

## SOQUEL UNION ELEMENTARY SCHOOL DISTRICT

June 20, 2016

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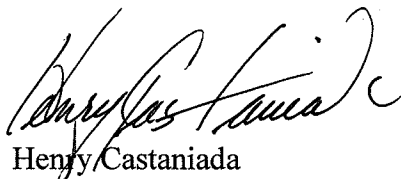
The Honorable Judge John Gallagher  
Santa Cruz Courthouse  
701 Ocean St.  
Santa Cruz, CA 95060

Dear Judge Gallagher:

In accordance with guidelines provided regarding Soquel School District's response to the Grand Jury's findings and recommendations, please find attached the board approved document that represents Soquel School District's response.

Please do not hesitate to contact Scott Turnbull, Superintendent, should you have any questions regarding this report.

Sincerely,



Henry Castaniada  
Superintendent

Attachment: 2015-16 Santa Cruz County Grand Jury Report, Soquel Union  
Elementary School District Board of Trustees



**The 2015-2016 Santa Cruz County Civil Grand Jury  
Requires that the  
Soquel Union Elementary School District  
Board of Trustees  
Respond to the Findings and Recommendations  
Specified in the Report Titled  
Soquel Union Elementary School Board  
– Full Disclosure is Not Optional –  
by July 25, 2016**

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When the response is complete, please

1. Email the completed Response Packet as a file attachment to [grandjury@scgrandjury.org](mailto:grandjury@scgrandjury.org), and
2. Print and send a hard copy of the completed Response Packet to

The Honorable Judge John Gallagher  
Santa Cruz Courthouse  
701 Ocean St.  
Santa Cruz, CA 95060

## Instructions for Respondents

California law PC § 933.05 (included below) requires the respondent to a Grand Jury report to comment on each finding and recommendation within a report. Explanations for disagreements and timeframes for further implementation or analysis must be provided. Please follow the format below when preparing the responses.

### **Response Format**

1. For the Findings included in this Response Packet, select one of the following responses and provide the required additional information:
  - a. **AGREE** with the Finding, or
  - b. **PARTIALLY DISAGREE** with the Finding and specify the portion of the Finding that is disputed and include an explanation of the reasons therefor, or
  - c. **DISAGREE** with the Finding and provide an explanation of the reasons therefor.
  
2. For the Recommendations included in this Response Packet, select one of the following actions and provide the required additional information:
  - a. **HAS BEEN IMPLEMENTED**, with a summary regarding the implemented action, or
  - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE**, with a timeframe or expected date for implementation, or
  - c. **REQUIRES FURTHER ANALYSIS**, with an explanation and the scope and parameters of an analysis or study, and a timeframe for that analysis or study; this timeframe shall not exceed six months from the date of publication of the grand jury report, or
  - d. **WILL NOT BE IMPLEMENTED** because it is not warranted or is not reasonable, with an explanation therefor.

### **Validation**

Date of governing body response approval: \_\_\_\_\_

**June 15, 2016**

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to [grandjury@scgrandjury.org](mailto:grandjury@scgrandjury.org).

## Findings

**F1. The Grand Jury finds that the Board has violated the Brown Act on at least two occasions. These violations were due to the lack of open session discussion regarding the superintendent's contract and incomplete reporting of closed session decisions.**

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**):

Finding 1 does not identify the dates of any District Governing Board meetings or specific provisions of the Brown Act (Gov. Code § 54950 *et seq.*), that the Grand Jury is alleging were violated by the Board during those meetings. However, based on review of relevant portions of the Grand Jury's Report and its Summary of Investigation Findings (Report, pp. 6-7,11), the District believes that the Grand Jury is alleging that: (1) on June 18, 2014 the Superintendent's contract was discussed in closed session and approved in open session without public discussion of the contract changes; and (2) as a general practice, closed session topics listed in the agenda are not repeated in the published minutes of the meeting. The Board responds accordingly.

### June 18, 2014 Board Meeting

The Brown Act sets out requirements regarding the public's opportunity to address a local legislative body, stating in part: "Every agenda for a regular meeting must provide members of the public an opportunity to address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item..." (Gov. Code § 54954.3(a).)

