

Tuolumne County Board of Education

The mission of the Tuolumne County Board of Education is to provide a leadership role in education; to support the County Office of Education in its governance; and to advocate and champion for the education of all students.



Agenda

September 9, 2019

4:00 p.m.

Tuolumne County Superintendent of Schools, Room 217

1. Pledge of Allegiance

2. Roll Call

3. Adoption of Agenda

If the County Superintendent or Board determine they wish to delete or move items on the agenda, this would be the appropriate time.

4. Introduction of Guests

5. Public Comment

The public may address the board on any matter pertaining to the County Superintendent of Schools Office that is not on the agenda. Please use the podium at the front of the room. The board reserves the right to limit the time of individual presentations and the cumulative time of all presentations. These proceedings are being recorded. The recording will be kept for six months.

6. Public Hearing: Sufficiency of Instructional Materials

Pursuant to Education Code Section 60119, a public hearing will be held to discuss sufficiency of instructional materials for the 2019-2020 school year for Alternative Education and Special Education programs served by the Tuolumne County Superintendent of Schools office.

6.1 Open Public Hearing

Public input regarding sufficiency of instructional materials for Alternative Education and Special Education programs served by the Tuolumne County Superintendent of Schools office.

Staff Overview

Public Comment

6.2 Close Public Hearing

The Board will close the Public Hearing

- 6.3 Resolution #2019-11, Sufficiency of Instructional Materials – Alternative Education Programs
The Board will consider approval of Resolution #2019-11 certifying whether each pupil in the County Schools Alternative Education programs has sufficient standards-aligned textbooks and/or instructional materials that are consistent with the cycles and content of the curriculum frameworks adopted by the State Board of Education and pursuant to Education Code Section 60119.

Staff Overview

Board Comment

Public Comment

Close Public Comment

Board Motion and Second

Further Board Discussion

Roll Call Vote: Nicholas Chernoff, Juliana Feriani, Casey Littleton, Ian Morcott, Don Rolle, Cyndi Simonson, Rose Wingo

- 6.4 Resolution #2019-12, Sufficiency of Instructional Materials - Special Education Programs
The board will consider approval of Resolution #2019-12 certifying whether each pupil in Special Education programs served by the Tuolumne County Superintendent of Schools office has sufficient standards-aligned textbooks and/or instructional materials that are consistent with the cycles and content of the curriculum frameworks adopted by the State Board of Education and pursuant to Education Code Section 60119.

Staff Overview

Board Comment

Public Comment

Close Public Comment

Board Motion and Second

Further Board Discussion

Roll Call Vote: Nicholas Chernoff, Juliana Feriani, Casey Littleton, Ian Morcott, Don Rolle, Cyndi Simonson, Rose Wingo

7. Consent Agenda

All matters listed under Consent Agenda are considered to be routine and all will be enacted by one motion with a vote. There will be no separate discussion of these items unless a member of the Board or staff requests an item be removed for separate action. Any items removed will be considered after the action is taken on the remainder of the Consent Agenda.

- 7.1 Approval of Minutes from the August 12, 2019 regular meeting

8. Presentations/Recognitions

- 8.1 Summer of Success

9. District Reports

- 9.1 Joe Aldridge, Superintendent Columbia Union School District

10. Staff Reports

- 10.1 Introduction of New Special Education and Itinerant Staff – Blaine Cowick
- 10.2 GREC Update – Colleen Whitlock

11. Action Items**11.1 Online Agenda Platform**

The Board will consider approval of pricing for an online platform for the Board agendas.

Software Demonstration – Board Docs and CSBA Agenda Online

Staff Overview

Board Comment

Public Comment

Close Public Comment

Board Motion and Second

Further Board Discussion

Board Action

- 11.2 Board Policy Updates: BP 5116.2 - Involuntary Student Transfers; BB 9012 – Board Member Electronic Communication; BB 9100 – Organization; BB 9121 – President; BB 9222 – Resignation; BB 9230 – Orientation; BB 9240 – Board Training; BB 9322 – Agenda/Meeting Materials; BB 9324 – Minutes and Recordings; and BB 9400 – Board Self-Evaluation

The Board will consider approving changes/updates to policies. The Board may choose to approve the changes now, or bring them back for a second reading.

Staff Overview

Board Comment

Public Comment

Close Public Comment

Board Motion and Second

Further Board Discussion

Board Action

11.3 SARB Board

The board will consider a revision to the SARB Board by approving a change to the representative from Tuolumne County District Attorney's Office.

Staff Overview

Board Comment

Public Comment

Close Public Comment

Board Motion and Second

Further Board Discussion

Board Action

12. Discussion Items

- 12.1 Interdistrict Attendance Appeal Process - Byron Smith
- 12.2 Strengths Finder Debrief – Robert White
- 12.3 Board Self-Evaluation
- 12.4 2019-20 Board Goals

13. Information Items

- 13.1 FLA Update
- 13.2 Sandy Hook Promise

14. Comments**14.1 Board Members**

Each member of the Board may report about various matters involving the County Superintendent of Schools Office. There will be no Board discussion except to ask questions or refer matters to staff, and no action will be taken unless listed on a subsequent agenda.

14.2 Board Committee

Superintendent's Compensation Committee

14.3 County Superintendent

The Superintendent will report to the Board about various matters involving the office. There will be no board discussion except to ask questions or refer matters to staff, and no action will be taken unless listed on a subsequent agenda.

15. Next Meeting Date, Time and Place

- 15.1 Regular Meeting, October 7, 2019, at 4:00 p.m. in Room 217 of the Tuolumne County Superintendent of Schools office, 175 Fairview Lane, Sonora.

16. Adjournment

Meeting facilities are accessible to persons with disabilities. By request, alternative agenda document formats are available to persons with disabilities. To arrange an alternative agenda document format or to arrange aid or services to modify or accommodate persons with a disability to participate in a public meeting, please provide a written request to: Cathy A. Parker, County Superintendent at the Tuolumne County Superintendent of Schools Office at least three working days prior to any public meeting.

Parties interested in reviewing public records distributed to the Governing Board pertaining to this agenda may view those documents at the Tuolumne County Superintendent of Schools Office, 175 Fairview Lane, Sonora, CA 95370.

NOTICE OF PUBLIC HEARING 2019-2020 SUFFICIENCY OF INSTRUCTIONAL MATERIALS

**Regular Meeting of the Tuolumne County Board of Education
Monday, September 9, 2019
4:00 p.m.
175 Fairview Lane, Room 217, Sonora CA 95370**

The Tuolumne County Board of Education will hold a PUBLIC HEARING during a regular session meeting on Monday, September 9, 2019 at 4:00 p.m., or as soon thereafter as practicable, in Room 217 of the Tuolumne County Superintendent of Schools Office, located at 175 Fairview Lane, Sonora, California, to receive comments regarding the Sufficiency of Pupil Textbook and Instructional Materials for students in grades K-12.

In order to comply with the provisions of Education Code Section 60119, the Tuolumne County Board of Education will make a determination, by resolution, as to whether each pupil in the Court/Community Schools and Special Education programs served by the Tuolumne County Superintendent of Schools Office has sufficient textbooks and/or instructional materials in each subject that are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education.

Persons interested in said matter may appear and be heard.

Cathy Parker
County Superintendent of Schools

Posted on August 28, 2019, in the following locations:

Tuolumne County Superintendent of Schools Office
Columbia Elementary School
Sonora Elementary School
www.tcsos.us



Tuolumne County Superintendent of Schools Office

For: Action

Subject:

Sufficiency of Instructional Materials - Alternative Education Programs

Issue:

In order to comply with California Education Code 60119 the Board is required to approve a resolution verifying that sufficient textbooks and instructional materials were provided to each student.

Previous Activity:

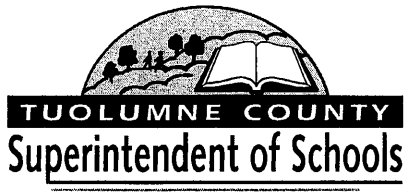
This is brought to the board on an annual basis.

