Wednesday, January 15, 2020
Room: District Office Board Room

Closed Session  6:00 p.m.
Open Session – 7:00 p.m.

I. CALL TO ORDER

II. PUBLIC COMMENTS

III. ADJOURN TO CLOSED SESSION

1. Conference with District Negotiators Superintendent Dr. David Roth and Assistant Superintendent Jackie McHaney in reference to negotiations with the Buckeye Teachers’ Association (BTA)

IV. RECONVENE INTO OPEN SESSION & FLAG SALUTE

V. ROLL CALL

VI. APPROVAL OF AGENDA

VII. PUBLIC COMMENTS

VIII. PRESENTATIONS

1. 2018/2019 Audit Report
   (Jen Hall, Crowe, Horrath LLP)

2. California School Dashboard - State and Local Indicators Report
   (David Roth, Ph.D., Superintendent)
IX. REPORTS
1. Budget Update: Jackie McHaney
2. Association Reports: BTA/CSEA
7. Reports and Requests by Board Members
8. Enrollment Report: Jackie McHaney
9. Superintendent’s Report: Dr. David Roth

X. CONSENT AGENDA

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

1. Summary Report of Warrants
2. Minutes of the Regular Meeting, December 18, 2019
3. Personnel Update
4. Donation to School: Intel Volunteer Grant Program-$1200.00 to Camerado Springs Middle School
5. 2019/2020 School Accountability Report Cards: Blue Oak Elementary, Charter Montessori Valley View Campus, Buckeye Elementary, Mandarin Immersion Charter School, Oak Meadow Elementary, Silva Valley Elementary, William Brooks Elementary, Camerado Springs Middle School and Rolling Hills Middle School

XI. REVIEW & ACTION ITEMS

1. Board Acceptance of the Annual Audit Report for the Year Ending June 30, 2019
   (Jackie McHaney, Asst. Superintendent)

2. First Reading of the Following California School Boards Association (CSBA) recommended Administrative Regulations (AR) Board Policies (BP), Board By-Laws (BB)
   - AR 1330 Use of School Facilities
   - AR 5113 Absences and Excuses
   - AR 5113.1 Chronic Absence and Truancy

XII. NEXT MEETING

- Wednesday, February 5, 2020, at 7:00 p.m.
XIII. ADJOURNMENT

Any writings or documents that are public records and are provided to a majority of the governing board regarding a
Open session item on this agenda will be made available for public inspection in the District Office located at 5049 Robert J. Mathews Parkway,
El Dorado Hills, CA 95762 during normal business hours. Individuals who require special accommodation (American Sign Language interpreter,
accessible seating, documentation in accessible formats, etc.) should contact the Superintendent at least two days before the meeting date.
### PROJECTED ENROLLMENT 2019-2020 AS OF 1-8-2020

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### Draft Demograph Report - December 2019 - One Year Enrollment Projection for 20-21

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### ENROLLMENT HISTORY

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# Enrollment Update from Head of School

Rising Sun Montessori School 1/7/2020

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<th>Montessori Certification</th>
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## Current Enrollment County by County/Gradelevel as of 1/7/20

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## Enrollment Update from Principal

### The Cottonwood School

Current Enrollment County by County/Gradelevel as of 1/7/20

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| Current Total | 26 | 4 | 1,234 | 1,288 |
| Variance      | -4 | 3 | 22    | 46    |

**Elementary Enrollment:** 2,122  
**High School - Homeschool Enrollment:** 371  
**High School - In-Seat Enrollment:** 7
### Buckeye Union School District
#### 2019-2020

#### Summary Report of Warrants

Warrant Registers for the period of: December 1, 2019 through December 31, 2019

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$1,738,344.37  

274

A detailed listing of warrants is available in the District Office.
Wednesday, December 18, 2019
Buckeye Union School District- Board Room

Closed Session – 6:00 p.m.
Open Session – 7:00 p.m.

