 **ADJOURNMENT** 7:25PM

* The Amador County Office of Education complies with the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the Superintendent’s Office by calling (209) 257-5330. All efforts will be made for reasonable accommodations.

* Any writings or documents that are provided to the governing board in open session will be made available for public inspection at the meeting or at the Amador County Public Schools District Office located at 217 Rex Avenue, Jackson, CA during normal business hours.

**WARRANTS**

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If there are any questions regarding any of the payments, please contact
Jared Critchfield @ 257-5375 or Nancy Kohlman @ 257-5333
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Total: 156,035.10

If there are any questions regarding any of the payments, please contact
Jared Critchfield @ 257-5375 or Nancy Kohlman @ 257-5333
AGENDA ITEM #: 10.1

SUBJECT:  
2020-2021 Amador County Office of Education’s First Interim Budget Revisions

BACKGROUND INFORMATION
These budget revisions reflect additions and reductions for the 2020-2021 Budget since the Budget Adoption in June 2020. The major portions of the revisions are for the placement of carryover and deferred revenue along with their related expenditures.

FISCAL IMPLICATIONS
The projected ending fund balance as of these revisions will be $1,556,267.83

RECOMMENDATION
Superintendent Steve Russell recommends the Board to approve the Budget Revisions as presented.

PRESENTED BY
Jared Critchfield, Assistant Superintendent, Business Services
## ACOE
### Unrestricted Budget
#### 2020-21 1st Interim

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<tr>
<th>Revenue &amp; Other Financing Sources</th>
<th>20-21 Adopted Budget</th>
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<th>LCAP 0709</th>
<th>MAA 0056</th>
<th>SE Early Intervention 0616</th>
<th>SE Transportation 0724</th>
<th>EPA 1400</th>
<th>Net Effect of Budget Transfers</th>
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<th>LCAP 0709</th>
<th>MAA 0056</th>
<th>SE Early Intervention 0616</th>
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| Increase (Decrease) Fund Balance   | 40,494               | 578,473     | (1,034)   | 0        | 4,291                    | 217,289                | 0        | 0                              | 396,353          |
| Beginning Fund Balance             | 1,042,055            |             |           |          |                          |                        | 0        | 0                              | 1,042,055        |

| Projected Ending Fund Balance      | 1,082,549            |             |           |          |                          |                        | 0        | 0                              | 1,438,408        |
### ACOE General Fund
### Restricted Budget
### 2020-21 1st Interim

#### Revenue & Other Financing Sources

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<th>SE Alternative Disputes</th>
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#### Expenditures & Other Financing Uses

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### Increase (Decrease) Fund Balance

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1 11
### ACOE General Fund
#### Restricted Budget
#### 2020-21 1st Interim

#### Revenue & Other Financing Sources

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<th>SE Infant</th>
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</tbody>
</table>

#### Expenditures & Other Financing Uses

<table>
<thead>
<tr>
<th>Category</th>
<th>Medi-Cal Billing</th>
<th>Lottery Instr Material</th>
<th>Special Education</th>
<th>SE Infant</th>
<th>SE AB 114</th>
<th>SE Workability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>1000-1999</td>
<td></td>
<td></td>
<td>60,000</td>
<td>16,485</td>
<td>10,612</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>2000-2999</td>
<td></td>
<td></td>
<td>229,169</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>3000-3999</td>
<td></td>
<td></td>
<td>15,000</td>
<td>3,068</td>
<td></td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>4000-4998</td>
<td></td>
<td></td>
<td>42,082</td>
<td></td>
<td>(106,702)</td>
</tr>
<tr>
<td>Services &amp; Other Exp</td>
<td>5000-5999</td>
<td></td>
<td></td>
<td>112,970</td>
<td></td>
<td>(106,529)</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>6000-6999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Outgo</td>
<td>7100-7299</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(5,140)</td>
</tr>
<tr>
<td>Direct Support/Indirects</td>
<td>7300-7399</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>627</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>7610-7629</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses</td>
<td>7630-7699</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30,451</strong></td>
<td><strong>42,082</strong></td>
<td><strong>122,467</strong></td>
<td><strong>219,220</strong></td>
<td><strong>92,116</strong></td>
<td><strong>11,239</strong></td>
</tr>
</tbody>
</table>


Beginning Fund Balance                  |                   |                        |                   |           |           |                |

Projected Ending Fund Balance           |                   |                        |                   |           |           |                |
<table>
<thead>
<tr>
<th>Type</th>
<th>COE 6680</th>
<th>TUPE (Prop 56)</th>
<th>Classified Block Grant 7311</th>
<th>Foster Youth 7366</th>
<th>SB 117 COVID Funds 7388</th>
<th>COVID Funds 7420</th>
<th>Low Performing Student blk Grant 7510</th>
<th>Locally Restricted 9000</th>
<th>Net Effect of Budget 20-21 Interim</th>
<th>20-21 1st Interim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Limit Sources</td>
<td>8010-8099</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>439,319</td>
<td></td>
</tr>
<tr>
<td>Federal Revenues</td>
<td>8100-8299</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>984,731</td>
<td></td>
</tr>
<tr>
<td>Other State Revenues</td>
<td>8300-8599</td>
<td>49,070</td>
<td>34.975</td>
<td>7.491</td>
<td>31,626</td>
<td></td>
<td></td>
<td>5,138</td>
<td>2,418,316</td>
<td></td>
</tr>
<tr>
<td>Other Local Revenues</td>
<td>8600-8799</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5,213</td>
<td></td>
</tr>
<tr>
<td>Transfers In</td>
<td>8910-8929</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Other Sources</td>
<td>8930-8979</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Contributions</td>
<td>8980-8999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>172,530</td>
<td>1,810,614</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>49,070</td>
<td>34.975</td>
<td>7.491</td>
<td>31,626</td>
<td>0</td>
<td>177,088</td>
<td>0</td>
<td>5,656,195</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Expenditures & Other Financing Uses | | | | | | | | | | |
| Certificated Salaries 1000-1999 | 4,812 | (2,021) | 3,000 | 27,849 | 2,261,571 |                      | | | | |
| Classified Salaries 2000-2999 | 1,546 |               |                   | 750 | 1,176,802 | | | | | |
| Employee Benefits 3000-3999 | 3,010 | 29,862 | 0 | 28,386 | 340,974 | | | | | |
| Books & Supplies 4000-4998 | 39,974 | 33,060 | 9,873 | 6,886 | 2,423 | 175,418 | 1,547,703 | | | |
| Services & Other Exp 5000-5999 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Capital Outlay 6000-6999 | 0 | | | | | | | | | |
| Other Outgo 7100-7299 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Direct Support/Indirects 7300-7399 | 2,738 | 1,915 | 583 | 2,626 | 177 | 1,764 | 364 | 22,149 | 261,003 | |
| Transfers Out 7610-7629 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Uses 7630-7699 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| **Total** | 49,070 | 34.975 | 10,456 | 7.491 | 3,187 | 31,626 | 6,537 | 203,804 | 0 | 6,353,231 |

Increase (Decrease) Fund Balance | 0 | 0 | (10,456) | 0 | (3,187) | 0 | (6,537) | (26,136) | 0 | (695,036) |

Beginning Fund Balance | 812,896 |

Projected Ending Fund Balance | 117,860 |
AGENDA ITEM #: 10.2

SUBJECT:
Amador County Unified School District’s 2020-21 First Interim Budget Certification

BACKGROUND INFORMATION:
Education Code Section 35035 requires two Interim Reports during each fiscal year, one for the period through October and another through January.

FISCAL IMPLICATIONS:
None

RECOMMENDATION:
Superintendent Russell recommends that the Board of Trustees certify a Positive First Interim Report for Amador County Unified School District.