Background:

Sufficiency of instructional materials must be verified by school staff and approved by the County Board of Education within the first eight weeks of school.

Superintendent's Recommendation:

The County Superintendent recommends approval of the resolution.



RESOLUTION #2019-11
RESOLUTION SUFFICIENCY OF INSTRUCTIONAL MATERIALS, 2019-2020
ALTERNATIVE EDUCATION PROGRAMS

WHEREAS, the Governing Board of the Tuolumne County Office of Education, in order to comply with the requirements of *Education Code* Section 60119, held a Public Hearing on September 9, 2019 at or about 4:00 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

WHEREAS, the Governing Board provided at least 10-day notice of the Public Hearing, posted in three public places within the County Schools, stating the time, place, and purpose of the hearing, and;

WHEREAS, the Governing Board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the Public Hearing, and;

WHEREAS, information provided at the Public Hearing and to the Governing Board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the County Schools Office, and;

WHEREAS, the definition of “sufficient textbooks or instructional materials” means that each student, including English learners, has a textbook or instructional materials, or both, to use in class and to take home, and;

WHEREAS the definition of “sufficient textbooks or instructional materials” also means that all students who are enrolled in the same course within the Alternative Education Programs, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics
 - 6th-8th Grade: Envision Math 2.0 - Pearson
Florida Learning Virtual School – California Edition
 - 9th-12th Grade: Big Ideas Math I and Math II by Houghton Mifflin
Florida Learning Virtual School – California Edition
- Science
 - 7th Grade: California Middle School Science-Life (Prentice Hall)
NIDA – The Brain
Florida Learning Virtual School – California Edition

8th Grade: California Middle School Science--Physical (Prentice Hall)
NIDA – The Brain
Florida Learning Virtual School – California Edition

9th-12th Grade: Concepts and Challenges in Physical Science (Globe Fearon)
Concepts and Challenges in Life Science (Globe Fearon)
Concepts and Challenges in Earth Science (Globe Fearon)
Life Skills Health (Pearson Publishing)
NIDA – The Brain
Florida Learning Virtual School – California Edition

- History-Social Science

7th Grade: California Middle School Social Studies (McDougal Littel)
8th Grade: California Middle School Social Studies (McDougal Littel)
10th Grade: Modern World History (McDougal Littel)
10th Grade: World History Revised (Pearson Globe)
11th Grade: History of our Nation: 1865 to Present (AGS)
12th Grade: United States Government (AGS)
12th Grade: Economics (AGS)
Florida Learning Virtual School – California Edition

- English Language Arts, including the English language development component of an adopted program

6th-8th Grade: Journeys by Houghton Mifflin – 6th grade only
Study Sync – McGraw Hill – 7th and 8th grades only
Florida Learning Virtual School – California Edition

9th-12th Grade: Study Sync – McGraw Hill
Florida Learning Virtual School – California Edition
I Know Why the Caged Bird Sings (Angelou)
The Pearl (Steinbeck)
A Wrinkle in Time (L'Engle)
Animal Farm (Orwell)
Murder on the Orient Express (Christie)
Multiple Class Sets of Novels
1984 (Orwell)
Brave New World (Huxley)
The Giver (Lowry)
Multiple Literature and Non-Fiction anthologies

- Health

6th-12th Grade: Positive Prevention Plus, Sexual Health Education for America's Youth

WHEREAS, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

WHEREAS, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive.

THEREFORE, it is resolved that for the 2019-2020 school year the Tuolumne County Superintendent of Schools Office, Alternative Education Programs, has provided each student with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

PASSED AND ADOPTED upon a motion of Trustee _____,

Seconded by Trustee _____ at a meeting of this

Governing Board held on September 9, 2019, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____ ABSTAIN: _____

Ian Morcott, Board President

Cyndi Simonson, Board Clerk

Nicholas Chernoff, Board Member

Juliana Feriani, Board Member

Casey Littleton, Board Member

Don Rolle, Board Member

Rose Wingo, Board Member



Tuolumne County Superintendent of Schools Office

For: Action

Subject:

Sufficiency of Instructional Materials - Special Education Programs

Issue:

In order to comply with California Education Code 60119 the Board is required to approve a resolution verifying that sufficient textbooks and instructional materials were provided to each student.

Previous Activity:

This is brought to the board on an annual basis.

Background:

Sufficiency of instructional materials must be verified by school staff and approved by the County Board of Education within the first eight weeks of school.

Superintendent's Recommendation:

The County Superintendent recommends approval of the resolution.



RESOLUTION #2019-12
RESOLUTION SUFFICIENCY OF INSTRUCTIONAL MATERIALS, 2019-2020
SPECIAL EDUCATION PROGRAMS

WHEREAS, the Governing Board of the Tuolumne County Office of Education, in order to comply with the requirements of Education Code 60119, held a Public Hearing on September 9, 2019, at or about 4:00 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

WHEREAS, the Governing Board provided at least 10-day notice of the Public Hearing, posted in three public places within the County Schools, stating the time, place, and purpose of the hearing, and;

WHEREAS, the Governing Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

WHEREAS, information provided at the Public Hearing detailed the extent to which textbooks and instructional materials were provided to all students in Special Education programs served by the Tuolumne County Superintendent of Schools Office, including English learners, and;

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each student, including English learners, has a textbook or instructional materials, or both, to use in class and to take home, and;

WHEREAS, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Special Education programs served by the Tuolumne County Superintendent of Schools Office, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics:
 - 1st -5th grade: Envision Math 2.0 - Pearson
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition
 - 6th Grade: Envision Math 2.0 - Pearson
CA Grade 6 Math (Prentice Hall Mathematics) (2009 Ed.)
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition
 - 7th Grade: Envision Math 2.0 - Pearson

Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition

8th Grade: Envision Math 2.0 - Pearson
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition

9th-12th Grade: Big Ideas Math I and Math II by Houghton Mifflin
Pre-Algebra (AGS)
California Mathematics: Pre-Algebra (Prentice Hall)
Unique Learning System (n2Y)
PCI Life Skills Picture Math
PCI Basic Picture Math Levels
Florida Learning Virtual School – California Edition

- Science:

1st-5th Grade: California Science (Harcourt)
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition

6th Grade: Focus on Earth Science, California (Glencoe Science)
Science Notebook (Glencoe Science) – *supplemental*
Focus on Earth Science (Glencoe Science) – *supplemental*
Earth Science Middle School CK-12 Flexbook (CK-12 Foundation)
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition

7th Grade: Focus on Life Science (Glencoe Science)
Life Science Middle School CK-12 (CK-12 Foundation)
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition

8th Grade: Focus on Physical Science (Glencoe Science)
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition

9th-12th Grade: Biology: Exploring Life (Pearson Prentice Hall)
Physical Science (Globe Fearon)
Life Science (Globe Fearon)
Earth Science (Globe Fearon)
Holt Science Spectrum: Physical Science (Holt Reinhart & Winston)
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition

All Grades: Project Wild (Council for Environmental Education) – *supplemental*

- History-social science:

1st-5th Grade: Reflections, Our Communities (Harcourt),
Homework and Practice Book – *supplemental*
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition

- 6th Grade: World History: Ancient Civilizations, California Edition (McDougal/Littel)
World History, Enrichment Workbook – *supplemental*
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition
- 7th Grade: World History Medieval and Early Modern Time (McDougal Littell).
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition
- 8th Grade: Creating America Beginnings to World War I (McDougal Littell)
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition
- 10th Grade: World History: Modern Times (Glencoe)
Modern World History (McDougal Littell)
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition
- 11th Grade: United States History (Globe Fearon)
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition
- 12th Grade: Basic Principals of American Government (Amsco)
Economics for Everybody (Amsco)
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition
- 9th-12th Grade: World Geography and Cultures (AGS Globe Pearson)
Government: American Government by Pacemaker
The Americans (McDougal Littell)
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition
- English Language Arts, including the English language development component of an adopted program:
 - 1st-5th Grade: Corrective Reading Series (SRA-McGraw Hill), *supplemental*
Journeys by Houghton Mifflin
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition
 - 6th-8th Grade: Journeys by Houghton Mifflin – 6th grade only
Study Sync – McGraw Hill – 7th and 8th grades only
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition
 - 5th-8th Grade: Study Sync – McGraw Hill – 7th and 8th grades only
Unique Learning System (n2Y)
Florida Learning Virtual School – California Edition
 - 9-12th Grade: Study Sync – McGraw Hill
Florida Learning Virtual School – California Edition
Basic English-Pacemaker (Globe Fearon)
Writer’s INC (Write Source)