The Brown Act also specifically authorizes a legislative body to adopt reasonable regulations to ensure that the intent of public participation is carried out. (Gov. Code § 54954.3(b).) This means that a legislative body may establish general procedures for public comment during public meetings. (*The Brown Act: Open Meetings for Local Legislative Bodies* (2003) California Attorney General's Office, p.28.) The Legislature has determined that encouraging public participation is achieved when the public has notice of and the right to comment on an agenda item before or during its consideration. (*Coalition of Labor, Agriculture and Business v. County of Santa Barbara Board of Supervisors*, (2005) 129 Cal.App.4th 205, 209.)

Notice of the public's right to participate in Board meetings is addressed on the agenda for every Soquel Union Elementary School District Board of Trustees ("Board") meeting. The agenda for the June 18, 2014 meeting notified the public of the procedures for making a public comment on a closed session item at item *1.B: Public Comment for Closed Session Items Only*. In addition, at *Item 5: Public Communications*, the agenda further provided:



*Members of the audience are welcome to address the Board of Trustees during Public Communications regarding items not listed on the agenda.*

*For items not listed on the agenda, we request that you fill out one of the forms available at the sign-in register and submit it to the Administrative Assistant to the Superintendent prior to the opening of the meeting. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. The Trustees cannot take action on these matters unless such matters are placed on a future agenda, according to law.*

*If the item is on the agenda, you will have the opportunity to speak at the time the agenda item is discussed. Please address the Board President. These proceedings are audio-recorded. (Board Policy 9323)*

The agenda further noted:

*VISITORS: If you wish to address an item on the agenda, please be present at the beginning of the meeting. An item MAY be moved to the beginning of the agenda. Please fill out a speaker form so that the Board may recognize you. Individuals needing special accommodations including (but not limited to) an American Sign Language interpreter, accessible seating or documentation in accessible formats should contact the Superintendent's Office at 464-5639 at least two days prior to the meeting. (Exhibit A.)*

A review of the meeting minutes for the June 18, 2014 Board meeting indicates that there were no public comments offered during the meeting concerning any closed session or open session items. (Exhibit B.)

Despite the agenda language clearly notifying the public of its right and the procedures to comment on items both on and off of the agenda, the District does acknowledge that the Board may have inadvertently not called for public comment during the June 18, 2014 meeting. Although not a violation of the Brown Act, the District agrees that not calling for public comment may have resulted in dissatisfaction with the Board's conduct of the meeting on the part of some members of the public.

The Board's intention of discussing and taking final action in open session regarding amendments to the Superintendent's contract is also clearly reflected in the June 18, 2014 Agenda at *Item 8.F*, which is titled as follows: *Approve Revisions to the Superintendent's Contract*. (Exhibit A.)

Nothing in the law requires the Board to engage in discussion except to the extent it is needed for the Board to take action on an agenda item. While members of the public may offer comments during specified periods and in accordance with District guidelines, the Board is not required to provide a forum for open public discussion of any item of Board business.

### Reporting Closed Agenda Items on Meeting Minutes

Pursuant to Finding 1, the Grand Jury's Report notes that as a general practice, the Board's meeting minutes do not repeat each closed session topic as originally set out in the agenda (Report, pp. 6-7, 11). However, the Board disagrees that this is a violation of the Brown Act—a fact that is also acknowledged by the Grand Jury in the body of its Report (Report, pp. 6-7). Furthermore, the Board is not aware of any other school district governing board that lists each closed session topic in the meeting minutes when no action is taken.

**F2. The Board chose to add the superintendent's expenses to his annual salary. While this is contrary to the spirit of the California Public Employees' Pension Reform Act adopted in 2012, the practice is commonplace for superintendents hired before 2013.**

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**):

The Board respectfully disagrees with the Grand Jury's assertion that restructuring the Superintendent's contract was "contrary to the spirit of the California Public Employees' Pension Reform Act adopted in 2012." (Gov. Code § 7522 *et seq.* ("PEPRA").) Instead, as explained below, an opportunity to restructure an administrator's contract, under certain conditions, was explicitly provided for in the regulations adopted by CalSTRS. The Board also notes that in its Report, the Grand Jury mischaracterizes both the Board's intent and the nature of the Board's action during the June 17, 2015 meeting. (Report, pp. 9-10.)