PRESENTED BY:
Jared Critchfield, Assistant Superintendent, Business Services
• Business office
  – Budget development and monitoring, accounting, payroll, purchasing, cash handling, facilities, etc.

• External Audit
  – Annual audit report is presented each January

• Board of Trustees
  – Budget review and approval process
  – Certification for each interim report

• Fiscal Crisis and Management Assistance Team (FCMAT)
  – Multi-year Projections and Fiscal Health Risk Analysis studies complete with the reports posted on the website

• California Department of Education (CDE)
  – Fiscal oversight including approval of annual budget adoption

Budget Monitoring and Accountability
Revenue Components

- LCFF: $2,430,349 (32%)
- Federal: $986,303 (13%)
- Other State: $2,454,776 (32%)
- Other Local: $1,751,794 (23%)

Projected Totals

Operating Expenditure Components

- Certificated Salaries: $2,866,484 (36%)
- Classified Salaries: $960,513 (12%)
- Employee Benefits: $1,447,201 (18%)
- Books and Supplies: $359,496 (5%)
- Services, Operating & Other Outgo: $2,313,041 (29%)

Projected Totals
Multi-year Projection

<table>
<thead>
<tr>
<th></th>
<th>2020-21</th>
<th>2021-22</th>
<th>2022-23</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td>$7,648,052</td>
<td>$7,272,545</td>
<td>$6,945,531</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td>$7,946,735</td>
<td>$7,049,894</td>
<td>$7,035,010</td>
</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>$1,556,268</td>
<td>$1,778,919</td>
<td>$1,689,440</td>
</tr>
<tr>
<td><strong>Reserve for Economic Uncertainties</strong></td>
<td>$1,237,108</td>
<td>$1,459,759</td>
<td>$1,370,280</td>
</tr>
<tr>
<td><strong>Reserve Percentage</strong></td>
<td>15.53%</td>
<td>20.71%</td>
<td>19.48%</td>
</tr>
<tr>
<td><strong>Reserve Requirement (4%)</strong></td>
<td>$317,869</td>
<td>$281,996</td>
<td>$281,400</td>
</tr>
</tbody>
</table>

- The County Office is expected to meet the state reserve requirement at the end of the fiscal year 2020-21 after making significant progress over the last 2 years.
- Continued work with the District is necessary in support of Special Education.
- These are current projections with a multitude of factors that could change the outlook for the coming years including a potential recession.

County Office 3-year Outlook

General Fund Year by Year Comparison

ACOE Ending Fund Balance
Reserve Requirement

The county office is projected to make improvements to its reserve totals, strengthening its financial position for future years.

Current budget forecasts show that the county will meet its reserve requirement by the end of fiscal year 2020-21.

<table>
<thead>
<tr>
<th>Reserve Requirement Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenditures</td>
</tr>
<tr>
<td>4% of Total Expenditures</td>
</tr>
<tr>
<td>2020-21 Reserve Projection</td>
</tr>
<tr>
<td>2019-20 Reserves</td>
</tr>
</tbody>
</table>

Moving forward

- Continued fiscal discipline and right-sizing to ensure the county office does not re-enter a cycle of deficit spending
- Outcomes of the special education transfer will impact multi-year projections
- Potential board policy to set a reserve minimum higher than the state requirement
- Continued high levels of engagement from the board in fiscal matters
- Impacts of the pandemic on this year and future years will be closely monitored and updated
Certification of 1st Interim Budget

1st Interim Reserve Projection – June 30, 2021

- $1,234,264

Reserve Requirement

- $317,869

- Certification is determined by whether or not the county office will meet its financial obligations in the current fiscal year and the next two years.
- Positive: will meet
- Qualified: may not meet
- Negative: will not meet

Recommendation:

Positive Status
DECEMBER 14, 2020

AGENDA ITEM #: 10.3

SUBJECT:
Approve Change Orders for Jackson Junior High School Special Education Facility Project – Discussion/Action

BACKGROUND INFORMATION:
In order to complete site and facility work for the Special Education Facility Project at Jackson Junior High School, the Board awarded a contract to American River Construction for a total of $1,847,000.00 and a contract to Silver Creek Industries for a total of $2,135,380.00. This change order will remove the foundation work, upgraded foundation and stem wall, roof over build, and standing seam roof from the Silver Creek Industries contract and add the foundation work to the American River Construction contract for a total savings of $722,823.00. The new contract balances will be as follows:

<table>
<thead>
<tr>
<th></th>
<th>American River Construction</th>
<th>Silver Creek Industries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract</td>
<td>$1,847,000.00</td>
<td>$2,135,380.00</td>
</tr>
<tr>
<td>Current Change Order</td>
<td>$185,000.00</td>
<td>-$907,823.00</td>
</tr>
<tr>
<td>New Contract Total</td>
<td>$2,032,000.00</td>
<td>$1,227,557.00</td>
</tr>
</tbody>
</table>

Net overall decrease to combined contract: $772,823.00

FISCAL IMPLICATIONS:
These projects are 100% funded through the School Facilities Program for Financial Hardship.

RECOMMENDATION:
Superintendent Russell recommends approval of the Change Orders for the Jackson Junior High School Special Education Facility Project.

PRESENTED BY:
Jared Critchfield, Assistant Superintendent, Business Services
CHANGE ORDER

CALIFORNIA DESIGN WEST ARCHITECTS INC.
2100 19TH STREET | SACRAMENTO, CA 95818 | 916.446.2466 | WWW.CA-DW.COM

PROJECT: JACKSON JUNIOR HIGH SCHOOL - SPECIAL ED FACILITY
CO #: 1 - SCI

DSA APP #: 02-116851
DSA FILE #: 03-H2

DISTRICT: AMADOR COUNTY OFFICE OF EDUCATION
DATE: 12/02/20

CONTRACTOR: SILVER CREEK INDUSTRIES

CHANGE ORDER 1 - SCI ITEMS:

<table>
<thead>
<tr>
<th>NO.</th>
<th>ITEM:</th>
<th>REASON:</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.01</td>
<td>STANDARD FOUNDATION</td>
<td>REMOVE CONCRETE FOUNDATION FROM CONTRACT.</td>
<td>$(279,459.00)</td>
</tr>
<tr>
<td>1.02</td>
<td>UPGRADED FOUNDATION AND STEM WALL</td>
<td>REMOVE UPGRADED FOUNDATION AND ADDED 8' STEM WALL FROM CONTRACT.</td>
<td>$(399,477.00)</td>
</tr>
<tr>
<td>1.03</td>
<td>ROOF OVER BUILD AND STANDING SEAM ROOF</td>
<td>REMOVE ROOF OVER BUILD, INCLUDING SITE INSTALLED STANDING SEAM ROOF.</td>
<td>$(228,887.00)</td>
</tr>
</tbody>
</table>

TOTAL: $(907,823.00)

NOT VALID UNTIL SIGNED BY OWNER, ARCHITECT, AND CONTRACTOR.