Expressions: Stories and Poems (Volumes One and Two) (NTC Contemporary)
Viewpoints (Volume One and Two) (NTC/Contemporary)
Experiencing Poetry (Globe Fearon)
English for the World of Work (AGS)
American Lit for Life and Work (Southwestern Educational Publishing)
Writer's Craft (McDougal Littell)
World Literature (AGS)
Multiple Class Sets of Novels
Unique Learning Systems
LINKS Curriculum
PCI Real World Reading
PCI Biography shorts
PCI Basic Reading Series 2

- Health
6-12 Grade: Positive Prevention Plus, Sexual Health Education for America's Youth

WHEREAS, sufficient textbooks or instructional materials were provided to each student enrolled in foreign language or health classes, and;

WHEREAS, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

THEREFORE, it is resolved that for the 2019-2020 school year, Special Education programs served by the Tuolumne County Superintendent of Schools Office has provided each student with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

PASSED AND ADOPTED upon a motion of Trustee _____,

Seconded by Trustee _____ at a meeting of this Governing Board

held on September 9, 2019, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____ ABSTAIN: _____

Ian Morcott, Board President

Cyndi Simonson, Board Clerk

Nicholas Chernoff, Board Member

Juliana Feriani, Board Member

Casey Littleton, Board Member

Don Rolle, Board Member

Rose Wingo, Board Member

Tuolumne County Board of Education

The mission of the Tuolumne County Board of Education is to provide a leadership role in education; to support the County Office of Education in its governance; and to advocate and champion for the education of all students.



Minutes

August 12, 2019

4:00 p.m.

Room 217, County Schools Office

1. Board President Morcott called the meeting to order at 4:00 p.m.

2. Members Present: Juliana Feriani
Casey Littleton
Ian Morcott
Don Rolle
Cyndi Simonson
Rose Wingo

Members Absent: Nick Chernoff

3. Trustee Rolle led the audience in the pledge of allegiance.

4. Approval of Agenda

Trustee Feriani moved to approve the agenda as presented.

Second: Trustee Simonson

Ayes: Trustees Littleton, Wingo, Rolle, Feriani, Simonson and Morcott

Noes: None

Absent: Trustee Chernoff

5. Introduction of Guests

The following guests introduced themselves: Lisa Rico, Colleen Whitlock, Brian Thomas, Tricia Dunlap, Nena Bauman, Rob Egger, Diana Bishop, Stephanie Holm, Denise Scott, Taylor Favela, Kelly Gilbertson, Manuel Castillas, Tracy Rasmussen, and Diana Harford

6. There was no public comment

7. Presentations/Recognitions

7.1 TCSOS Graduates

Colleen Whitlock reported that there are graduates that were unable to attend this evening's meeting: Margaret Reading has earned her GED; and Larry Haynes, Jr. earned his diploma.

Diana Bishop, Adult Education Teacher, introduced Shelby Brennan. Ms. Bishop experienced working with the adult education students this summer and thought she came here to teach; but learned so much from these students. Shelby Brennan worked hard to overcome obstacles and earned her high school diploma. Shelby emerged from her cocoon and became a butterfly. Superintendent Parker congratulated Miss Brennan and presented her with a diploma.

8. There were no district reports.

9. Staff Reports

9.1 Introduction of New Employees

The Department Heads introduced new employees.

Tracy Rasmussen introduced Denise Scott, Administrative Assistant I, front desk.

Lisa Rico introduced Stephanie Holmes new Accounting Specialist in Business Services.

Diana Harford introduced Kelly Gilbertson, Executive Administrative Assistant for Ed Services; Tricia Dunlap, STEM Consultant; and Manual Castillas, Principal of TLC. Beth Barnett has been hired at the SEED Coordinator.

Rob Egger introduced Kia Barrieau, Math Consultant; and Nena Bauman, who has been employed with TCSOS as an ERMS Clinician, and has been hired as the Coordinator of Student Support for Success.

Blaine Cowick introduced Taylor Favela, Executive Administrative Assistant for Special Education; and Rosemarie Sartin, who is moving from the front desk Administrative Assistant I, to an Administrative Assistant for Special Education.

Next month, the Special Education off site and itinerant staff will be introduced to the Board.

10. Board Committee Report

10.1 Policy Committee

The Policy Committee reviewed Board Policy 5116.2 - Involuntary Student Transfers and Board Bylaws 9000, 9012, 9100, 9121, 9222, 9230, 9240, 9322, 9324, and 9400 from the January list of CSBA County Policy Updates. There will be several brought to the September board meeting for a first reading.

11. Consent Agenda

11.1 Approval of Minutes from the June 17, 2019 regular meeting

11.2 Approval of Minutes from the July 9, 2019 special meeting

11.3 Approval of Agreement with Kemper CPA Group for Audit of Financial Statements

11.4 Quarterly Report on Williams Uniform Complaints

Trustee Simonson moved to approve the consent agenda as presented.

Second: Trustee Rolle

Ayes: Trustees Littleton, Wingo, Rolle, Feriani, Simonson and Morcott

Noes: None

Absent: Trustee Chernoff

12. Action Items

12.1 SARB Board

Rob Egger submitted the list of SARB Board members to the Board for approval.

Trustee Rolle moved to approve the SARB Board.

Second: Trustee Littleton

Ayes: Trustees Littleton, Wingo, Rolle, Feriani, Simonson and Morcott

Noes: None

Absent: Trustee Chernoff

12.2 Resolution #2019-09, Exemption to the 180-Day CalSTRS Wait Period Per Education Code Section 24214.5

Trustee Feriani moved to approve Resolution #2019-09.

Second: Trustee Littleton

Roll Call vote as follows: Trustees Littleton, Wingo, Rolle, Feriani, Simonson and Morcott all voting aye.

Noes: None

Absent: Trustee Chernoff

12.3 Resolution #2019-10, Exemption to the 180-Day CalSTRS Wait Period Per Education Code Section 24214.5

Trustee Littleton moved to approve Resolution #2019-10.

Second: Trustee Feriani

Roll Call vote as follows: Trustees Littleton, Wingo, Rolle, Feriani, Simonson and Morcott all voting aye.

Noes: None

Absent: Trustee Chernoff

12.4 Online Agenda Platform

The Board provided direction to schedule a short demo for Board Docs and CSBA Agenda Online at the September board meeting.

No action taken.

12.5 2019-2020 Preschool Calendars

Trustee Littleton moved to approve the 2019-2020 Preschool Calendars.

Second: Trustee Rolle

Ayes: Trustees Littleton, Wingo, Rolle, Feriani, Simonson and Morcott

Noes: None

Absent: Trustee Chernoff

13. Discussion Items

13.1 Byron Smith – Board interaction with the public

Byron Smith passed out an outline that he prepared for a discussion on the Brown Act. The Board asked Mr. Smith questions regarding the correct order for items on an agenda and the appropriate way to have public comment at a board meeting.

Board meetings are governed by the Brown Act and are for the purpose of the public agency to conduct its business. The public has a right to attend and

participate in board meetings. The Board may provide reasonably adopted regulations on public testimony and conduct.

Mr. Smith will return for the September 9, 2019, Board Meeting for a discussion on Interdistrict Transfer Request appeals.

13.2 FLA Update

FLA Board Meetings are now being held at the Century 21 office in the Indian Rock Center. Superintendent Parker will be attending the September meeting.