I. CALL TO ORDER
Meeting called to order at 6:21 p.m.

II. PUBLIC COMMENTS
None

III. ADJOURN TO CLOSED SESSION

1. Conference with District Negotiators Superintendent Dr. David Roth and Assistant Superintendent Jackie McHaney in reference to negotiations with the Buckeye Teachers’ Association (BTA)

2. Conference with District Negotiators Superintendent Dr. David Roth and Assistant Superintendent Jackie McHaney in reference to negotiations with the California School Employees Association (CSEA)

IV. RECONVENE IN OPEN SESSION & FLAG SALUTE

The Board reconvened into open session at 7:00 p.m. Riley Johnson led the flag salute.
V. CLOSED SESSION ANNOUNCEMENTS
   None

VI. ROLL CALL
   Present: Brenda Hanson-Smith
   Gloria Silva
   Jon Yoffie
   Winston Pingrey
   Not Present: Kirk Seal

VII. APPROVAL OF AGENDA
   Winston Pingrey motioned to approve the agenda as presented. Gloria Silva
   seconded the motion. The motion carried 4-0.

VIII. PUBLIC COMMENTS
   Daniel Galloway gave public comment on an Afterschool Enrichment Centralized
   Registration Platform.

IX. PRESENTATIONS
   1. Rolling Hills Middle School Student Representative: Riley Johnson Student
      Body President and Karli Weiss, Student Body Secretary, reported to the
      Board on what the student body has been doing over the last few months at
      Rolling Hills. Riley and Karli reported that due to first fundraiser not being as
      successful as they had planned, the decision was made to conduct a second
      fundraising event. At Rolling Hills, they started an Olive Oil fundraiser - a
      bottle of which can be purchased for $20 each. Riley and Karli presented
      one bottle of the Olive Oil to the Board to showcase the fundraiser, which
      was quickly purchased. The fundraiser has been a big hit. In October
      students had Red Ribbon week and there were many activities in support of
      this event. Students have also hosted Club days to provide an opportunity
      to learn about what to connect such as what afterschool clubs to join, and
      the students really enjoyed this event. Other activities that have been
      going on are at Rolling Hills are:
         ● School Dance and the theme was Dance Thru the Decades;
         ● Rally- Nov 22- Thanksgiving theme;
         ● Dec 2- Dec 6 Hands for Hope;
         ● Today was ugly sweater day;
         ● Pennies for Patients theme is to Make Leukemia Disappear; and
         ● Lastly they finalized the 8th grade shirt and shared with the Board
           as promised.

   2. Transportation: Employee of the Year- Ken Harris. Director Nancy Ryan
      introduced Ken Harris as the Transportation Employee of the Year. Ms.
      Ryan shared with the Board how Ken is just one of those employees who
      always comes to work every day with a smile on his face and does his job
well. Ken’s willingness to be flexible and team player work performance has literally rescued the transportation department in every way. Dr. Roth, presented Mr. Harris with a Certificate of Appreciation and stated that he has always noted that Ken is one of those individuals that when you walk into transportation he always has a smile on his face and is ready to safely transport students. It is remarkable. Dr. Roth thanked Ken for all he does and stated how much it is appreciated by all.

3. Oak Meadow Elementary School Single Plan for Student Achievement and the Mandarin Immersion Charter School Single Plan for Student Achievement: Principal Tracy Linyard presented the Single Plan for Student Achievement for the 2018/2019 state assessment results for both the Oak Meadow Elementary School as well as the Mandarin Immersion Charter School. A copy of Ms. Linyard’s presentation is posted on the District website with the Agenda and Minutes.

Dr. Roth thanked Ms. Linyard for her presentation and leadership at the school. Dr. Roth stated he has a real appreciation for Tracy’s understanding and use of data, noting immediately her attention to detail.


Dr. Roth thanked Ms. Bowers and Ms. Hansen for their presentation and leadership at the school. Dr. Roth stated that he is appreciative of all their efforts to engage students and improve student achievement.


Dr. Roth thanked Mr. Beadle for his presentation and leadership at the school, noting that although new this year to Silva Valley he can see that he has brought a lot of enthusiasm for this work to the site. Staff has been receptive to learning PBIS, etc. Dr. Roth stated that Mr. Beadle is doing a great job.


Amy Theberge presented the Single Plan for Student Achievement for the

Dr. Roth thanked Ms. Theberge for her presentation and leadership at the school, really appreciating how she has raised the bar regarding teacher collaboration. Dr. Roth noted that staff has been very receptive to trying new things, which is amazing. Dr. Roth thanked Ms. Theberge and said she is doing a great job.

X. REPORTS

1. Budget Update: Jackie McHaney
   Defer the budget update to Item XIII.1 - First Interim Report

2. Enrollment Report: Ms. McHaney reported that our current enrollment is 4687 students, which is three students less than from the prior monthly report. The District’s enrollment is remaining stable.