THE ORIGINAL CONTRACT SUM WAS $2,135,380.00
NET CHANGE BY PREVIOUS AUTHORIZED CHANGE ORDERS $-
THE CONTRACT SUM PRIOR TO THIS CHANGE ORDER WAS $2,135,380.00
THE CONTRACT SUM WILL BE (INCREASED) (DECREASED) (UNCHANGED) IN THE AMOUNT OF $907,823.00
THE NEW CONTRACT SUM INCLUDING THIS CO WILL BE $1,227,557.00
THE CONTRACT TIME WILL BE (INCREASED) (DECREASED) (UNCHANGED) BY 0 days

ARCHITECT: CALIFORNIA DESIGN WEST ARCHITECTS
2100 19TH STREET
SACRAMENTO, CA 95818
SIGNATURE: [Signature]
DATE: 12/02/20

CONTRACTOR: SILVER CREEK INDUSTRIES
2830 BARRETT AVENUE
PERRIS, CA 92571
SIGNATURE: [Signature]
DATE: 

OWNER: AMADOR COUNTY OFFICE OF ED
217 REX AVENUE
JACKSON, CA 95642
SIGNATURE: [Signature]
DATE: 

21
CHANGE ORDER

PROJECT: JACkSON JUNIOR HIGH SCHOOL - SPECIAL ED FACILITY
DSA APP #: 02-116651
DSA FILE #: 03-H2
DISTRICT: AMADOR COUNTY OFFICE OF EDUCATION
CONTRACTOR: AMERICAN RIVER CONSTRUCTION, INC.

CO #: 1
DATE: November 19, 2020

NO. 1 ITEM: BUILDING FOUNDATION
REASON: CONCRETE FOUNDATION REMOVED FROM MODULAR MANUFACTURER'S CONTRACT AND ADDED TO AMERICAN RIVER CONSTRUCTION'S CONTRACT.

ADD / CREDIT $ 185,000.00
TIME EXTENSION 0 DAYS

ARCHITECT:
CALIFORNIA DESIGN WEST ARCHITECTS
2100 19TH STREET
SACRAMENTO, CA 95818

CONTRACTOR:
AMERICAN RIVER CONSTRUCTION, INC.
5465 MERCHANT CIRCLE, SUITE 1
PLACERVILLE, CA 95667

OWNER:
AMADOR COUNTY OFFICE OF ED
217 REX AVENUE
JACKSON, CA 95642

SIGNATURE: DATE: 11/19/2020
SIGNATURE: DATE: 11/19/2020
SIGNATURE: DATE:
DECEMBER 14, 2020

AGENDA ITEM #: 10.4

SUBJECT:
California School Board Association (CSBA) Recommended Board Policy Updates – Discussion/Action

BACKGROUND INFORMATION:
CSBA provides multiple policy update packets each fiscal year. The policies presented for updating at this time are in the area of the Educational Services. The descriptions summarize the changes made to each policy. It is recommended that districts review the materials and modify their policies accordingly.

BP5113.1 – Chronic Absence and Truancy
Policy updated to designate the attendance supervisor as the person responsible for performing various assignments related to absence and truancy; reflect a tiered approach for reducing chronic absence which includes universal strategies and letters to parents/guardians; expand material regarding early intervention; add the provision of training and information to staff for the implementation of a trauma-informed approach to chronic absence; reflect chronic absence as a measure of district and school performance on the California School Dashboard; and add grade level to the list of specific data to be provided to the board regarding attendance, absence, and truancy.

FISCAL IMPLICATIONS:
None.

RECOMMENDATION:
The Superintendent recommends that the Board approve the Board Policy updates.

PRESENTED BY:
Sean Snider, Assistant Superintendent, Educational Services
Amador COE and USD
Board Policy
Chronic Absence And Truancy

BP 5113.1
Students

The Board of Trustees believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district and county office.

(cf. 5113 - Absences and Excuses)
(cf. 5113.11 - Attendance Supervision)

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district and county office. He/she shall provide the Board with data on school attendance, chronic absence, and truancy rates districtwide, for each school, and disaggregated for each numerically significant student subgroup as defined in Education Code 52052. Such data shall be used in the development of annual goals and specific actions for student attendance and engagement to be included in the district's local control and accountability plan and other applicable school and district plans.

The Superintendent, attendance supervisor, or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.

The Superintendent, attendance supervisor, or designee shall develop a tiered approach to reducing chronic absence. Such an approach shall include strategies for preventing attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, letters alerting parents/guardians to the value of regular school attendance, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

The tiered approach shall also provide for early outreach to students as soon as they show signs of poor attendance or if they were chronically absent in the prior school year. Early intervention may include personalized outreach, individual attendance plans, and/or mentoring to students with moderate levels of chronic absence, with additional intensive, interagency wrap-around services for students with the highest level of absence.

(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
The Superintendent or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students’ feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

Interventions for students with serious attendance problems shall be designed to meet the specific needs of the student. Students with serious attendance problems shall be provided with interventions specific to their needs, which may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports, efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. The Superintendent, attendance supervisor, or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5126 - Awards for Achievement)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.6 - School Health Services)
(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.
The Superintendent or designee shall ensure that staff assigned to fulfill attendance-related duties are trained in implementing a trauma-informed approach to chronic absence and receive information about the high correlation between chronic absence and exposure to adverse childhood experiences.

Students who are identified as chronically absent or truant shall be subject to the interventions specified in law and administrative regulation.

A student's truancy, tardiness, or other absence from school shall not be the basis for his/her suspension or expulsion. Alternative strategies and positive reinforcement for attendance shall be used whenever possible.

The Superintendent, attendance supervisor, or designee shall periodically report to the Board regarding the district's progress in improving student attendance rates for all students and for each numerically significant student population. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to make changes as needed. Student attendance patterns in the district or county office, including rates of chronic absence and truancy districtwide and for each school, grade level, and numerically significant student subgroup as defined in Education Code 52052. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to develop annual goals and specific actions for student attendance and engagement to be included in the district or county office's local control and accountability plan and other applicable school and district plans. As appropriate, the Superintendent or designee shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.
Legal Reference:
EDUCATION CODE
1740-1742 Employment of personnel to supervise attendance (county superintendent)
37223 Weekend classes
46000 Records (attendance)
46010-46014 Absences
46110-46119 Attendance in kindergarten and elementary schools
46140-46147 Attendance in junior high and high schools
48200-48208 Children ages 6-18 (compulsory full-time attendance)
48225.5 Work permits, entertainment and allied industries
48240-48246 Supervisors of attendance
48260-48273 Truants
48290-48297 Failure to comply; complaints against parents
48320-48325 School attendance review boards
48340-48341 Improvement of student attendance
48400-48403 Compulsory continuation education
48900 Suspension and expulsion
49067 Unexcused absences as cause of failing grade
52052 Academic Performance Index; numerically significant student subgroups
60901 Chronic absence
GOVERNMENT CODE
54950-54963 The Ralph M. Brown Act
PENAL CODE
270.1 Chronic truancy; parent/guardian misdemeanor
272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy
830.1 Peace officers
VEHICLE CODE
13202.7 Driving privileges; minors; suspension or delay for habitual truancy
WELFARE AND INSTITUTIONS CODE
256-258 Juvenile hearing officer
601-601.4 Habitually truant minors
11253.5 Compulsory school attendance
CODE OF REGULATIONS, TITLE 5
306 Explanation of absence
420-421 Record of verification of absence due to illness and other causes
COURT DECISIONS

Management Resources:
CSBA PUBLICATIONS
Attendance Awareness Month, Fact Sheet, September 2014
ATTENDANCE WORKS PUBLICATIONS
Count Us In! Working Together to Show that Every School Day Matters, 2014
The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority
Early Outreach for Positive Linkages and Engagement, 2014
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
School Attendance Review Board Handbook: A Road Map for Improved School Attendance and Behavior, 2015
School Attendance Improvement Handbook, 2000
WEB SITES
CSBA: http://www.csba.org
Attendance Works: http://www.attendanceworks.org
California Department of Education: http://www.cde.ca.gov
California Healthy Kids Survey: http://chks.wested.org
California School Climate, Health, and Learning Survey System: http://www.cal-schls.wested.org

Policy AMADOR COUNTY UNIFIED SCHOOL DISTRICT
adopted: May 9, 2018 Jackson, California
DECEMBER 14, 2020

AGENDA ITEM #: 10.5

SUBJECT: California School Board Association (CSBA) Recommended Board Policy Updates – Discussion/Action

BACKGROUND INFORMATION:
CSBA provides multiple policy update packets each fiscal year. The policies presented for updating at this time are in the area of the Business Services. The descriptions summarize the changes made to each policy. It is recommended that districts review the materials and modify their policies accordingly.