Effective January 1, 2015, regulations adopted by the California State Teachers' Retirement System ("CalSTRS") governing creditable compensation for "classic" members (i.e., members who entered CalSTRS prior to January 1, 2013) made significant changes to the way that compensation is treated by CalSTRS. (Cal. Code Regs., tit. 5 ("5 CCR") § 27200 *et seq.*)<sup>1</sup>

Prior to adoption of the new regulations, allowances, such as for cars or travel, were creditable for retirement benefit purposes for classic members if the allowance was properly structured. However, under the new CalSTRS creditable compensation regulations, auto/travel and other allowances were no longer creditable compensation for retirement benefit purposes for classic members after January 1, 2015. (5 CCR § 27201.)

In order to avoid the inequity of denying credit for compensation after years of contributions have been paid, the new regulations explicitly provided a short window of time, prior to January 1, 2016, during which an administrator's compensation package could, under certain conditions, be restructured to convert non-creditable forms of compensation into base salary without the change in compensation automatically being considered "inconsistent" under the new regulations. (5 CCR §§ 27400(c), 27600(a)(1).)

Contrary to the Grand Jury's analysis, the restructuring of the Superintendent's contract during the June 17, 2015 meeting was not a "raise" and was not done "to improve the pension of the soon-to-retire Superintendent." (Report, p. 9.) In fact, there was no change to the amount of the Superintendent's overall compensation, as the

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<sup>1</sup> Please note that the "pensionable compensation" limits for new members cited by the Grand Jury in its Report (Report, p.10) do not apply to this situation. "Classic" members are covered by Education Code section 22119.2, and the recently adopted regulations at 5 CCR § 27200 *et seq.*

Superintendent was already earning the allowances converted to base salary during the June 17, 2015 meeting. Moreover, the Board took action to restructure his contract in order to prevent an unintended decrease in the Superintendent's "creditable compensation" that would have resulted under the newly adopted CalSTRS regulations.

The Board's open session discussion and possible action with regard to the restructuring of the Superintendent's contract is identified on the June 17, 2015 agenda at *Item 7H*. (Exhibit C.) In this case, the Board's restructuring of the Superintendent's contract during a regular Board meeting on June 17, 2015, was done within the regulatory window adopted by CalSTRS and complied with both the spirit and the intent of the law.



**F3. There is history of poor communication and mistrust of the Board and District administration by the public they serve.**

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**):

The Board respectfully disagrees with the Grand Jury's blanket assertion that the District and Board have experienced a "history of poor communication and mistrust" on the part of the public. While the Board acknowledges recent public dissatisfaction, it notes that prior to 2014-2015, the Board was not aware of any significant amount of public discord in excess of that typically experienced by public school governing boards. As discussed in the Grand Jury's Report (Report, pp.1-2), much of this recent dissatisfaction stemmed from disagreements between District administration and parent representatives over the management and control of the Home and School Clubs ("HSC") at some District schools. As discussed in greater detail later in this Response, District administrators, the Board, and HSC representatives have been working diligently to address and remedy those concerns.

The Board also notes that other areas of concern described by the Grand Jury as contributing to public discord, such as salary negotiations, residency issues, and changes in District and Board leadership (Report, pp.1-2) are "part and parcel" of the daily business within the purview of a public school district governing board, for which concerns about the public's perception of the Board must be secondary to the Board's primary responsibilities to the District and its students. With regard to labor negotiations, for example, the Board has a fiduciary responsibility to the students of the District and the District's taxpayers and difficult negotiations may result when the Board has to balance employee salary demands with other district needs, such as facilities and programs for students.

**F4. The lack of an adequate, posted complaint procedure and problem resolution process contributes to the mistrust of the District and Board.**

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**):

The Board respectfully disagrees with the Grand Jury's finding that the complaint resolution procedures posted on the District's website are inadequate and contribute to any mistrust of the District and the Board. A review of the District's website finds a link to Uniform Complaint Procedures under the Parents & Students menu tab. (Exhibit D.) Clicking on that link leads directly to a listing of Board Policies ("BP") and their corresponding Administrative Regulations (AR") and related Exhibits ("E") relevant to the requirements and process for filing: (1) uniform complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying (BP, AR and E 1312.3); (2) complaints concerning District employees (BP, AR and E 1312.1); (3) complaints concerning the adoption of instructional materials (BP, AR and E 1312.2); and (4) "Williams" uniform complaints concerning textbooks and instructional materials, teacher vacancies or misassignments, and school facilities (AR and E 1312.4.) Contrary to the Grand Jury's Report, these policies, regulations and exhibits identify the District's responsible Compliance Officer and include "guidance for where and how to file a complaint." (Report, p. 9.) (Exhibit D.)