CalSTRS performed an audit of FLA for the closing of the school and found that four out of four employees' payroll, which was randomly selected, had been overstated. FLA has \$9400 in overpayment to STRS.

The financial audit should be completed by June 30th. There will be an additional audit required for the closing of the school that will be due at the end of January. FLA wanted to use any remaining fund balance as severance pay, but were told that they cannot do that as it would be a gift of public funds.

13.3 Board Workshop Dates

The Board chose the following dates for Board Workshops: October 3rd – Refresher Board Member Training, 5:30-6:30 p.m.; January 30th – Brown Act, 6:00-8:00 p.m.; March 5th – Alternatives to Suspension/Expulsion, 5:30-6:30 p.m.; April 2nd – Best Practices Round Table and Networking at 5:30 p.m. with dinner provided.

13.4 Board member travel: Julian Feriani will be attending the CSBA Delegate Assembly, CCBE Board of Directors meeting and CCBE General Meeting, December 3-6, 2019.

13.5 Board Retreat and 2019-20 Goals

The Board will continue to work towards goals 1-3. Goals 4 and 5 have been achieved. The Board will collaborate with local district boards to identify educational goals.

New goal number 4 – The Board will promote opportunities for networking and the sharing of best practices within the county by laying the groundwork for a Board Association.

13.6 Strengths Finder

Each board member was given a copy of the Strengths Finder book. Bob White will attend the September meeting and debrief the Board on their results.

13.7 Board Self-Evaluation

The Board chose to table the discussion until next meeting.

14. Information Items

- 14.1 The Sonora Area Foundation sent a letter and Statement of Activity for the Perricone-Hobbin-Hodge Scholarship fund as of June 30, 2019.
- 14.2 2018/19 Other Post Employment Benefit Trust Overview
Lisa Rico presented an overview on the OPEB Trust. The quarterly return on investment is 10.74% as of March 2019. Since inception, the return on investment has been over \$100,000.
- 14.3 Quarterly Report of Surplus Property
The Superintendent shall submit a Quarterly Report of Surplus Property to the Board certifying compliance with Education Code Section 1279(b).

15. Board Comments

Trustee Morcott just returned from a wonderful trip to Washington DC.

Trustee Littleton will be out of the country October 6th-13th on a cruise to Mexico.

Trustee Feriani will be attending the CCBE Board Retreat at the end of July in San Jose. As the Region 7 Delegate, Trustee Feriani will be attending Stanislaus COE's board meeting tomorrow at 8:30 a.m. The delegates are encouraged to attend as many board meetings in their region as possible to introduce themselves.

16. County Superintendent Report

Superintendent Parker reported that the Back-to-School Staff In-Service will be on August 19th for a Bloodborne Pathogen training, staff meetings and time to work in classrooms. The day will begin at 7:30 a.m. with a continental breakfast and pins for staff that have reached a milestone. Some of the itinerant staff have returned to work this week and the rest of the staff will be returning next week. Students return either August 20th or 21st depending on the district schedule. The approximate date to occupy the Transition and Annex buildings is August 15th.

17. Next Meeting Date, Time and Place

- 17.1 Regular Meeting, September 9, 2019, at 4:00 p.m. in Room 217 of the Tuolumne County Superintendent of Schools office, 175 Fairview Lane, Sonora.

18. Adjournment

The meeting was adjourned at 6:26 p.m.

Cathy A. Parker
County Superintendent and Secretary to the Board



Tuolumne County Superintendent of Schools Office

For: Action

Subject:

Online Agenda Platform

Issue:

Whether to choose an online agenda platform.

Previous Activity:

The Board reviewed pricing at the August 12, 2019 and asked for a demonstration.

Background:

A demonstration will be presented to the Board by Board Docs and CSBA Agenda Online.

Superintendent's Recommendation:



Tuolumne County Superintendent of Schools Office

For: Action

Subject:

Updates to Board Policy and Board Bylaws

Issue:

The County Schools Office does not currently have a policy for Involuntary Student Transfers. Board Bylaws 9012, 9100, 9121, 9222, 9230, 9240, 9322, 9324, and 9400 were part of the CSBA January 2019 County Bylaws Update.

Previous Activity:

The policy and bylaws were reviewed by the Board Policy Committee on August 12, 2019.

Background:

The Board Policy Committee reviewed and approved adding a new board policy, BP 5116.2 - Involuntary Student Transfers and updating the following board bylaws: BB 9012 – Board Member Electronic Communication; BB 9100 – Organization; BB 9121 – President; BB 9222 – Resignation; BB 9230 – Orientation; BB 9240 – Board Training; BB 9322 – Agenda/Meeting Materials; BB 9324 – Minutes and Recordings; and BB 9400 – Board Self-Evaluation.

Superintendent's Recommendation:

The County Superintendent recommends approval.

Update Guidesheets

January 2019 County Policy Update Guidesheet

Organization

(BB revised) Bylaw updated to reflect NEW LAW (AB 2449, 2018) which, for county boards whose members are elected on the same date as members of school district governing boards, amends the date on which newly elected county board members assume office and the date on which the county board's organizational meeting must be held. Section on "Election of Officers" deleted and material moved into the list of activities to be completed during the organizational meeting.

See BB 9100

President

(BB revised) Retitled bylaw updated to reorganize and revise the duties of the board president for consistency with information provided in CSBA's Board President's Workshop, and to add an optional component on providing training for the president to enhance leadership skills.

See BB 9121

Resignation

(BB revised) Bylaw updated to clarify the effective date of a resignation of a county board member and the need for the board to fill the vacancy by ordering an election or making a provisional appointment as appropriate.

See BB 9222

Orientation

(BB revised) Bylaw updated to delete section on "County Board Candidate Orientation," which will be moved to BB 9220 - Governing Board Elections in a future Policy Update. Bylaw also clarifies that an orientation meeting must be conducted in open session if a majority of the members of the county board will be discussing COE business, provides examples of topics and materials to be addressed in the orientation, and provides information about CSBA trainings for new and first-term county board members.

See BB 9230

Board Training

(BB revised) Bylaw retitled and updated to address the purposes and importance of county board training, recommended topics of training for new and first-term county board members, and the COE's process for selecting board training activities. The bylaw also reinforces the prohibition against a majority of the county board members discussing COE business of a specific nature while attending a conference or similar public gathering.
See BB 9240

Agenda/Meeting Materials

(BB revised) Bylaw updated to reflect a requirement effective January 1, 2019 that COEs post a direct link on the homepage of their web site to the current board meeting agenda or to the COE's agenda management platform. Bylaw also moves material regarding consent items into section on "Agenda Content," recommends that each agenda include a statement about the option for students and parents/guardians to request that directory information or personal information not be reflected in the meeting minutes pursuant to NEW LAW (SB 1036, 2018), and adds optional timeline for members of the public to request that an item be placed on the agenda.
See BB 9322

Minutes and Recordings

(BB revised) Bylaw updated to reflect NEW LAW (SB 1036, 2018) which prohibits COEs from including in board meeting minutes a student's directory information or a parent/guardian's personal information, as defined, when the student or parent/guardian requests that such information be excluded. Bylaw also includes optional statement that the minutes will summarize topics addressed during the public comment period and need not reflect the names of the individuals who comment.
See BB 9324

Board Self-Evaluation

(BB revised) Bylaw updated for consistency with CSBA's online board self-evaluation tool and facilitator services. Bylaw also links county board self-evaluation to the identification of strategies for strengthening board performance, including board trainings.
See BB 9400

Tuolumne COE

Board Bylaw

Involuntary Student Transfers

BP 5116.2(a)

Students

The Governing Board desires to enroll students in the school of their choice, but recognizes that circumstances sometimes necessitate the involuntary transfer of some students to another school or program in the county. The County Superintendent or designee shall develop procedures to facilitate the transition of such students into their new school of enrollment.

(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6173.3 - Education for Juvenile Court School Students)

As applicable, when determining the best placement for a student who is subject to involuntary transfer, the County Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity, and the availability of support services and other resources.