Board Policy 3280 - Sale or Lease of District-Owned Real Property
Policy updated to reflect NEW LAW (SB 820, 2020) which adds, until July 1, 2024, an exception to the requirement that boards appoint an advisory committee for the sale or lease of district-owned property if the property has not operated as an early childhood education facility or for elementary or secondary instruction, and NEW LAW (SB 98, 2020) which authorizes, until July 1, 2024, the proceeds from the sale or lease of property purchased entirely with local funds to be used for any one-time general fund purpose if certain conditions are met. Policy also adds material regarding the authorization for boards to meet in closed session with real property negotiators, the requirement to notify the Office of Public School Construction within 90 days if the district sells property that utilized funds received from a state school facilities program within the previous 10 years and the proceeds were not used for specified purposes, and conditions under which the State Allocation Board may require a return of the funds.

Board Policy 3530 - Risk Management/Insurance
Policy updated to address the basis upon which insurance decisions should be made and the provision of safety-related training and protective equipment for staff. Policy also updated to delete material regarding the removal of an insurance agent as being implicit in a governing board's authority and explicit in insurance contracts. Timeline for reporting to the board on risk management activities revised from twice a year to periodically to give boards flexibility based on district need.

FISCAL IMPLICATIONS:
None.

RECOMMENDATION:
The Superintendent recommends that the Board approve the Board Policy updates.

PRESENTED BY:
Jared Critchfield, Assistant Superintendent, Business Services
The Board of Trustees believes that district and county office facilities and resources should be utilized in an economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space for the effective delivery of instruction.

(cf. 1330 - Use of School Facilities)
(cf. 7110 - Facilities Master Plan)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7160 - Charter School Facilities)

Prior to the sale or lease of any surplus real property, the Board shall appoint a district advisory committee prior to the sale or lease of any surplus real property to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. Rentals of surplus property not exceeding 30 days are exempted from this requirement. When the sale, lease, or rental of surplus property is for the purpose of teacher or other employee housing, or for the offering of summer school by a private educational institution, the Board may elect not to appoint a district advisory committee. (Education Code 17387-17391)

1. A rental of property for a period of time not exceeding 30 days
2. A lease or rental of surplus property to a private educational institution for the purpose of offering summer school
3. A sale, lease, or rental of surplus property to be used for teacher or other employee housing
4. Until July 1, 2024, a sale or lease of surplus property that has not previously operated, or was not constructed to be operated, as an early childhood education facility or a school for elementary or secondary instruction

(cf. 1220 - Citizen Advisory Committees)

In addition, to ensure that the proposed disposition of the property conforms with any general plan adopted by the local planning agency that affects or includes the area where the surplus property is located, the Board shall submit a report to the local planning agency describing the location of the surplus property and the purpose and extent of the proposed sale or lease. (Government Code 65402)
The Board shall determine whether the sale or lease of the surplus property is subject to review under the California Environmental Quality Act. (Public Resources Code 21000-21177; 14 CCR 15061-15062)

Note: When a district or county office is selling any surplus property or leasing it with an option to purchase, Education Code 17464 lists the public entities that must be given priority to lease or purchase the property and the types of notice that the district must provide such entities before disposing of the property. Under certain circumstances, districts may also need to comply with the Naylor Act (Education Code 17485-17500), which requires that priority be given to public agencies when disposing of any district property that includes a playground, playing field, or land with an outdoor recreational purpose. Under certain conditions, the district may grant priority to licensed child care providers pursuant to Education Code 17458 or may sell surplus property for less than fair market value to public entities for recreational purposes pursuant to Education Code 17230. The requirement to first offer surplus property to a charter school with a projected in-district average daily attendance of at least 80 students expired July 1, 2016 pursuant to the terms of Education Code 17457.5.

The Board may meet in closed session with its real property negotiator prior to the sale or lease of real property by the district in order to grant its negotiator authority regarding the minimum price or rent and terms of the sale or lease. (Government Code 54956.8)

(cf. 9321 - Closed Session)

When selling or leasing district or county office real property, the Board shall comply with the priorities and procedures specified in applicable law. (Education Code 17230, 17464, 17485-17499; Government Code 54222)

(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)

In addition, when selling real property purchased, constructed, or modernized with funds received within the past 10 years from a state school facilities funding program, the Board shall consider whether any of the proceeds from the sale will need to be returned to the State Allocation Board (SAB) pursuant to Education Code 17462.3.

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a
public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

(cf. 9320 - Meetings and Notices)
(cf. 9323.2 - Actions by the Board)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

In accordance with Education Code 17470, the Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it. At least 60 days prior to the public meeting, the Superintendent or designee shall take reasonable steps to provide written notification of the public meeting, by certified mail, to the former owner from whom the district acquired the property. (Education Code 17470)

Acceptance/Rejection of Bids

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting a written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

(cf. 1431 - Waivers)

Use of Proceeds
The Superintendent or designee shall ensure that the proceeds from the sale or lease with an option to purchase of surplus district or county office property are used for one-time expenditures and not for ongoing expenditures such as salaries and general operating expenses. (Education Code 17462)

Proceeds from a sale of surplus district property shall be used for capital outlay or maintenance costs that the Board determines will not recur within a five-year period. (Education Code 17462; 2 CCR 1700)

Proceeds from a sale of surplus district or county office property shall generally be used for capital outlay or maintenance costs that the Board determines will not recur within a five-year period. Proceeds from a lease of district or county office property with an option to purchase may be deposited into a restricted fund for the routine repair of district facilities, as defined by the SAB, for up to a five-year period. (Education Code 17462)

However, if the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements, the proceeds from the sale or lease with an option to purchase may be deposited in a special reserve fund for the future maintenance and renovation of school sites or in the district's general fund. Proceeds from the sale or lease with option to purchase of district property may also be deposited in a special reserve fund for capital outlay or maintenance costs of district property that the Board determines will not recur within a five-year period. (Education Code 17462)

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

In addition, until July 1, 2024, if district or county office surplus property was purchased entirely with local funds, the proceeds from the sale or lease of the property, together with any personal property located on the property, may be deposited into the general fund of the district and may be used for any one-time general fund purpose. Before exercising this authority, the Board shall:
(Education Code 17463.7)

1. Submit to SAB documents certifying that the sale of real property does not violate the provisions of a local bond act and the real property is not suitable to meet projected school construction needs for the next 10 years

2. At a public meeting, adopt a plan for expending one-time resources from the sale or lease of the property which identifies the source and intended use of the surplus property proceeds and describes the reasons that the expenditure will not result in ongoing fiscal obligations for the district

Whenever the district sells real property that was purchased, improved, or modernized with funds that were received from a state school facilities funding program within the previous 10 years, the district shall notify OPSC within 90 calendar days of the sale of the property if the
proceeds from the sale are not used for capital outlay and the property is not sold to a charter school, another school district, a county office of education, or an agency that will use the property exclusively for the delivery of child care and development services. If SAB subsequently makes a finding that the sale is subject to Education Code 17462.3, the district shall return the funds to the SAB within 90 calendar days of the finding. (2 CCR 1702)