Information regarding the District's uniform complaint procedures is posted on the District's website and the Annual Notice to Parents is distributed to all students and parents at the beginning of each school year (Exhibit D.)

**F5. The Board has failed to adequately develop and report performance standards for the superintendent.**

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**):

The Board respectfully disagrees with the Grand Jury's finding that the Board has failed to develop and report performance standards for the Superintendent. In addition, the Board believes that the Grand Jury's Report misstates the obligations of the Board with regard to the development of performance goals and the Superintendent's evaluation. Specifically, Board Policy ("BP") 2140 (Evaluation of the Superintendent) does not require that the Board discuss or report the Superintendent's progress towards meeting performance standards in open session (Report, p.10.) (Exhibit E.)

Instead, BP 2140 provides that "at a minimum, the Board shall annually conduct a formal evaluation of the Superintendent's performance to assess his/her effectiveness in leading the district towards established goals." It further provides: The evaluation shall be in accordance with the provisions of the Superintendent's contract and any applicable Board policy." In accordance with Government Code section 54957 (the personnel exception set forth in the Brown Act), BP 2140 also states: "The Board shall meet in closed session with the Superintendent to discuss the evaluation." (Emphasis added.) (Exhibit E.)

With regard to the development of performance goals, BP 2140 requires as follows: "At the open session after the Superintendent's evaluation or at a subsequent meeting, the Board and Superintendent shall jointly identify performance goals for the next year."

During open session at a March 7, 2012 meeting, the Board reviewed and discussed a copy of a *Blueprint for Student Success* for the school years 2012-13 through 2015-16 as well as a draft of the *2012-2015 Operational Plan*, which is an addendum to the *Blueprint for Student Success*. Pursuant to their discussion, the Board requested additional revisions to both documents. The revised documents were reviewed and approved during the Board's March 21, 2012 meeting. (Exhibits F, G.)

The *2012-2015 Operational Plan* identifies the following broad "target areas": Curriculum, Instruction and Student Achievement; Budget and Spending Priorities; and Communication/Community Building. Each Target Area includes a number of subsidiary "District Goals" and assigns responsibility for implementing each goal to the Superintendent and/or other District personnel, department heads, or committees. The Superintendent's progress towards meeting these District Goals is directly linked to his evaluation.

**F6.** Although HSC contributions are a significant part of the discretionary budget for schools in the District, they are not well managed and they do not receive adequate public recognition.

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**):

As discussed in the Grand Jury's Report, during the 2014-2015 school year, parent representatives of HSCs at certain District schools raised objections to proposed revisions to the District's policy concerning School-Connected Organizations and also expressed dissatisfaction with District accounting procedures with regard to HSC donations. In particular, as noted in the Report, HSCs were concerned that unspent HSC funds that had been transferred to District funds for the purpose of supporting a teacher, program or capital expenses were transferred into the District's general fund rather being returned to the HSC that donated the funds. (Report, pp.7-8.) In addition, as discussed below in the District's Response to Finding 8, HSCs raised concerns regarding the tracking of donations to teacher supply accounts.

In response to complaints regarding accounting and tracking of HSC funds, the District implemented new accounting procedures, effective February 1, 2016, for tracking donations from HSCs and to provide HSCs with updated and regular accounting reports regarding those donations. (Exhibit H.) Feedback received from the HSCs has reflected support for these new accounting procedures.

Each HSC was given the opportunity to receive public recognition and formally report to the Board regarding donations and other activities and support provided by the HSCs. (Exhibit I.) In addition, going forward, in alignment with the new accounting procedures for HSC's donations over five-hundred dollars (\$500.00), these donations will be disclosed and recognized at regular scheduled board meetings throughout the year.



**F7. There is no policy in place to reconcile HSC donations with District expenditures. The proposed contract policy between the District and contributors of donations in excess of \$500 is intended to address this issue.**

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**):

The Board agrees that there were no procedures in place to reconcile and track HSC donations with District expenditures at the time of the Grand Jury's investigation. However, as discussed in the District's response to Finding 6, as of February 1, 2016, the District has implemented new accounting procedures that provide for accounting and reconciliation of funds from HSCs and foundations. Pursuant to the new accounting procedures, the District will refund donations to the donor organization in the event funds earmarked for specified personnel costs are less than originally estimated. HSCs and foundations will also receive annual account summaries of all unused funds from the previous fiscal year and full prior year accounting of expenditures. The new procedures also require donor organizations to provide written instructions to Business Services regarding placement of unused funds. (Exhibit H.)