Whenever a student is involuntarily transferred, the County Superintendent or designee shall provide timely written notification to the student and his/her parent/guardian and an opportunity for the student and parent/guardian to meet with the County Superintendent or designee to discuss the transfer.

Students Convicted of Violent Felony or Misdemeanor

A student may be transferred to another school if he/she is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted. (Education Code 48929)

Before transferring such a student, the County Superintendent or designee shall attempt to resolve the conflict using restorative justice, counseling, or other such services. He/she shall also notify the student and his/her parents/guardians of the right to request a meeting with the principal or designee. (Education Code 48929)

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 6164.2 - Guidance and Counseling Services)

Involuntary Student Transfers

BP 5116.2(b)

Participation of the victim in any conflict resolution program shall be voluntary, and he/she shall not be subjected to any disciplinary action for his/her refusal to participate in conflict resolution.

The principal or designee shall submit to the County Superintendent or designee a recommendation as to whether or not the student should be transferred. If the County Superintendent or designee determines that a transfer would be in the best interest of the students involved, he/she shall submit such recommendation to the Board for approval.

The Board shall deliberate in closed session to maintain the confidentiality of student information, unless the parent/guardian or adult student submits a written request that the matter be addressed in open session and doing so would not violate the privacy rights of any other student. The Board's decision shall be final.

(cf. 9321 - Closed Session Purposes and Agendas)

The decision to transfer a student shall be subject to periodic review by the County Superintendent or designee.

The County Superintendent or designee shall annually notify parents/guardians of the County Schools Office's policy authorizing the transfer of a student pursuant to Education Code 48929. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

Other Involuntary Transfers

Students may be involuntarily transferred under either of the following circumstances:

1. If a high school student commits an act enumerated in Education Code 48900 or is habitually truant or irregular in school attendance, he/she may be transferred to a continuation school. (Education Code 48432.5)

(cf. 6184 - Continuation Education)

2. If a student is expelled from school for any reason, is probation-referred pursuant to Welfare and Institutions Code 300 or 602, or is referred by a school attendance review board or another formal district process, he/she may be transferred to a community day school. (Education Code 48662)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6185 - Community Day School)

Involuntary Student Transfers

BP 5116.2(b)

Legal Reference:

EDUCATION CODE

35146 *Closed sessions; student matters*

48430-48438 *Continuation classes, especially:*

48432.5 *Involuntary transfer to continuation school*

48660-48666 *Community day schools, especially:*

48662 *Involuntary transfer to community day school*

48900 *Grounds for suspension and expulsion*

48929 *Transfer of student convicted of violent felony or misdemeanor*

48980 *Notice at beginning of term*

PENAL CODE

667.5 *Violent felony, definition*

29805 *Misdemeanors involving firearms*

WELFARE AND INSTITUTIONS CODE

300 *Minors subject to jurisdiction*

602 *Minors violating laws defining crime; ward of court*

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Policy TUOLUMNE COUNTY SUPERINTENDENT OF SCHOOLS

adopted: April 11, 2016 Sonora, California

Revised:

Tuolumne COE

Board Bylaw

Board Member Electronic Communications

BB 9012(a)

Board Bylaws

The County Board of Education recognizes that electronic communication is an efficient and convenient way for County Board members to communicate and expedite the exchange of information within the county office of education (COE) and with members of the public. County Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the County Board to deliberate outside of an agenda meeting nor to circumvent the public's right to access records regarding COE business.

A majority of County Board members shall not, outside of a noticed meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the County Board. (Government Code 54952.2)

(cf. 9320 - Meetings and Notices)

To avoid inadvertently violating the prohibition of law against a serial meeting, a County Board member shall not forward his/her comments on an electronic communication he/she receives from another member regarding an issue within the subject matter jurisdiction of the County Board to any other member.

When communicating electronically, County Board members shall make every effort to adhere to the same standards and protocols established for other forms of communication. A County Board member may respond to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the County Board as a whole. As appropriate, complaints or requests for information may be forwarded to the County Superintendent so that the issue may receive proper consideration and be handled through the appropriate COE process. Communication received from the media shall be forwarded to the County Board president and the County Superintendent.

A County Board member's electronic communications, including, but not limited to, emails and text messages, which are related to the conduct of COE business may be subject to disclosure under the California Public Records Act, regardless of whether they are sent or received on the County Board member's personal or COE-provided account or device. To the extent possible, electronic communications regarding any County Board business shall be transmitted through a COE-provided device or account. When any such communication is transmitted through a County Board member's personal device or account, he/she shall copy the communications to a COE electronic storage device for easy retrieval.

Board Member Electronic Communications

BB 9012(b)

County Board members may use electronic communications to discuss matters that are outside the jurisdiction of the County Board, regardless of the number of members participating in the discussion, and such personal communications are generally not subject to public disclosure.

(cf. 9010 - Public Statements)

Legal Reference:

EDUCATION CODE

1011 Time and place of meetings

35145 Public meetings

35145.5 Agenda; public participation; regulations

35147 Open meeting law exceptions and applications

GOVERNMENT CODE

6250-6270 California Public Records Act

11135 State programs and activities, discrimination

54950-54963 The Ralph M. Brown Act, especially:

54952.2 Meeting, defined

54953 Meetings to be open and public; attendance

54954.2 Agenda posting requirements, board actions

COURT DECISIONS

City of San Jose v. Superior Court, (2017) 2 Cal.5th 608

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <https://oag.ca.gov>

Bylaw TUOLUMNE COUNTY SUPERINTENDENT OF SCHOOLS OFFICE
adopted: March 9, 2009 Sonora, California
Revised:

Tuolumne COE

Board Bylaw

Organization

BB 9100(a)

Board Bylaws

The County Board of Education shall hold an annual organizational meeting, which shall be the first meeting on or after the second Friday in December. (Education Code 1009)

(cf. 9220 - Governing Board Elections)

At the organizational meeting, the County Board shall:

1. Elect a president and, as applicable, other officers from its members through a process that shall not involve voting by secret ballot or the mail ballot

(cf. 9121 - President)

(cf. 9320 - Meetings and Notices)

2. Announce the County Superintendent of Schools as secretary and executive officer of the County Board
3. Authorize signatures
4. Develop a schedule of regular meetings for the year
5. Develop a County Board calendar for the year stating the time when important governance matters will be addressed
6. Designate County Board members to serve on County Board standing committees and, as appropriate, to represent the County Board on interagency committees of which the County Board is a member or to which the County Board is invited to participate

(cf. 9130 - Board Committees)

(cf. 9140 - Board Representatives)

Election of Officers

Each year the County Board shall elect its President and may elect other officers. Election of officers shall not be done by secret ballot.

Any trustee interested in being nominated for board president shall submit their name to the board secretary prior to the organizational meeting in December. These names will be read at the organizational meeting and from those trustees, a president shall be nominated and elected.

Organization

BB 9100(b)

To maintain continuity and provide optimal support, it is encouraged to consider electing the outgoing president as board clerk. If that is not possible, a nomination and election should be made from the other interested parties.

No Board member shall serve more than two consecutive years in the same office.

Legal Reference:

EDUCATION CODE

1007 Elections

1009 Annual organizational meeting; date and notice

1010 County Superintendent- ex-officio secretary and executive officer

1011 Regular meetings

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act, open meeting laws

ATTORNEY GENERAL OPINIONS

68 Ops.Cal.Atty.Gen. 65 (1985)

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California County Boards of Education: <http://www.theccbe.org>

Bylaw TUOLUMNE COUNTY SUPERINTENDENT OF SCHOOLS
adopted: February 5, 2018 Sonora, California
Revised:

Tuolumne COE

Board Bylaw

President

BB 9121(a)

Board Bylaws

The Tuolumne County Board of Education shall elect a president from among its members to provide leadership on behalf of the County Board and the educational community it serves.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9100 - Organization)

To ensure that County Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:

1. Call such meetings of the County Board as deemed necessary, giving notice as required by law

(cf. 9320 - Meetings and Notices)
(cf. 9321 - Closed Session)

2. Work with the County Superintendent of Schools, as secretary to the County Board, on the preparation of County Board meeting agendas

(cf. 9322 - Agenda/Meeting Materials)

3. Call the meeting to order at the appointed time and preside over the meeting
4. Announce the business to come before the County Board in its proper order
5. Work to ensure the County Board's compliance with Brown Act requirements and County Board bylaws related to the conduct of meetings
6. Recognize persons who desire to speak and protect the speaker who has the floor from disturbance or interference
7. Facilitate the County Board's effective deliberation, ensuring that each County Board member has an opportunity to participate in the deliberation and that the discussion remains focused
8. Rule on issues of parliamentary procedure
9. Put motions to a vote, and clearly state the results of the vote

President

BB 9121(b)

(cf. 9323 - Meeting Conduct)

The president shall have the same rights as other members of the County Board, including the right to discuss and vote on all matters before the County Board.