3. Association Reports: BTA
   Ms. Gargani briefly reported that all is going well, staff is looking forward to Winter Break - everyone is ready for a much needed and well-deserved break. Ms. Gargani wished all in attendance a happy holiday.

   None

5. IB Update: Amy Gargani
   Ms. Gargani was excited to report that as part of the IB program they need to put together four (4) specific policies. Our IB Programs are happy to report that have already have two (2) of the four (4) done and done well. Specifically, the Inclusion Policy is done and the Academic Honesty Policy. The policies are part of the application process. Ms. Gargani said they have also been developing advertising with the District office in preparation for enrollment opening up in January for the 2020-2021 school year. In addition, Camarado will be hosting a parent night on Jan 22nd. Dr. Roth thanked Ms. Gargani for all of her work with the IB program - truly amazing work. He is truly in awe of all the work being done and he can see that we are meeting the goals of alignment and IB best practices.

6. California Montessori Project Charter School Report: Principal Kim Zawilski handed out CMP’s annual Holiday cards. Principal Zawilski reported that a lot is going on at CMP. She said they had their Clue Drama production and the kids did a fantastic job. The Boys Basketball team had tryouts and had a great showing. The band concert is tomorrow night, all are welcome to
attend. Ms. Zawilski was very pleased to report that on their California Dashboard all is in the Green. Tremendous work!

Karl Zierhut, head of school reported that Rising Sun started their Winter Break today. Open house was held in December. Rising Sun has held a number of community events and at this time is expecting an additional 8 students in January 2020.

Not Present

Not Present

11. Reports and Requests by Board Members
Jon Yoffie reported that Alan Priest, from CSD, called and said that they are in escrow on the property off Bass Lake Road and has invited him for an tour.

Brenda reported that she attended the CSBA conference and found it to be good. She enjoys having the opportunity to explore items that could be of benefit to our district - good conference.

Jon Yoffie, commented that in looking at the Dashboard, it is nice to know where we are and where we do not want to be.

Gloria asked about the issue of chronic absenteeism and the large school districts. Dr. Roth responded that it is large and small - everyone across the state needs to zero into this. Dr. Roth said people will align. Mr. Pingrey stated that he works for the SARB for the county and glad that Buckeye hasn’t had to use him like other districts in the County.

12. Superintendent’s Report: David Roth, Ph.D.
Superintendent Roth said this is an exciting time of the year. He and Winston attended the Buckeye and Blue Oak Band performances, which were excellent. He also had the opportunity to attend the performance of The Velveteen Rabbit, sponsored by the Buckeye Education Foundation. The Foundation has funded this opportunity for all three middle school programs in the district and the performances have been excellent. Dr. Roth advised the Board of the current state of enrollment and the challenges with declining not just in Buckeye but the entire county and state.
XI. CONSENT AGENDA

1. Summary Report of Warrants
2. Meeting Minutes, November 6, 2019
3. Personnel Update

Gloria motioned to approve the consent agenda, and Jon seconded the motion. The motion 4-0.

XII. DISCUSSION ITEM

1. Review Draft Final Settlement Agreement between the El Dorado Schools Financing Authority and Serrano El Dorado Owners’ Association

Assistant Superintendent Jackie McHaney, reported that although it was anticipated we would have a final agreement by this meeting to present to the Board, the final document is not ready. Since the document is not ready, Ms. McHaney reviewed the terms of the Agreement and asked the Board to give direction to the Board Representative, Gloria Silva, regarding adoption of the Final Agreement. Ms. McHaney advised the Board that the only major revisions since last brought before them are specific to the high school only. President Brenda Hanson-Smith asked the Board for direction. Each Board gave Ms. Silva direction to support the Agreement.

XIII. REVIEW & ACTION ITEMS

1. Adoption of the Positive Certification of Fiscal Year 2019/2020 First Interim Report for the Period Ending October 31, 2019, and Approval of Budget Revisions

Assistant Superintendent Jackie McHaney presented the First Interim Report for the Period Ending October 31, 2019, and Approval of Budget Revisions noting that Buckeye Union School District will be filing a positive certification tonight. Ms. McHaney reviewed the material changes to the Budget. A copy of the Budget Presentation and Reports can be found at www.buckeyeusd.org/businessservices

Winston Pingrey moved to approve the First Interim Report as presented. Jon Yoffie seconded the motion. Motion carried 4-0.