Legal Reference:
EDUCATION CODE
17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions
17230-17234 Surplus property
17385 Conveyances to and from school districts
17387-17391 Advisory committees for use of excess school facilities
17400-17429 Leasing property
17430-17447 Leasing facilities
17453 Lease of surplus district property
17455-17484 Sale or lease of real property, especially:
17462.3 State Allocation Board program to reclaim funds
17485-17500 Surplus school playground (Naylor Act)
17515-17526 Joint occupancy
17527-17535 Joint use of district facilities
33050 Request for Waiver
38130-38139 Civic Center Act
GOVERNMENT CODE
50001-50002 Definitions
54220-54232 Surplus land, especially:
54222 Offer to sell or lease property
54950-54963 Brown Act, especially:
54952 Legislative body, definition
PUBLIC RESOURCES CODE
21000-21177 California Environmental Quality Act
CODE OF REGULATIONS, TITLE 2
1700 Definitions related to surplus property
COURT DECISIONS
ATTORNEY GENERAL OPINIONS

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Closing a School Best Practices Guide
OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS
Unused Site Program Handbook, December 2015
WEB SITES
CSBA: http://www.csba.org
California Department of Education, School Facilities Planning Division:
http://www.cde.ca.gov/ls/fa
Coalition for Adequate School Housing:  http://www.cashnet.org
Office of Public School Construction:  http://www.dgs.ca.gov/opscc

Policy  AMADOR COUNTY UNIFIED SCHOOL DISTRICT
adopted:  May 9, 2018       Jackson, California
Amador COE and USD

Board Policy

Risk Management/Insurance

BP 3530

Business and Noninstructional Operations

The Board of Trustees strongly supports a risk management program that protects district resources and promotes the safety of students, staff and the public. It desires to promote the safety of students, staff, and the public while protecting district and county office resources. The Superintendent or designee shall establish a risk management program that uses effective safety and loss control practices.

The district and county office shall strive to keep its liability at a minimum and its insurance premiums as low as possible while maintaining adequate protection against loss which may occur due to hazards facing the district.

The Superintendent or designee shall establish a risk management program that uses effective safety and loss control practices. The district shall strive to keep its liability at a minimum and its insurance premiums as low as possible while maintaining adequate protection. To determine the most economical means of insuring the district and county office consistent with required services, the Superintendent or designee shall annually review the district and county office's options for obtaining coverage, including qualified insurance agents, a joint powers agency, self-insurance or a combination of these means. Decisions regarding the means of insuring the district shall be based on a careful analysis of past claims records indicating the frequency and magnitude of losses and a prediction of future losses.

The Board reserves the right to remove an insurance agent-of-record or a participating agent whenever, in the judgment of the Board, such action becomes desirable for the best interests of the district.

To attempt to minimize the district's or county office's exposure to liability, the Board shall adopt clear policies related to discrimination, harassment, safety procedures, and the timely handling of claims. The Superintendent or designee shall ensure that these policies and related procedures are enforced fairly and consistently. The Superintendent or designee shall provide safety-related training and protective equipment to staff as appropriate for their position.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 3320 - Claims and Actions Against the District)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4132/4232/4332 - Publication or Creation of Materials)
(cf. 4157/4257/4357 - Employee Safety)
The Superintendent or designee shall periodically report to the Board on the district and county office's risk management activities, including, but not limited to, the district and county office's property and liability risks and exposures and the effectiveness of the district's risk management and loss control practices.

Legal Reference:
EDUCATION CODE
17029.5 Contract funding; board liability
17565-17592 Board duties re property maintenance and control
32350 Liability on equipment loaned to district
35162 Power to sue, be sued, hold and convey property
35200-35214 Liabilities, especially:
35208 Liability insurance
35211 Driver training civil liability insurance
35213 Reimbursement for loss, destruction or damage of personal property
35214 Liability self-insurance
35331 Medical or hospital service for students on field trip
39837 Transportation of pupils to places of summer employment
41021 Requirement for employees' indemnity bonds
44873 Qualifications for physician (liability coverage)
49470-49474 District medical services and insurance
GOVERNMENT CODE
820.9 Board members not vicariously liable for injuries caused by district
831.7 Hazardous recreational activities
989-991.2 Local public entity insurance
LABOR CODE
3200-4855 Workers' compensation

Policy AMADOR COUNTY UNIFIED SCHOOL DISTRICT
adopted: May 9, 2018 Jackson, California
AGENDA ITEM #: 10.6

SUBJECT:
Amador County Special Education Local Plan Area (SELPA) Local Plan Amendment and Revised 2020-2021 SELPA Governing Board Calendar—Discussion/Action

BACKGROUND INFORMATION:
On June 10, 2020, the ACOE, ACUSD, and SELPA Boards of Trustees conducted successful second reading and approval of the 2020-2021 Local Plan for the Amador County SELPA. This approved plan initiated a new composition of the SELPA Governing Board, including the ACUSD Superintendent, the ACOE Superintendent, the Assistant Superintendent of Business Services, the Assistant Superintendent of Human Resources & Labor Relations, and the Director of Special Education/SELPA.

The structure of the Amador County SELPA is unique as compared to all other SELPAs in California. This is due to the following factors taken together: (a) ACUSD is the only school district in the county; (b) the Amador County SELPA is a necessary small SELPA with only two local education agencies, ACUSD and ACOE; (c) there is only one county office of education in the SELPA; and (d) there are two superintendents in this single/single school system. Due to all of these factors combined, it has become apparent that the current composition of the SELPA Governing Board is not feasible due to the legal requirements of the Brown Act.

FISCAL IMPLICATIONS:
There is no fiscal implication.

RECOMMENDATION:
The Superintendent recommends that the Board of Trustees approve the Amador County SELPA Local Plan Amendment and the revised 2020-2021 SELPA Governing Board Calendar. The complete Local Plan is here.

PRESENTED BY:
Kathryn Brown, Director of Special Education/SELPA
Section B: Governance and Administration

SELPA Amador County Fiscal Year 2020-21

B. Governance and Administration

California Education Code (EC) sections 56195 et seq. and 56205

Participating Local Educational Agencies

Participating local educational agencies (LEAs) included in the Special Education Local Plan Area (SELPA) local plan must be identified in Attachment I.

Special Education Local Plan Area—Local Plan Requirements

1. Describe the geographic service area covered by the local plan:

Amador County SELPA is designated as a necessary small SELPA, since its total reported units of average daily attendance in kindergarten and grades 1 to 12, inclusive, is less than 15,000, and that total includes all of the school districts located in the county. EC 56212 and EC 56195

Each special education local plan area, as defined in subdivision (d) of Section 56195.1, shall administer local plans submitted pursuant to Chapter 3 (commencing with Section 56200) and shall administer the allocation of funds pursuant to Chapter 7.2 (commencing with Section 56836).

2. Describe the SELPA regional governance and administrative structure of the local plan.

Clearly define the roles and structure of a multi-LEA governing body, or single LEA administration as applicable:

GOVERNING BODY 20 USC§ 1412 (a) (13) Amador County meets the criteria of 56195.1 (a)(12)(d) in that its size and scope allows it to be considered its own Special Education Local Plan Agency. The Amador County Special Education Local Plan Area (AC SELPA) shall submit to the County Office, the ACOE Board of Trustees, the ACUSD Board of Trustees, and the Amador County SELPA Governing Board a local plan for the education of all individuals with exceptional needs.