The president shall perform other duties in accordance with law and County Board policy, including, but not limited to:

1. Signing all instruments, acts, orders, and resolutions necessary to comply with legal requirements and carry out the will of the County Board
2. Working with the County Superintendent or designee to ensure that County Board members have necessary materials and information
3. Appointing members of the County Board to fill the vacant seats of a school district board when a majority of those seats are vacant (Education Code 5094)
4. Subject to County Board approval, appointing and dissolving all committees

(cf. 9130 - Board Committees)

5. Subject to County Board approval, appointing County Board members to serve as representatives on committees on matters of concern to the County Board, the county office of education, or the districts, schools, and students within its jurisdiction
6. Representing the County Board as spokesperson

(cf. 1112 - Media Relations)

7. Leading the County Board's advocacy efforts to build support within the local community and at the state and national levels

The president shall participate in the California County Boards of Education annual conference and other professional development opportunities to enhance leadership skills.

(cf. 9240 - Board Training)

When the president resigns or is absent, the clerk shall perform the president's duties. When both the president and clerk are absent, the County Board shall choose a president pro tempore to perform the president's duties.

President

BB 9121(c)

Legal Reference:

EDUCATION CODE

1009 *Annual organization of the board*

1012 *Special meetings*

5094 *Power to fill district board vacancies*

GOVERNMENT CODE

54950-54963 *Ralph M. Brown Act*

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, rev. 2015

Professional Governance Standards for County Boards, October 2014

CALIFORNIA COUNTY BOARDS OF EDUCATION PUBLICATIONS

A Guide to Effective Governance, February 27, 2015

WEB SITES

CSBA: <http://www.csba.org>

California County Boards of Education: <http://www.theccbe.org>

Bylaw TUOLUMNE COUNTY SUPERINTENDENT OF SCHOOLS

adopted: December 10, 2007 Sonora, California

Revised:

Tuolumne COE

Board Bylaw

Resignation

BB 9222(a)

Board Bylaws

A member of the County Board of Education who wishes to resign from office shall file a written resignation with the County Superintendent of Schools. (Education Code 1008, 5090)

The resignation shall become effective when filed with the County Superintendent, except when a deferred effective date is specified in the resignation. The effective date may not be deferred for more than 60 days after the resignation is filed with the County Superintendent. (Education Code 5090, 5091)

Once filed, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090)

Any County Board member whose resignation is filed with a deferred effective date shall, until the effective date of the resignation, continue to exercise all the powers of the office, except that the resigning County Board member shall not have the right to vote in a provisional appointment to fill the vacancy that will thereby result. (Education Code 1008, 5091, 35178)

(cf. 9223 - Filling Vacancies)

Any County Board member who resigns shall, within 30 days of leaving office, file a revised Statement of Economic Interest/Form 700 covering the period of time between the closing date of the last statement required to be filed and the date the County Board member leaves office. (Government Code 87302, 87500)

(cf. 9270 - Conflict of Interest)

Resignation

BB 9222(b)

Legal Reference:

EDUCATION CODE

1008 *Vacancies; procedure for filing*

5090-5095 *Vacancy on the board*

35178 *Resignation with deferred effective date*

GOVERNMENT CODE

1770 *Vacancy on the board*

87300-87313 *Conflict of interest code*

87500 *Statements of economic interests*

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. December 2010

WEB SITES

CSBA: <http://www.csba.org>

California County Boards of Education: <http://www.theccbe.org>

Bylaw TUOLUMNE COUNTY SUPERINTENDENT OF SCHOOLS

adopted: December 14, 2015 Sonora, California

Revised:

Tuolumne COE

Board Bylaw

Orientation

BB 9230(a)

Board Bylaws

The County Board of Education recognizes the importance of providing all newly elected or appointed County Board members with support and information to enhance their effectiveness in the performance of the responsibilities of their office.

(cf. 9000 - Role of the Board)
(cf. 9220 - Governing Board Elections)
(cf. 9223 - Filling Vacancies)

As soon as possible following their election or appointment, incoming County Board members shall be provided an orientation designed to build their knowledge of county office of education (COE) programs and an understanding of the responsibilities of their position. Such orientation may include the provision of information, support, and/or training related to County Board functions, policies, protocols, and standards of conduct. Orientation sessions shall be held during an open meeting of the County Board.

(cf. 9320 - Meetings and Notices)

Upon their election or appointment, incoming County Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office.

Resources that may be useful for County Board members shall be identified for newly elected or appointed County Board members. Such resources may include, but are not limited to, County Board bylaws related to the limits of individual County Board member authority, the conduct of County Board meetings, and other County Board operations; governance standards for ethical conduct; legal requirements related to conflict of interest and prohibited political activity; protocols for speaking with COE staff, members of the public, and the media; and publications on effective governance practices.

(cf. 1112- Media Relations)
(cf. 9005 - Governance Standards)
(cf. 9010 - Public Statements)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9012 - Board Member Electronic Communications)
(cf. 9200 - Limits of Board Member Authority)
(cf. 9270 - Conflict of Interest)
(cf. 9323 - Meeting Conduct)

Orientation

BB 9230(b)

In addition, incoming County Board members shall be provided specific background information regarding the COE, including, but not limited to, vision and goals statements, the local control and accountability plan and other comprehensive plans, student demographic data, student achievement data, COE policy manual, COE budget, and minutes of recent County Board meetings.

(cf. 0460 - Local Control and Accountability Plan)

Incoming County Board members shall be provided information about trainings and professional development opportunities, available to them at COE expense, that address the needs of individual board members and the County Board as a whole.

Legal Reference:

EDUCATION CODE

1095 Membership in organizations

33360 Department of Education and statewide association of school district boards; annual workshops

33362-33363 Reimbursement of expenses; board member or member-elect

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:

54952.1 Member of a legislative body

54952.2 Open meeting laws; posting agenda; board actions

54952.7 Copies of Brown Act to board members

Management Resources:

CSBA PUBLICATIONS

Call to Order, A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. December 2014

Professional Governance Standards for County Boards, October 2014

CALIFORNIA COUNTY BOARDS OF EDUCATION PUBLICATIONS

A Guide to Effective Governance, February 27, 2015

WEB SITES

CSBA: <http://www.csba.org>

California County Boards of Education: <http://www.theccebe.org>

Bylaw TUOLUMNE COUNTY SUPERINTENDENT OF SCHOOLS

adopted: January 11, 2016 Sonora, California

Revised:

Tuolumne COE

Board Bylaw

Board Training

BB 9240(a)

Board Bylaws

The County Board of Education believes that its ability to effectively and responsibly govern is essential to promoting student achievement, building positive community relations, and protecting the public interest in county schools. County Board members shall be provided sufficient opportunities for professional development that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9121 - President)

The County Board shall work with the County Superintendent of Schools or designee to provide an orientation to newly elected or appointed County Board members which includes comprehensive information regarding County Board roles, policies, and procedures and the county office of education's (COE) vision and goals, operations, and current challenges. Throughout their first term, County Board members shall continue to participate in additional educational opportunities designed to assist them in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with law.