**F8. Because HSC contributions for teacher supplies are combined with contributions from other sources, accounting to individual donors for each teacher's expenses is impractical.**

**AGREE**

**PARTIALLY DISAGREE** – explain the disputed portion

**DISAGREE** – explain why

**Response explanation** (required for a response other than **Agree**):

HSCs raised concerns regarding unexpended funds in teacher supply accounts, which, at the end of the school year were “swept” into a single carryover account for the next school year. Tracking HSC contributions to these accounts is complicated by the fact that several sources often contribute to teacher supply funding. (Report, p.8.)

However, as the Grand Jury has recognized, “the labor required to accurately track small dollar amounts by source outweighs the amount being tracked.” (Report, p.8.)

## Recommendations

**R1. The Board must follow the state law and their District policies by adopting practices that will inform the public of the details of their decisions and their decision process. As noted in the report the Brown act provides a baseline for public disclosure. Debating and giving reasoned explanations for their decisions in open meetings will improve public support and participation. (F1, F3, F4)**

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe  
(not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

### **Response explanation, summary, and timeframe:**

The Board continues to comply with the Brown Act and all other applicable laws and requirements and wholeheartedly agrees with the Grand Jury that the Brown Act, as a “sunshine law” is intended to ensure that the public has the opportunity to observe and comment on the Board’s business. The Board welcomes public comment during specified periods of its meetings and in accordance with District guidelines and provides the public with notice, on every meeting agenda, of its opportunity to address the Board on any item of business within the Board’s jurisdiction. The Board agrees with the Grand Jury that providing the public with an opportunity to observe the Board’s discussions and hear its reasoning with regard to actions taken during open session results in improved public support and participation.

**R2. If the Board chooses to grant the Superintendent a salary raise in excess of the percentage granted to District Bargaining Units, they should announce the amount together with the Superintendent's annual performance goals and discuss the increase in a public meeting. (F2, F3)**

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

Recommendation 2 suggests that increases in the District Superintendent's salary are always tied to performance goals and salary increases and/or COLAs granted to bargaining unit members. This assumption is incorrect. In fact, terms set forth in the Superintendent's contract are individually negotiated with the Board and variables such as those listed in Recommendation 2 may change. In addition, there may be other reasons for granting a superintendent an increase in salary. For example, a raise could reflect a market rate increase based on a salary comparison of other area superintendents, a change in the contract length, or a change in the amount of funds allocated to a tax-deferred account.

In addition, as discussed above in the Board's response to Finding 5, the District's BP 2140 does not require that the Board to discuss or report the Superintendent's progress towards meeting performance standards in open session (Exhibit E.)



**R3. The Board should include in the Superintendent's performance standard a goal of reaching an agreement between the District and the HSCs that specifies accounting report content and frequency. (F5, F7)**

**HAS BEEN IMPLEMENTED** – summarize what has been done

**HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

**REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)

**WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

The *2012-2015 Operational Plan* identifies Budget and Spending Priorities as a broad Target Area, which includes a number of subsidiary "District Goals." (Exhibit F.) As is appropriate, District Goals related to accounting, payroll, and other business and budgetary management issues should be properly assigned to the Chief Business Officer and Business Office, rather than the Superintendent.

Further, as discussed above in the Board's response to Findings 6 and 7, the District's Chief Business Officer has already implemented new accounting procedures, effective February 1, 2016, that monitor and track donations from HSCs, foundations, and other school-connected organizations. (Exhibit H.)

**R4. Soquel Union Elementary School District should make available on their website an easily filed complaint form with guidelines. (F3, F4)**

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

As discussed in the Board's response to Finding 4, the Board believes that the District has provided more than adequate access to its complaint procedures. Nonetheless, within the next six months, the Board is willing to consider implementing additional measures to ensure that parents, students, and community members can easily access information regarding the District's complaint procedures.

**R5. The Board should include a summary of complaint topics received since their last meeting in the meeting minutes. All complaint topics should be summarized, including Williams Uniform Complaint Procedure, Uniform Complaint Process, Freedom Of Information Act, email, etc. (F3, F4)**

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

As required by law, the District reports the number of Williams Uniform Complaints received quarterly and meets all other mandated reporting requirements. (Exhibit J.) However, publicly listing all complaints received may have an unintended chilling effect on the willingness of parents, students, and staff to file complaints. In addition, complaints very often include confidential information that the District is prohibited from disclosing. The Board notes that the purpose of the complaint procedure is to allow the District to properly investigate, mediate and resolve complaints; it is not intended to be utilized as a public information tool.