The Amador County SELPA Governing Board will be made up of the following five (5) members:

- Amador County Office of Education (ACOE) Superintendent ACUSD/ACOE Board of Trustees President
- Amador County Unified School District (ACUSD) Superintendent ACUSD/ACOE Board of Trustees
Section B: Governance and Administration

SELPA Amador County

| Fiscal Year | 2020-21 |

- Director of Special Education/SELPA ACUSD/ACOE Board of Trustees Member
- Assistant Superintendent of Business Services/Chief Business Officer ACUSD/ACOE Board of Trustees Member
- Assistant Superintendent of Human Resources ACUSD/ACOE Board of Trustees Member
- ACUSD Superintendent
- ACOE Superintendent

Each special education local plan area, as defined in subdivision (d) of Section 56195.1, shall administer local plans submitted pursuant to Chapter 3 (commencing with Section 56200) and shall administer the allocation of funds pursuant to Chapter 7.2 (commencing with Section 56836).

EC 56195.1 The governing board of a district shall elect to do one of the following:

(a)(12)(D) If a sufficient size and scope, under standards adopted by the board, submit to the superintendent a local plan for the education of all individuals with exceptional needs residing in the district in accordance with Chapter 3 (commencing with Section 56205 (a)).

(b)(12)(0) A description of the governance and administration of the plan, including identification of the governing body of a multistrict plan or the individual responsible for administration in a single district plan, and the elected officials to whom the governing body or individual is responsible EC 56205(a)(12)(A).

3. Describe the SELPA’s regional policy making process. Clearly define the roles of a multi-LEA governing body, or single LEA administration as applicable related to the policy making process for coordinating and implementing the local plan:
Generally, ACUSD and ACOE regular Board meetings are scheduled for the second and fourth Wednesday of every month. Due to some holidays some meetings are schedule on the first or third Wednesday of the month. Special meetings may be called when necessary. These regular meetings will be scheduled in the Amador County Administration Center, 810 Court Street, Jackson, CA unless otherwise announced. This schedule reflects the aligning of Board meetings with the fiscal calendar.

### School Year 2020/2021

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<tr>
<th>Date</th>
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<tr>
<td>May 27, 2020</td>
<td>ACUSD – ACOE</td>
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<td>June 10, 2020</td>
<td>ACUSD - ACOE</td>
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<td>June 23, 2021</td>
<td>ACOE - ACUSD</td>
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Dates Submitted for Board approved, December 11, 2019

Revised schedule submitted for Board approval June 24, 2020

Revised schedule submitted for Board approval November 18, 2020
AGENDA ITEM #: __10.7_______

SUBJECT:  
2020-2021 Budget Overview for Parents

BACKGROUND INFORMATION:  
California Education Code (EC) Section 52064.1 requires each school district, county office of education (COE), and charter school (LEA) to develop the Local Control Funding Formula (LCFF) Budget Overview for Parents in conjunction with the LCAP by July 1 of each year.

Senate Bill (SB) 98 added EC Section 43509, which changed the adoption date for the Budget Overview for Parents for the 2020–21 school year. For 2020–21, local governing boards or governing bodies are required to adopt and submit the Budget Overview for Parents on or before December 15, 2020, in conjunction with the LEA’s first interim budget report.

SB 98 decoupled the Budget Overview for Parents from the LCAP for 2020–21 and tied it to the first interim report. SB 820 requires the Budget Overview for Parents template to be aligned to the Learning Continuity Plan. As such, the revenue and budgeted expenditures referenced in the 2020–21 Budget Overview for Parents are tied to the LEA’s first interim report, its Learning Continuity Plan, and its 2019–2020 LCAP.

Since Amador County is a single district county, the Budget Overview for Parents and the first interim report is submitted to the California Department of Education for review and approval.

FISCAL IMPLICATIONS:  
None

RECOMMENDATION:  
The Superintendent recommends approval of the 2020-2021 Budget Overview for Parents.

PRESENTED BY:  
Sean Snider, Assistant Superintendent, Educational Services
School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

### Projected Revenue by Fund Source

- **Federal CARES funds**: $3,187,357 (6%)
- **All Other Federal Funds**: $2,523,611 (4%)
- **All local funds**: $2,607,365 (5%)
- **All other state funds**: $6,404,633 (12%)
- **Total LCFF funds**: $40,392,156 (73%)
- **LCFF supplemental & concentration grants**: $2,834,461 (5%)
- **All Other LCFF funds**: $37,557,695 (68%)

This chart shows the total general purpose revenue Amador County Unified School District/Amador County Office of Education expects to receive in the coming year from all sources.

The total revenue projected for Amador County Unified School District/Amador County Office of Education is $55,115,122, of which $40,392,156 is Local Control Funding Formula (LCFF), $6,404,633 is other state funds, $2,607,365 is local funds, and $5,710,968 is federal funds. Of the $5,710,968 in federal funds, $3,187,357 are federal CARES Act funds. Of the $40,392,156 in LCFF Funds, $2,834,461 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).
For the 2020-21 school year school districts must work with parents, educators, students, and the community to develop a Learning Continuity and Attendance Plan (Learning Continuity Plan). The Learning Continuity Plan replaces the Local Control and Accountability Plan (LCAP) for the 2020–21 school year and provides school districts with the opportunity to describe how they are planning to provide a high-quality education, social-emotional supports, and nutrition to their students during the COVID-19 pandemic.

Amador County Unified School District/Amador County Office of Education plans to spend $55,611,580 for the 2020-21 school year. Of that amount, $3,698,392 is tied to actions/services in the Learning Continuity Plan and $51,913,188 is not included in the Learning Continuity Plan. The budgeted expenditures that are not included in the Learning Continuity Plan will be used for the following:

- Employee salaries, health and welfare benefits, unrestricted operational costs such as utilities, property and liability insurance, routine maintenance, and other centralized services.
- Restricted costs not in the LCAP include Special Education, a portion of Title I, and other federal, state and private grants.

Increased or Improved Services for High Needs Students in the Learning Continuity Plan for the 2020-2021 School Year

In 2020-21, Amador County Unified School District/Amador County Office of Education is projecting it will receive $2,834,461 based on the enrollment of foster youth, English learner, and low-income students. Amador County Unified School District/Amador County Office of Education must describe how it intends to increase or improve services for high needs students in the Learning Continuity Plan. Amador County Unified School District/Amador County Office of Education plans to spend $2,144,892 towards meeting this requirement, as described in the Learning Continuity Plan.

The actions and services Amador County Unified School District/Amador County Office of Education are taking to meet their requirement to improve services for high needs students are explained in detail in the
2019-2020 LCAP. While there is not an LCAP for the 2019-2020 school year, all actions and services contained in the 2019-2020 LCAP continue to be carried out. Examples include professional development focused on meeting the unique needs of our socioeconomically disadvantaged students, English learners, foster youth, and homeless students, increased funding for supplemental social-emotional materials, and AVID expansion to 10th Grade for college, career, and citizenship readiness support. AVID has been shown to assist with reducing the chronic absenteeism rate, reducing the suspension rate, increasing the graduation rate and rate of students "prepared" for the college/career indicator, and raising the achievement levels in English language arts and mathematics.

There are many supports in place specific to our English learner population such as bilingual aides, an English learner home-school liaison, English language development (ELD) supplemental materials and training, additional hours for bilingual aides to support students, and a half-time elementary principal to facilitate and oversee all things related to English learner supports.

Additional supports include intervention teachers at all elementary schools and MTSS coordinators at all secondary schools, after school intervention, summer school, TK/K aides, LCFF site allocations to support school initiatives to serve high needs students, elementary principals assigned to oversee various aspects of the MTSS supports, online programs such as Edgenuity and Illuminate, and additional technology to ensure all unduplicated pupils have the same access as their peers.