(cf. 9230 - Orientation)

All County Board members are encouraged to continuously participate in advanced training offered by the California School Boards Association and California County Boards of Education in order to reinforce boardsmanship skills and build knowledge related to key education issues. Such activities may include online courses, webinars, webcasts, and in-person attendance at workshops and conferences. In addition, workshops and consultations may be held within the county on issues that involve the entire governance team.

Funds for training shall be budgeted annually for the County Board. In selecting appropriate activities, the County Board and/or individual County Board members shall consider activities that are aligned with the COE's vision and goals and the needs of the County Board or individual County Board members to obtain specific knowledge and skills. The County Board shall annually develop a training calendar in order to schedule and track training activities and to schedule opportunities for County Board members to report on the activities in which they participated.

Board Training

BB 9240(b)

County Board members may attend a conference or similar public gathering with other County Board members and/or with the County Superintendent or designee in order to develop common knowledge and understanding of an issue or engage in team-building exercises. In such cases, a majority of the County Board members shall not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the COE's jurisdiction, so as not to violate the Brown Act open meeting laws pursuant to Government Code 54952.2.

(cf. 9320 - Meetings and Notices)

County Board members shall report orally or in writing on the training activities they attend, for the purpose of sharing the acquired knowledge or skills with the full County Board and enlarging the benefit of the activity to the County Board and COE.

Legal Reference:

EDUCATION CODE

1095 Membership in organizations

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:

54952.2 Meeting

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

Professional Governance Standards for County Boards, October 2014

CALIFORNIA COUNTY BOARDS OF EDUCATION PUBLICATIONS

A Guide to Effective Governance, February 27, 2015

WEB SITES

CSBA: <http://www.csba.org>

California County Boards of Education: <http://www.thecce.org>

Bylaw TUOLUMNE COUNTY SUPERINTENDENT OF SCHOOLS

adopted: January 11, 2016 Sonora, California

Revised:

Tuolumne COE

Board Bylaw

Agenda/Meeting Materials

BB 9322(a)

Board Bylaws

Agenda Content

County Board of Education meeting agendas shall reflect the County Board's vision and goals and its focus on student learning.

Each agenda shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session)

In order to promote efficient meetings, the County Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature for which County Board discussion is not anticipated and for which approval is recommended. When any County Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide members of the public the opportunity to address the County Board on any agenda item, including any consent agenda item, before or during the County Board's consideration of the item. However, the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting of a committee comprised exclusively of County Board members, provided that members of the public were afforded an opportunity to comment on the item at that meeting and the item has not been substantially changed since the committee considered it. (Government Code 54954.3)

The agenda for a regular County Board meeting shall also provide members of the public an opportunity to comment on matters which are not on the agenda but which are within the subject matter jurisdiction of the County Board. (Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

Any County Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

Agenda/Meeting Materials

BB 9322(b)

Each agenda for a regular meeting shall list the address designated for public inspection of documents related to an open session item that have been distributed to the County Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall include information regarding how, when, and to whom a request should be made if an individual requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the County Board meeting. (Government Code 54954.2)

Each agenda shall include a statement regarding the option for students and parents/guardians to request that their directory information or personal information, as defined in Education Code 49061 or 49073.2, be excluded from the minutes. The agenda shall also state that the request must be made in writing to the secretary or clerk of the County Board.

(cf. 9324 - Minutes and Recordings)

Agenda Preparation

The County Board president and the County Superintendent of Schools, as secretary to the County Board, shall work together to develop the agenda for each regular and special meeting.

(cf. 9121 - President)

Any County Board member or member of the public may request that a matter within the jurisdiction of the County Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the County Superintendent and County Board president with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The County Board president and County Superintendent shall decide whether a request from a member of the public is within the subject matter jurisdiction of the County Board. Items not within the subject matter jurisdiction of the County Board shall not be placed on the agenda. In addition, before placing the item on the agenda, the County Board president and County Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing County Board policy, administrative regulation, or other guidance document.

If a request from a County Board member to place an item on the agenda is denied, the member may ask the County Board to take action to determine whether the item shall be placed on the agenda.

Agenda/Meeting Materials

BB 9322(c)

The County Board president and County Superintendent shall also decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to County Board vote or an information item that does not require immediate action.

Agenda Dissemination to County Board Members

At least 72 hours before each regular meeting, each County Board member shall be provided a copy of the agenda and agenda packet, including any reports from the County Superintendent; minutes to be approved; copies of communications; reports from committees, staff, and others; and other available documents pertinent to the meeting.

When special meetings are called, County Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted. (Government Code 54956)

County Board members shall review agenda materials before each meeting. Individual members may confer directly with the County Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of County Board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the County Board.

(cf. 9012 - Board Member Electronic Communications)

Agenda Dissemination to Members of the Public

Any agenda and related materials distributed to the County Board shall be made available to the public upon request without delay. Only those documents which are public records under the Public Records Act and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public. (Government Code 54957.5)

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

In addition, the agenda shall be posted on the homepage of the county office of education (COE) web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the COE's agenda management platform in accordance with Government Code 54954.2. When the COE utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the County Board meeting agendas, and the current agenda shall be the first available. (Government Code 54954.2)

Agenda/Meeting Materials

BB 9322(d)

If a document which relates to an open session agenda item of a regular County Board meeting is distributed to the County Board less than 72 hours prior to the meeting, the document shall be made available for public inspection at a designated location at the same time the document is distributed to all or a majority of the County Board. (Government Code 54957.5)

As County Board secretary, it is the responsibility of the County Superintendent or designee to mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the County Board, whichever occurs first. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the County Superintendent or designee, not to exceed the cost of providing the service.

Any document prepared by the County Board or COE and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person and presented at the meeting shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Upon request, the County Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Legal Reference: (see next page)

Agenda/Meeting Materials

BB 9322(e)

Legal Reference:

EDUCATION CODE

- 35145.5 *Right of public to place matters on agenda*
- 49061 *Student records; definitions*
- 49073.2 *Privacy of student and parent/guardian personal information*

GOVERNMENT CODE

- 6250-6270 *Public Records Act*
- 53635.7 *Separate item of business*
- 54954.1 *Mailed agenda of meeting*
- 54954.2 *Agenda posting requirements; board actions*
- 54954.3 *Opportunity for public to address legislative body*
- 54954.5 *Closed session item descriptions*
- 54956 *Brown Act open meeting laws; special meetings*
- 54956.5 *Emergency meetings*
- 54957.5 *Availability of public records*
- 54960.2 *Challenging board actions; cease and desist*

UNITED STATES CODE, TITLE 42

- 12101-12213 *Americans with Disabilities Act*
- #### CODE OF FEDERAL REGULATIONS, TITLE 28

- 35.160 *Effective communications*
- 36.303 *Auxiliary aids and services*

COURT DECISIONS

- Mooney v. Garcia, (2012) 207 Cal.App.4th 229*
- Caldwell v. Roseville Joint Union High School District, 2007 U.S. Dist. LEXIS 66318*

ATTORNEY GENERAL OPINIONS

- 99 Ops. Cal. Atty. Gen. 11 (2016)*
- 78 Ops. Cal. Atty. Gen. 327 (1995)*

Management Resources:

CSBA PUBLICATIONS

- Call to Order: A Blueprint for Great Board Meetings, rev. 2015*
- The Brown Act: School Boards and Open Meeting Laws, rev. 2014*

OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

- The Brown Act: Open Meetings for Legislative Bodies, rev. 2003*

WEB SITES

- CSBA, Agenda Online: <http://www.csba.org>*
- Office of the Attorney General: <http://www.oag.ca.gov>*

Bylaw TUOLUMNE COUNTY SUPERINTENDENT OF SCHOOLS
adopted: March 11, 2013 Sonora, California
Revised:

Tuolumne COE

Board Bylaw

Minutes And Recordings

BB 9324(a)

Board Bylaws

The County Board of Education recognizes that maintaining accurate minutes of County Board meetings helps foster public trust in Board governance and provides a record of official actions for use by county office of education (COE) staff and the public.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9323 - Meeting Conduct)

The County Board shall keep a record of its proceedings and shall record the votes of County Board members in the meeting minutes. (Education Code 1015, 1040)

(cf. 9323.2 - Actions by the Board)

The County Board's minutes shall be public records and shall be made available to the public upon request.