**R6. The District administration should provide accounting reports to the HSCs in accordance with mutually agreed content and frequency. (F3, F6, F7)**

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

As discussed in greater detail above, after discussions with parent groups and school principals, new accounting procedures for tracking donations were implemented as of February 1, 2016. (Exhibit H.) The new procedures require annual account reporting and reconciliation, as well as the provision of additional accounting reports upon the request of an HSC or foundation.



**R7. The Board should include public recognition, recorded in meeting minutes, of all financial contributions from HSCs and other contributors of funds to the District. (F3, F6)**

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

The Board approves and accepts donations to the District in accordance with Education Code sections 41032 and 51521 and applicable District policies and regulations. During the 2015-2016 school year, the Board provided an opportunity for each HSC to report annually to the Board and receive public recognition of all donations the organization provides in support of District personnel costs, programs, and capital projects. (Exhibit I.) The Board intends to continue to offer all HSCs the opportunity to formally report to the Board during the 2016-2017 school year. In addition, going forward, in alignment with the new accounting procedures for HSC's donations over five-hundred dollars (\$500.00), these donations will be disclosed and recognized at regular scheduled board meetings throughout the year.

**R8. At the beginning of each school year and after consulting with the school principal, a proposed budget should be prepared by each HSC outlining the plans for donations in excess of \$500. The plan should be submitted to the District for final approval. (F3, F6, F7)**

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

**Response explanation, summary, and timeframe:**

Following discussion with parent groups and school principals, the District implemented new accounting procedures for donations that require, among other things, for HSCs and other school-connected organizations to identify the donation amount, intended use, and plan for unused funds. (Exhibit H.)

**R9. The District should assume all responsibility for funding and managing teacher supply accounts and/or define a clear donation policy for contributions to teacher accounts. (F8)**

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

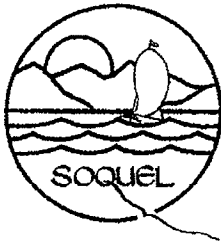
**Response explanation, summary, and timeframe:**

The District maintains two separate teacher accounts for each classroom teacher. One account is funded by the District and the second account is reserved for any donations the teacher collects for his/her classroom. As of July 1, 2016, the District has assumed fiscal responsibility for all basic classroom supplies including copies, instructional materials, wipes, pencils, and paper. Individual teacher donation accounts are not charged for any basic classroom supplies, retroactive to July 1, 2015 and going forward. The District will audit the individual teacher donation accounts at the end of each fiscal year before books are closed for the 2015-2016 school year and going forward.

## Penal Code § 933.05

1. For Purposes of subdivision (b) of § 933, as to each Grand Jury finding, the responding person or entity shall indicate one of the following:
  - a. the respondent agrees with the finding,
  - b. the respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.
2. For purpose of subdivision (b) of § 933, as to each Grand Jury recommendation, the responding person shall report one of the following actions:
  - a. the recommendation has been implemented, with a summary regarding the implemented action,
  - b. the recommendation has not yet been implemented but will be implemented in the future, with a timeframe for implementation,
  - c. the recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of the publication of the Grand Jury report, or
  - d. the recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.
3. However, if a finding or recommendation of the Grand Jury addresses budgetary or personnel matters of a County department headed by an elected officer, both the department head and the Board of Supervisors shall respond if requested by the Grand Jury, but the response of the Board of Supervisors shall address only those budgetary or personnel matters over which it has some decision-making authority. The response of the elected department head shall address all aspects of the findings or recommendations affecting his or her department.
4. A Grand Jury may request a subject person or entity to come before the Grand Jury for the purpose of reading and discussing the findings of the Grand Jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.
5. During an investigation, the Grand Jury shall meet with the subject of that investigation regarding that investigation unless the court, either on its own determination or upon request of the foreperson of the Grand Jury, determines that such a meeting would be detrimental.
6. A Grand Jury shall provide to the affected agency a copy of the portion of the Grand Jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. **No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.**

# **EXHIBIT A**



SOQUEL UNION ELEMENTARY SCHOOL DISTRICT  
Regular Meeting of the Board of Trustees