Funding for school counselors, social-emotional curriculum, student engagement activities such as WEB and LINK, family engagement activities, and significant support for arts education are also targeted for our unduplicated pupils.
Update on Increased or Improved Services for High Needs Students in 2019-20

This chart compares what Amador County Unified School District/Amador County Office of Education budgeted in the 2019-20 LCAP for actions and services that contributed to increasing or improving services for high needs students with what Amador County Unified School District/Amador County Office of Education actually spent on actions and services that contributed to increasing or improving services for high needs students in the 2019-20 school year.

In 2019-20, Amador County Unified School District/Amador County Office of Education's LCAP budgeted $3,542,333 for planned actions to increase or improve services for high needs students. Amador County Unified School District/Amador County Office of Education actually spent $3,165,533 for actions to increase or improve services for high needs students in 2019-20.

The difference between the budgeted and actual expenditures of $376,800 did not have an impact on Amador County Unified School District/Amador County Office of Education's ability to increase or improve services for high needs students. All actions and services for high needs students were carried out until March 13, 2020 when the COVID-19 pandemic forced school buildings to close and the educational model to shift to online, distance learning. Many of the wonderful activities and services provided through the LCAP prior to the pandemic were no longer possible without students physically on campuses.

Counselors and intervention teachers continued to see students virtually, but funding for the transportation routes serving unduplicated pupils were no longer needed. All professional development scheduled between March and June was cancelled, eliminating all associated costs. Elementary summer school was not offered because of the stay at home order and because it was not essential for credit recovery. The History Social-Science textbook adoption was put on hold due to the uncertain budget.
CURRENT CONSIDERATIONS

Classified—New Employee
Kaitlyn Shoemaker, Instructional Assistant, 6 hours/11 months, Jackson Elementary, effective November 2, 2020
Jessica Smith, Instructional Aide, 6 hours/11 months, Triglia/Argonaut, effective November 2, 2020

County Superintendent       Date
CURRENT CONSIDERATIONS

**Classified– New Employee**
Emmanuel Bolanos Arroyo, Instructional Assistant, 5.5 hours/11 months, Ione Junior High, effective December 10, 2020

**Classified–Increased Hours**
Lacey Henry, Instructional aide, from 4 hours to 6 hours/11 months, Ione elementary, effective December 15, 2020
Jolene Mittelstadt, Instructional Aide, from 4 hours to 6 hours/11 month, Triglia, effective December 15, 2020
Amy Roussan, Instructional Aide, from 4 hours to 6 hours/11 month, Triglia, effective December 15, 2020
Tracy Pitts, Instructional Aide, from 4 hours to 6 hours/11 month, Triglia, effective December 15, 2020
Dianna DeWeese, Instructional Aide, from 4 hours to 6 hours/11 month, Triglia, effective December 15, 2020
Tamaran Hollingsworth, Instructional Aide, from 4 hours to 6 hours/11 month, Triglia, effective December 15, 2020

**Classified–Voluntary Transfer**
Melinda Green transferred from Instructional Aide, 6 hours to Job Coach Workability, 7 hours/11 months, Argonaut/Triglia, effective December 15, 2020

County Superintendent

Date

Board Date October 7, 2020
TENTATIVE AGREEMENT MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER #827 AND AMADOR COUNTY OFFICE OF EDUCATION REGARDING ONE-TIME COMPENSATION DURING COVID-19
November 30, 2020

This Memorandum of Understanding is agreed between Amador County Office of Education ("County"), and the California School Employees Association and its Chapter #827 (together "CSEA") (collectively the "Parties") concerning a one-time payment of $1,500.00 for extra duties performed during COVID-19 for the 2020-2021 school year. Any employee working 7 to 8 hours per day will be compensated the full amount of the extra duty wages. Employees working less than 7 hours per day will be compensated a prorated amount based on their hours worked each day divided by 7. For example, if an employee works 6 hours per day they will receive 0.86 of the $1500 extra duty wages.

The purpose of these extra duty wages is the County’s acknowledgment of the dedication, effort, and willingness of employees to do whatever is necessary to keep students safe and receive a high-quality education. These wages acknowledge the extra work and duties already performed and continued work that will be performed this school year.

The attached appendix (Appendix A) lists the Parties’ agreed-upon dollar amount each employee will receive for extra duty wages. The extra duty checks will be processed during the workday of December 21, 2020, and will be sent via U.S. Mail no later than December 22, 2020.

This agreement is not precedent-setting.

District ____________________________ Date 12/4/20

District ____________________________ Date 12/4/2020

CSEA ____________________________ Date __________________

CSEA ____________________________ Date 12/4/2020

CSEA ____________________________ Date 12/4/2020

CSEA ____________________________ Date 12/4/2020

CSEA ____________________________ Date 12/4/2020

CSEA ____________________________ Date 12/04/2020
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MEMORANDUM OF UNDERSTANDING
BETWEEN AMADOR COUNTY OFFICE OF
EDUCATION AND SPECIAL EDUCATORS OF
AMADOR COUNTY TEACHERS ASSOCIATION
REGARDING COVID-19, BEGINNING OF THE
SCHOOL YEAR 2020-2021
DISTANCE LEARNING

The health and safety of all students and staff must be the first priority and
guiding principle in opening public schools for the 2020-21 school year. When
we physically return to school campuses, it needs to be planned and
deliberate with safety and public health at the forefront of all decision-making.
There is clear and up-to-date guidance from the California Department of
Public Health (CDPH) on how schools can open safely and responsibly, as
well as triggers that require schools to physically close again. SEAC is
committed to ensuring the health and safety of our members and the
students we serve.

In preparation for beginning the 2020-21 school year in the midst of a
continuing pandemic, the parties recognize the need to address the learning
environment and instructional model that will be used to educate our students.
It is in the mutual interest of the parties to abide by the recommendations of
public health officials to prevent illness and further spread the virus. The
parties recognize that schools are critical to daily life and that collaboration
between local public health, education officials, and educators is the best
means to determine and balance competing concerns surrounding school
reopening decisions. In accordance with guidance from the Centers for
Disease Control and Prevention (“CDC”), California Department of Public
Health (“CDPH”), California Department of Education (“CDE”), the California
Department of Industrial Relations Division of Occupational Safety and Health
(Cal/OSHA), and the local public health department, the parties recognize and
agree that reopening under a distance learning approach is necessary at this
time and will proceed as conducted this past spring, with various modifications
as detailed in SB 98, and until further review and negotiations take place.
When community health conditions improve and an agreement is reached
between ACOE and SEAC, a new MOU will be developed and some form of in-person instruction will be instituted following the provisions of the new MOU.

- The first 5 days of the work year, August 10-14, will be scheduled as non-instructional days and reserved for staff planning, collaboration, and preparation of distance learning materials. The additional 3 teacher work days will be paid at a member’s per diem rate. It is understood and agreed upon that if necessary, the days of June 07-June 11 may be used as make-up work days and/or student days. This may include, but is not limited to, PSPS days without a waiver, or, snow days that have been exhausted.

- The first working day for unit members will be Aug. 10, 2020

**Opening the Year Activities - Teachers**

**August 10-11** Staff meetings, instructional leadership team meetings, collaboration within sites and across the district with like grade levels.

- County employees working in the SH program will have mandatory meetings on August 10th and 11th.

**August 12-14** Open for teachers to continue planning and preparing materials.

**August 14** SH Staff meeting at Triglia 12:00 - 3:30
August 10-14 Various voluntary professional development offerings will be provided by the District.

- Overview of SB98

- How to meet minutes/ DL requirements/ Addendums/What IEP’s will look like with Distance Learning and Homeschooling

- DIS teletherapy training

The days of Aug. 12-14 will be paid on per diem basis as a supplemental check by Sept. 15. 2020.

- The first instructional school day for students will be Aug. 17, 2020.