The minutes of County Board meetings shall include, but not be limited to:

1. A notation of which County Board members are present, in person or by teleconference, and whether a member is not present for part of the meeting due to late arrival and/or early departure

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)
(cf. 9320 - Meetings and Notices)

2. A brief summary of the County Board's discussion on each agenda topic, rather than a verbatim record of each County Board member's specific point of view during the discussion
3. A summary of the public comments made on agendized items and unagendized topics
4. The specific language of each motion and the names of the County Board members who made and seconded the motion
5. A record of any action taken by the County Board and the vote or abstention on that action by each County Board member present (Government Code 54953)

Minutes And Recordings

BB 9324(b)

County Board minutes shall not include a student's or parent/guardian's address, telephone number, date of birth, or email address, or a student's name or other directory information as defined in Education Code 49061, if a parent/guardian or student age 18 or older submits a written request to the secretary or clerk to the County Board. (Education Code 49073.2)

(cf. 9100 - Organization)

The secretary of the County Board or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The County Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the County Board, the minutes shall be signed by the Board Secretary.

Official County Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

Any minutes or recordings kept for County Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

Recording or Broadcasting of Meetings

The district may tape, film, stream, or broadcast any open County Board meeting. At the beginning of the meeting, the County Board president shall announce that a recording or broadcasting is being made at the direction of the County Board and that the recording or broadcast may capture images and sounds of those attending the meeting. As practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any County Board recording may be erased or destroyed 30 days after the meeting once the minutes of that meeting have been approved. Recordings made at the direction of the County Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on COE equipment without charge. (Government Code 54953.5)

Minutes And Recordings

BB 9324(c)

Legal Reference:

EDUCATION CODE

1011 County board meetings

1015 Recording votes

1040 Duties of the county board

49061 Student records; definitions

49073.2 Privacy of student and parent/guardian personal information

GOVERNMENT CODE

6250-6270 Public Records Act

54952.2 Meeting defined

54953 Meetings

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent

CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, 2014

WEB SITES

CSBA, Agenda Online: <http://www.agendaonline.com>

Office of the Attorney General: <http://www.ag.ca.gov>

Bylaw TUOLUMNE COUNTY SUPERINTENDENT OF SCHOOLS
adopted: March 14, 2016 Sonora, California
Revised:



Tuolumne County Superintendent of Schools Office

For: Action

Subject:

SARB Board

Issue:

A SARB Board member from the Tuolumne County District Attorney's Office has left the office and a new representative from the DA's office has agreed to be on the SARB Board.

Previous Activity:

The 2019-2020 SARB Board was approved at the August Board Meeting.

Background:

From Ed Code 48321:

...A county school attendance review board, if established, shall include, but need not be limited to, all of the following:

- (A) A parent.
- (B) A representative of school districts.
- (C) A representative of the county probation department.
- (D) A representative of the county welfare department.
- (E) A representative of the county superintendent of schools.
- (F) A representative of law enforcement agencies.
- (G) A representative of community-based youth service centers.
- (H) A representative of school guidance personnel.
- (I) A representative of child welfare and attendance personnel.
- (J) A representative of school or county health care personnel.
- (K) A representative of school, county, or community mental health personnel.
- (L) A representative of the county district attorney's office.

...The school district representatives on the county school attendance review board shall be nominated by the governing boards of school districts and shall be appointed by the county superintendent of schools. All other persons and group representatives shall be appointed by the County Board of Education.

Superintendent's Recommendation:

The County Superintendent recommends approval.



2019-2020 SARB Board

The following change is submitted to the TCOE Board for Approval:

Remove: Kevin Ballard, Tuolumne County District Attorney's Office

Add: Cassandra Jenecke, Tuolumne County District Attorney's Office

SARB Board Members:

- Bob White, A-TCAA Friday Night Live
- Jamie Kish, Center for Non-Violent Community
- Natalie Gray, Infant/Child Enrichment Serv. ICES
- Mark Dyken, Jamestown Family Resource Center
- Vanessa Hofmann, Me-Wuk Tribal Domestic Violence
- Diana Carpenter, Me-Wuk Tribal Social Worker
- Magdalena Bauman, Coordinator of Student Support TCSOS
- Rob Egger, TCSOS SARB Coordinator, Ed. Services
- Jessica Carter, TCSOS Alternative Education Counselor
- Rebecca Espino, TC Department of Social Services
- Laurie Darby, TC Department of Social Services
- Loretta West, Tuolumne County Behavioral Health
- Steve Machado, Tuolumne County CHP
- Cori Allen, Tuolumne County CWS
- Reiko Craig, Tuolumne County CWS
- Joelle Kewish, TC Probation Department
- Lisa Heib-Stock, Tuolumne County Public Health
- Gordon Winningham, TC Sheriff's Department
- Martha Stolp, TCSOS Schools/Nurse
- Blaine Cowick, TCSOS/SELPA

Alternates:

- Colleen Whitlock, TCSOS Director, Student Support Services
- Michie Anderson, Tuolumne County CWS
- Patricia Denney, Tuolumne County Public Health
- Melissa Parrish, Tuolumne County Public Health
- Michelle Clark, Tuolumne County CWS
- Jen Carlson, Tuolumne County CWS

Tuolumne County Board of Education 2019-2020 Goals

Goal 1

The Board will adopt its mission, vision and long-range priorities in collaboration with the Superintendent by developing goals and a mission and vision statement for 2019-2020 based on two priorities: engagement and advocacy.

Goal 2

The Board will actively engage in advocacy by encouraging constituents to participate in the LCAP stakeholder input process through workshops, trainings, and/or other community outreach.

Goal 3

The Board will encourage its members to attend district meetings with the intent of promoting workshops, charter school issues, and education within the county by distributing the new brochure, post card, and possibly sharing a short slide presentation at District meetings.

Goal 4

The Board will promote opportunities for networking and the sharing of best practices within the county by laying the groundwork for a Board Association.

Tuolumne COE

Board Policy

County Superintendent Of Schools, Compensation

BP 2112

Administration

Pursuant to Education Code 1207, the Tuolumne County Board of Education hereby establishes the method by which the board reviews the Tuolumne County Superintendent of Schools' salary.

1. For all newly elected County Superintendent, the County Board shall set the County Superintendent initial annual salary by June, prior to the year of election.
2. For a County Superintendent appointed per Education Code 1042, the County Board shall set the County Superintendent's salary at the time of appointment.
3. The County Board reserves the right to provide the County Superintendent with a salary increase at any time during the term of his or her office pursuant to Article IX, Section 3.1 of the California Constitution. Any such salary increase will be in addition to any compensation agreement.
4. The County Board recognizes it is not the "employer" and that any reviews of the County Superintendent are not personnel issues but rather appropriate actions in the public interest when considering compensation. The County Board believes that regular and comprehensive reviews can help improve skills and relationships.
5. The County Board shall appoint a committee of three at the board's annual organizational meeting to review the County Superintendent's salary and compensation. The committee should meet at the request of the County Superintendent or Board President by September of each year, and report to the County Board at the subsequent County Board Meeting and give a recommendation either to increase or not increase the Superintendent's salary. If the recommendation is to increase the salary, the committee will, with County Board input and direction, develop a recommendation for a first reading at the next County Board Meeting and action at the following County Board Meeting.

Legal Reference:

EDUCATION CODE

1042 County boards, authority

1200 Chapter 2. County Superintendent of Schools, Article 1-Appointment, Qualifications, Salary and Expenses. Travel expense

1204 Retirement contributions

1207 County Superintendent; qualifications; salary

CALIFORNIA CONSTITUTION
Article IX, Section 3.2 (b)

Policy TUOLUMNE COUNTY SUPERINTENDENT OF SCHOOLS
adopted: October 8, 2018 Sonora, California