Director of Facilities, Brian McCahon, presented the Annual Report and requested that the Board approve filing of the Community Facilities District (CFD) No.2007-1 Fiscal Year 2019/2020 Annual Report.

Gloria Silva motioned to approve the filing of the Community Facilities District (CFD) No.2007-1 Fiscal Year 2019/2020 Annual Report. Jon Yoffie seconded the motion. The motion carried 4-0.

3. Authorization to Post RFP for Wide Area Network Services-E-Rate

Director of Facilities Brian McCahon is asking the Board for authorization to post RFP for Wide Area Network Services (E-Rate)
Motion to approve Jon Yoffie posting the RFP for Wide Area Network Services-E-Rate, and Winston Pingrey seconded the motion. The motion carried 4-0.

4. Blue Oak Modernization Final Accounting and Change Order Approval

Director of Facilities, Brian McCahon, shared with the Board a presentation on the final project closeout for the Blue Oak Modernization Project. Mr. McCahon requested the Board approve the final accounting and change orders as presented. Mr. Pingrey requested clarification regarding the upgrade to the fire alarm system, which was provided by Mr. McCahon.

Gloria Silva motioned to approve the Final Accounting and Approval of Change Order for the Blue Oak Modernization Project. Jon Yoffie seconded the motion. The motion carried 4-0.

5. Organization of the Board: Election of Officers, 19/20 Board Calendar Dates, Time, and Place of Board Meetings, Appointments to Committees

Election of Officers:
President: Gloria Silva nominated Brenda Hanson-Smith, Ph.D., as President. Jon Yoffie seconded the nomination. Nomination carried 4-0.

Clerk: Brenda Hanson Smith, Ph.D. nominated Gloria Silva to remain clerk, Jon Yoffie seconded the nomination. The nomination carried 4-0.

2020 Calendar Dates:
The Board Reviewed the calendar dates for the 2020 Board meetings and agreed on the presented calendar. Gloria Silva motioned to approve the calendar as presented. Winston Pingrey seconded the motion. The motion carried 4-0.

Establish the time and place of meetings for 2020:
Gloria Silva motioned that the Board of Trustees meet at 7:00 p.m. on the 1st and 3rd Wednesdays of the month in the Buckeye Union School District Board Room. Winston Pingrey seconded the motion. The motion carried 4-0.

Appointment to Committees
1. El Dorado County School Boards Association: Winston Pingrey
   Alternate: Gloria Silva
2. El Dorado County School Financing: Gloria Silva
   Alternate: Brenda Hanson-Smith, Ph.D.
3. LCAP Advisory Committee: Jon Yoffie
   Alternate: Kirk Seal
4. Budget Advisory Committee: Gloria Silva
   Alternate: Jon Yoffie
5. Wellness Committee: Brenda Hanson-Smith, Ph.D.
   Alternate: Kirk Seal

6. Certification by the Board of Trustees of the Verified Signatures of the Board Members and of the Persons Authorized to Sign Orders in its Name
   Superintendent Roth requested the Board Sign the Document Authorizing Staff to sign orders and draws on district funds.

7. Nomination for CSBA Delegate Assembly
   The Board did not have a nomination for the CSBA delegate assembly due to the terms for our regions are not up for nominations.

XIV. ADJOURNMENT

Jon Yoffie motioned to adjourn the meeting at 9:20 p.m. Winston Pingrey seconded the motion. The motion carried 4-0.

Next Meeting: January 15, 2020

Date: _________________________
Approved:

By: __________________________ by: __________________________
    Gloria Silva, Clerk                                      by: David Roth, Ph.D.  Secretary

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

PERSONNEL UPDATE

January 15, 2020

I. NEW CERTIFICATED/ADMINISTRATIVE STAFF
None

II. NEW CLASSIFIED/CLASSIFIED MGMT/CONFIDENTIAL STAFF
Denise Baladi
- Playground Monitor at 2.25 hours per day at William Brooks Elementary School
- Effective January 6, 2020

III. CHANGE OF STATUS
A. Certificated/Administrative
Susan Bejsovec
- Teacher Associate (OH) at 6 hours per day (5 hours on early release Wednesday) at Valley View Charter Montessori School
- Now Teacher Associate (OH) at 6 hours per day (5 hours on early release Wednesday) at Buckeye Elementary School
- Effective January 6, 2020