Students’ first week back will be utilized to obtain equipment, get connected and set up at home, and virtually meet and interact with teachers and peers, as directed by each site administrator.

- **Pay/Benefits**- While working under the current distance learning model, bargaining unit members shall continue to receive their full compensation and benefits. If extracurricular duties can and are performed, bargaining unit members shall continue to receive stipends and/or additional pay, as provided for under the collective bargaining agreement.

- The Association and the ACOE will monitor the anticipated increase in counseling needs for students. Addendums to this MOU may develop in the event workload for
counselors is increased. Intake procedures for new students will be covered in an addendum to this MOU.

- **Working Remotely**- Bargaining unit members are encouraged to report in person to their school site each day. Bargaining unit members shall not be directed or required to report in person to school sites or the district office while working under the current distance learning model. Site administrators, with the approval of the ACOE Superintendent, can revoke the option of working from home if the employee does not adhere to all components of this direction. Bargaining unit members have the right to request a meeting, with representation present, before such revocation takes effect.

- **In-Person Staff Meetings**- The ACOE shall not require in-person staff meetings or professional development if the ACOE cannot ensure a minimum of six (6) feet of physical distance between all employees/masks being worn by all attendees for the duration of the meeting and for entering/leaving the meeting.

- **Access to Worksite**- Under the current distance learning model, bargaining unit members may access and work from their classroom/office worksite during regular school hours as they deem necessary. In the event a bargaining unit member reports to a district worksite, he/she shall be responsible for following state, county, and local public health guidelines. While on district premises, except when working independently in their classroom/office, bargaining unit members shall maintain six feet of physical distance between themselves and other individuals and be required to wear a face mask. Staff who cannot wear a mask because of a documented health issue shall be required to wear a face shield and neck drape (tucked into the shirt).
Additional conditions required for safe, in-person work include,

**Students and visitors will not be allowed on campus** except in the case of a scheduled appointment.

**One-way directions/movement** - Ensuring that movement through buildings is unidirectional maximizes physical distancing. Directional markers as well as physical distancing markers will be used in shared spaces such as the school office, hallways, staff restrooms, staff workrooms, and staff break rooms.

**Hand Sanitizer/Soap** - The District shall comply with the following hand washing logistical requirements:

a) every room with a working sink shall be stocked with soap, hand sanitizer, hand drying equipment;

b) every classroom shall be provided hand sanitizer;

c) non-classroom workspaces shall be provided hand sanitizer;

d) hand sanitizer or portable hand washing stations shall be provided at each ingress and egress point;

e) all hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked immediately as needed and prior to the
beginning of each day.

**Handwashing**- Students, employees, and visitors shall be required to wash their hands or use hand sanitizer upon entering district sites and every time a classroom is entered.

**Daily Cleaning and Disinfecting**- The District shall ensure that all classrooms, restrooms, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.

**HVAC**- The CDC recommends ensuring that ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors if it is safe to do so. The COE will ensure that all windows will be operable. While no one method of prevention is 100% effective, layering prevention strategies helps reduce risk. The COE shall ensure all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to 100%. Air filters shall be MERV-13 or higher and changed at the recommended intervals. Portables and/or other rooms without adequate central HVAC shall be equipped with low noise HEPA air filters with a large enough capacity and flow rate for the
square footage of the room.

- **Bargaining Unit Member Expectations** - Bargaining unit members shall follow all requirements listed in SB 98 and determine the means and method for providing distance learning based on appropriate standards-based instruction, using district-adopted curriculum, and, utilizing the established MTSS process with intervention and supports for all students, and their students' ability to access the curriculum. Under the current distance learning model, bargaining unit members shall be responsible for planning appropriate standards-based instruction, responding to parents and students in a timely manner, supporting diverse learners, building rapport and connections with students, regularly monitoring student work completion and participation, providing students with feedback, and reporting non-participation to the site administrator for additional outreach and follow up. Bargaining unit members will be expected to attend IEP meetings virtually. IEP meetings will be scheduled whenever possible within the contracted school day.

- **Scheduling** - Except for office hours and/or interactive instruction, bargaining unit members shall set their schedule in communication with Site Administrator. Bargaining unit members are expected to work and be available during their normal contractual work hours and workdays. To provide students and parents with consistency and to avoid conflicts, office hours/interactive instruction shall be scheduled during the same times each week. Office hours shall be used to provide student support, feedback, and clarification and may be conducted via phone, email, and/or other virtual platforms. Interactive instruction should include content that requires student interaction with their teacher/classmates, content that engages a student in making a response, content that engages students in a
visual way, and provides the bargaining unit member opportunities to provide the student encouragement and feedback per the requirements of SB 98.

- **Office Hours/Interactive Instruction** - Bargaining unit members will provide interactive instruction and office hours as mandated by SB 98, on a set schedule each week. Bargaining unit members shall provide advance notification to students and parents if a change to the schedule is necessary. “Instructional time shall be based on the time value of assignments as determined and certified to, by an employee of the local educational agency who possesses a valid certification document, registered as required by law.” (SB98)

  180 instructional minutes daily in **TK-Kindergarten**.

  230 instructional minutes daily in grades **1 to 3**, inclusive.

  240 instructional minutes daily in grades **4 to 12**, inclusive.

  180 instructional minutes daily for pupils in **grades 11 and 12** that are also enrolled part time in classes of the California State University or the University of California for which academic credit will be provided upon satisfactory completion of enrolled courses.

  180 instructional minutes daily for **any pupil who is also a special part-time student enrolled in** a community college under Article 1 (commencing with Section 48800) of Chapter 5 of Part 27 of Division 4 and who will receive academic credit upon satisfactory completion of enrolled courses.
180 instructional minutes daily for pupils enrolled in a continuation high school.

Distance Learning Plans will be developed for all students with an IEP and will address SAI minutes, DIS services, and any other services in the IEP. Distance Learning Plans are developed by the case manager in collaboration with other IEP service providers. Scheduling of the Distance Learning Plan IEP team meeting will be scheduled and coordinated with all IEP team members to best meet the needs of all IEP team members.

- Unit members without sufficient internet coverage shall inform their site administrator of connectivity issues. The COE will provide hot spots for use in unit members' homes. Unit members will be provided the opportunity to work out of their classrooms, should connectivity issues not be resolved.

- Unit members are allowed to bring their district enrolled children with them to their classrooms. All health and safety procedures will apply. Unit members will be required to sign an acknowledgment form. Students are to stay within the confines of their parent's workspace.

- The five-day workweek (Monday through Friday) for all bargaining unit members shall include four (4) days of full instruction and one (1) compressed teaching minutes day per week. Compressed days shall be reserved for bargaining unit member site/job alike collaboration, and planning time.

- Evaluations- All formal evaluations for tenured teachers will
utilize the Alternate Evaluation During Covid-19 Form for the school year 2020-2021. Probationary teachers will be evaluated as spelled out in the current CBA.

Health Screening, Testing, Notification, and Contact Tracing

As Covered in: ACUSD Health and Safety plan During COVID-19 for a Safe Return to School. Updated 7-27-2020

- The COE shall ensure all students, employees, and visitors are checked for symptoms daily prior to entering school, including temperature checks via no touch thermometers. Visitors with any symptom consistent with COVID-19 shall be denied entry. Staff and students with any symptom consistent with COVID-19 or who have had close contact with a person with COVID-19 should be sent home or sent to an isolation room on site pending travel home.

The Association and COE reserves the right to negotiate and amend the language of this MOU regarding any additional impacts of Covid-19 and/or school closures/openings in the 2020-21 school year.

This MOU shall expire in full without precedent on June 30, 2021, unless extended by mutual written agreement.

For the Association For the COE