AGENDA

June 18, 2014

District Office Board Room, 620 Monterey Ave., Capitola

6:30 p.m. - Open Session Begins

DISTRICT MISSION STATEMENT

*Staff, students, parents and the community share the responsibility for each child's success. We are committed to ensuring that each student develops the skills and confidence for lifelong achievement and is prepared to make a positive contribution to our world.*

**1. CALL TO ORDER (5:00 p.m.)**

Call Public Session to Order

- 1.A. Administer Oath of Office to Newly Elected Board Member  
*This item is tentative based on the certification of the June 3, 2014 election by the Santa Cruz County Elections Department.*
- 1.B. Public Comment for Closed Session Items Only

**2. CLOSED SESSION (5:00 – 6:30 p.m.)**

Identify Closed Session Topics of Discussion

- 2.A. Real Property Negotiations/Transactions (Government Code 54956.8)  
City of Capitola  
Santa Cruz Gardens Elementary School
- 2.B. Public Employee Appointment/Employment/Evaluation of Performance/Discipline/Dismissal/Release  
(Pursuant to Government Code Section 54957)
- 2.C. Public Employee Evaluation/Superintendent's Contract  
*Discuss amendments to the Superintendent's Contract*

**3. OPENING PROCEDURES FOR PUBLIC SESSION (6:30 p.m.)**

- 3.A. Pledge of Allegiance
- 3.B. Adoption of Agenda (At this time members of the Board of Trustees may elect to pull items from the Consent Agenda)
- 3.C. Report Out of Closed Session

COMPLETE BOARD PACKET AVAILABLE AT <http://www.soqueldo.santacruz.k12.ca.us/Trustees/Trustees.html>

COPIES OF MATERIALS PROVIDED TO THE BOARD OF TRUSTEES ONLY ARE AVAILABLE FOR PUBLIC REVIEW AT THE DISTRICT OFFICE

District Website: [www.soqueldo.santacruz.k12.ca.us](http://www.soqueldo.santacruz.k12.ca.us)



#### 4. RECOGNITION ITEMS

- |             |   |
|-------------|---|
| <b>4.A.</b> | <b>Award 2014 Alice B. Woolsey Scholarship</b><br><i>The 2014 Alice B. Woolsey Scholarship will be awarded at tonight's meeting.<br/>(Addresses Blueprint for Student Success/Target Area #4)</i> |
|-------------|---|

#### 5. PUBLIC COMMUNICATIONS

Members of the audience are welcome to address the Board of Trustees during Public Communications regarding items not listed on this agenda.

For items not on the agenda, we request that you fill out one of the forms available at the sign-in register and submit it to the Administrative Assistant to the Superintendent prior to the opening of the meeting. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. The Trustees cannot take action on these matters unless such matters are placed on a future agenda, according to law.

If the item is on the agenda, you will have the opportunity to speak at the time the agenda item is discussed. Please address the Board President. These proceedings are audio-recorded. (Board Policy 9323)

#### 6. STANDING REPORTS

- |             |   |
|-------------|---|
| <b>6.A.</b> | Items from Superintendent and Assistant Superintendent(s)   |
| <b>6.B.</b> | Items from California School Employees Association  |
| <b>6.C.</b> | Items from Soquel Education Association   |
| <b>6.D.</b> | Items from Trustees: Reports on Meetings and Conferences Attended or Visits to Schools, and Public Communications |

#### 7. PUBLIC HEARING

- |             |   |
|-------------|---|
| <b>7.A.</b> | <b>Public Hearing Regarding Proposed 2014-15 Budget for the Soquel Union Elementary School District</b><br><i>The Board will hear a Public Hearing regarding the proposed 2014-15 Budget for the Soquel Union Elementary School District<br/>(Addresses Blueprint for Student Success/Target Area #3)</i> |
|-------------|---|

#### 8. ACTION ITEMS

- |             |   |
|-------------|---|
| <b>8.A.</b> | <b>Approve the Soquel Elementary School District's Local Control and Accountability Plan (LCAP)</b><br><i>The Board will consider approval of the LCAP Plan.<br/>(Addresses Blueprint for Student Success/Target Area #3)</i><br><br><b>Recommended Action: Approve the Soquel Elementary School District's Local Control and Accountability Plan (LCAP).</b> |
|-------------|---|