B. Classified
Raffaella Avina
- Playground Monitor at 2.25 hours per day at William Brooks Elementary School
- Now Playground Monitor at 4 hours per day at William Brooks Elementary School
- Effective January 6, 2020

Wendy Deitz
- Cafeteria Assistant at 4 hours per day at Camerado Springs Middle School
- Now Lead Cafeteria Assistant at 6.75 hours per day at Camerado Springs Middle School
- Effective January 6, 2020

Laura Knight
- Cafeteria Assistant at 2.5 hours per day at Oak Meadow Elementary School
- Now Cafeteria Assistant at 1.25 hours per day at William Brooks Elementary School and 4 hours per day at Camerado Springs Middle School
- Effective January 6, 2020

Danielle Myers
- Teacher Associate at 1.5 hours per day and .5 hours 3 days a week at Oak Meadow Elementary School
- Now Teacher Associate at 1.5 hours per day and .5 hours 3 days a week and .5 hours 3 days a week at Oak Meadow Elementary School
- Effective December 16, 2019
IV. LEAVE OF ABSENCE REQUEST
   A. Certificated
      None
   B. Classified
      None

V. RESIGNATION/RETIREMENT
   A. Certificated/Administrative
      None
   B. Classified
      None
December 16, 2019

Intel
Intel Volunteer Grant Program/PC Pals
1900 Prairie City Road
Folsom, California 95630

To Whom it May Concern:

Thank you so much for a check in the amount of $1,200 that we recently received through The Benevity Community Impact Fund.

Your donation to our school will help support and enhance, among other things, our STEM programs on our campus. The ongoing relationship between our Leadership students and the Intel volunteers is not taken for granted. We are so appreciative of the time Intel employees donate volunteering with our students.

Sincerely,

Douglas Shupe
Principal

DS:lb
RECEIPT OF DONATION

Camerado Springs Middle School
2480 Merrychase Drive
Cameron Park, California 95682

Name of Donor: Intel PC PALS via The Benevolence Community Welfare Fund
Street Address: PO Box 1010
City, State & Zip: Safety Harbor, FL 34695
Telephone: Unk

Description of the Donation: (if cash or check, show the exact amount; if other than cash or check, include a detailed description of each item, including serial number)

CK # 0001234567, $1,200
Intel involved Matching Grant

Donor's estimate of value: $1,200

Purpose of the donation – if the donation is for a club or organization, indicate the name of the club or organization. Retain this form as a record of the donation.

Donation for the General Fund via Intel's PC PALS Program working with our Leadership Students

If the donation is for the district, either for the use of the school or for another district program, forward the cash, check or other item to the district business office with this form. Explain below whether the donation is for the school site or a specific district program.

School Site Specific, Deseretary

Received at: Camerado Springs Middle School

Received by (principal or other administrator): Douglas Shupe

Signature: ____________________________ Date: 12/1/19
BUCKEYE UNION SCHOOL DISTRICT

AGENDA ITEM #: XI.1. Board Acceptance of the Annual Audit Report for the Year Ending June 30, 2019

SITUATION:
The annual audit for the fiscal year ending June 30, 2019, has been completed. The audit report is now submitted for Board review and acceptance.

PLAN:
The plan is to accept the annual audit report for the fiscal year ended June 30, 2019, as submitted by Crowe Horwath LLP, Certified Public Accountants.

(Copies of the Annual Audit Report are available at the District Office and on the District’s webpage.)

FISCAL IMPACT:
None

SUPERINTENDENT’S RECOMMENDATION:
The Superintendent recommends that the Board accept the annual audit report for the fiscal year ended June 30, 2019, as submitted by Crowe Horwath LLP, Certified Public Accountants.
Application for Use of Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age
   (cf. 5148 - Child Care and Development)
   (cf. 5148.2 - Before/After School Programs)
   (cf. 5148.3 - Preschool/Early Childhood Education)
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination
7. A community youth center

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Other purposes deemed appropriate by the Governing Board

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law

2. Any use which is inconsistent with the use of school facilities for school purposes or which interferes with the regular conduct of school or school work

3. Any use which involves the possession, consumption, or sale of drugs or any restricted substances, including tobacco

(cf. 3513.3 - Tobacco-Free Schools)

4. Any use which involves the possession, consumption, or sale of alcoholic beverages, except for special events approved by the Superintendent or designee pursuant to Business and Professions Code 25608 which are covered by a special events permit pursuant to Division 9 of the Business and Professions Code and which will occur at a time when students are not on the grounds. Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

The district may exclude certain school facilities from nonschool use for safety or security reasons.
Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

(cf. 3515.21 - Unmanned Aircraft Systems (Drones))
Definitions

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901)

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian. (Education Code 48262, 48264.5)

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260-48263 and 48291. (Education Code 48263.6)

For purposes of classifying a student as a truant, valid excuse includes, but is not limited to, the reasons for which a student shall be excused from school pursuant to Education Code 48205 and 48225.5. A valid excuse also may include other reasons that are within the discretion of school administrators and, based on the facts of the student's circumstances, are deemed to constitute a valid excuse. (Education Code 48260)

Attendance Supervisor(s)

The Superintendent or designee shall appoint or contract with a supervisor of attendance and assistant supervisors as necessary to supervise the attendance of district students. Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent. (Education Code 48240, 48243, 48244)
Addressing Chronic Absence

When a student is identified as a chronic absentee, the principal or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

(cf. 6020 - Parent Involvement)

The student may be referred to a student success team, a school-site attendance review team, and/or El Dorado County School Attendance Review Board Hearing to assist in evaluating his/her needs and identifying strategies and programs to assist him/her.

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)

A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

(cf. 6158 - Independent Study)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6178.1 - Work-Based Learning)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)

Whenever chronic absenteeism is linked to a health issue or nonschool condition, the principal or designee may recommend school or community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/her family.

(cf. 1020 - Youth Services)
(cf. 5141.6 - School Health Services)

Addressing Truancy

When a student has been identified as a truant as defined above, the following steps shall be
implemented based on the number of truancies he/she has committed:

1. Initial truancy
   a. The student shall be reported to the principal or designee. (Education Code 48260)
   b. The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)
      (1) The student is truant.
      (2) The parent/guardian is obligated to compel the student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
      (3) Alternative educational programs are available in the district.
      (4) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
      (5) The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse.
      (6) The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.
      (7) It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.
         (cf. 5145.6 - Parental Notifications)
   c. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)
   d. The student and, as appropriate, his/her parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance. (Education Code 48264.5)
2. Second truancy
   a. Any student who has once been reported as a truant shall again be reported to the principal or designee as a truant if he/she is absent from school without a valid excuse three (3) or more days or is tardy on three (3) or more days during the school year.
b. The student may be assigned to an after-school or weekend study program. If the student fails to successfully complete this study program, he/she shall be subject to item #3 below. (Education Code 48264.5)

c. An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and his/her parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code 48262)

3. Third truancy (habitual truancy)

a. A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to a school attendance review board (SARB) program. (Education Code 48263, 48264.5)

b. Upon making a referral to the SARB or the probation department, the principal or designee shall provide the student and parent/guardian, in writing, the name and address of the SARB and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB to consider a proper disposition of the referral. (Education Code 48263)

c. If the student does not successfully complete the SARB recommendations, the student and parents will be referred back to SARB.

4. Absence for 10 percent of school days (chronic truancy)

a. The principal or designee shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.

b. If a chronically truant student is at least age 6 years and is in any of grades K-8, the principal or designee shall notify the student's parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1.

Records

The Superintendent or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. The Superintendent or designee also shall document all contacts with a student and his/her parent/guardian regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts.

(cf. 5125 - Student Records)
Excused Absences

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205)

2. Quarantine under the direction of a county or city health officer (Education Code 48205)
   (cf. 5112.2 - Exclusions from Attendance)

3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)

4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (Education Code 48205)
   Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)

5. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)
   (cf. 5146 - Married/Pregnant/Parenting Students)

6. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
   a. Appearance in court
   b. Attendance at a funeral service
   c. Observation of a holiday or ceremony of his/her religion
   d. Attendance at religious retreats not to exceed four hours per semester
e. Attendance at an employment conference

f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process

7. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

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

8. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy (Education Code 46014)

a. In such instances, the student shall attend at least the minimum school day.

b. The student shall be excused for this purpose on no more than four days per school month.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

Method of Verification

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.

2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:

a. Name of student

b. Name of parent/guardian or parent representative

c. Name of verifying employee

d. Date(s) of absence
e. Reason for absence

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.

4. Physician's verification.

a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.

b. When a student had had 3 or more consecutive days of absence or 9 absences absence in the school year, for illness verified by methods listed in #1-3 above, any further absences for illness shall be verified by a physician.

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