8.B.	<p><b>Approve the 2014-15 Budget for the Soquel Union Elementary School District</b>  <i>The Board will consider the approval of the 2014-15 budget for the Soquel Union Elementary School District.</i>  <i>(Addresses Blueprint for Student Success/Target Area #3)</i></p> <p><b>Recommended Action: Approve the 2014-15 Budget for the Soquel Union Elementary School District.</b></p>
8.C.	<p><b>Approve Proposed Bid Documents with Monterey Peninsula Engineering for the New Brighton Middle School Courtyard Replacement Project</b>  <i>The Board will review the bid documents with Monterey Peninsula Engineering for the New Brighton Middle School Courtyard Replacement Project and consider the approval of these bid documents.</i>  <i>(Addresses Blueprint for Student Success/Target Area #3)</i></p> <p><b>Recommended Action: Approve Proposed Bid Documents with Monterey Peninsula Engineering for the New Brighton Middle School Courtyard Replacement Project</b></p>
8.D.	<p><b>Adopt Resolution to Decrease the Number of Classified Employees Due to Lack of Funding and Lack of Work</b>  <i>The Board will consider the adoption of a resolution to decrease the number of classified employees due to lack of funding and lack of work.</i>  <i>(Addresses Blueprint for Student Success/Target Area #1)</i></p> <p><b>Recommended Action: Adopt Resolution to Decrease the Number of Classified Employees Due to Lack of Funding and Lack of Work.</b></p>
8.E.	<p><b>Adopt Resolution Ordering Election, Requesting County Elections to Conduct the Election, Requesting Consolidation of the Election, and Specifications of the Election Order</b>  <i>The District must file a resolution for the November 4, 2014 general election. This resolution is being presented to the Board for adoption.</i>  <i>(Addresses Blueprint for Student Success/Target Area #4)</i></p> <p><b>Recommended Action: Adopt Resolution Ordering Election, Requesting County Elections to Conduct the Election, Requesting Consolidation of the Election, and Specifications of the Election Order.</b></p>
8.F.	<p><b>Approve Revisions to the Superintendent's Contract</b>  <i>The Board will consider the approval of revisions to the Superintendent's contract.</i>  <i>(Addresses Blueprint for Student Success/Target Area #3)</i></p> <p><b>Recommended Action: Approve Revisions to the Superintendent's Contract.</b></p>
8.G.	<p><b>CONSENT AGENDA</b>  The following items listed under the Consent Agenda are considered by the Board in one action. 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 have requested under <i>Adoption of the Agenda</i> that specific item to be discussed and/or removed from the Consent Agenda.</p> <ul style="list-style-type: none"> <li>8.G.1. Approve Minutes of the June 4, 2014 Regular Board Meeting of the Soquel Union Elementary School District</li> <li>8.G.2. Approve Personnel Actions <ul style="list-style-type: none"> <li>Classified</li> <li>5 – Resignations of Employment</li> <li>1 – Change in FTE</li> <li>Certificated</li> <li>5 – Ratifications of Employment</li> <li>1 – Resignation of Employment</li> <li>Administrative</li> <li>1 – Resignation of Employment</li> </ul> </li> <li>8.G.3. Ratify Payment of Bills and Warrants: Review and Approve Orders and Warrants Regarding Expenditures of Budgeted Funds</li> <li>8.G.4. Approve Caretaker Services Agreement for Mobile Home Space at Santa Cruz Gardens Elementary</li> <li>8.G.5. Approve Master Contract for Services for Soquel Union Elementary School District from BALANCE4Kids for ESY 2014 and SY 2014-15</li> </ul>

8.G.6.	Approve Master Contract for Services for Soquel Union Elementary School District from Easter Seals Central California for ESY 2014 and SY 2014-15
8.G.7.	Approve Master Contract for Services for Soquel Union Elementary School District from Comprehensive Educational Services Inc., DBA: ACES for SY 2014-15
8.G.8.	Approve Master Contract for Services for Soquel Union Elementary School District from the Bay School for ESY 2014 and SY 2014-15
8.G.9.	Approve Master Contract for Services for Soquel Union Elementary School District from Pediatric Therapy Center for ESY 2014 and SY 2014-15

**9. CORRESPONDENCE**

**10. ADJOURNMENT**

The next regularly scheduled board meeting is August 13, 2014 at the Soquel District Office, 620 Monterey Ave., Capitola, CA 95010. Open Session Begins at 6:30 p.m.

**Future Agenda Items** (May be subject to change)

<u>Item</u>	<u>Requested By</u>	<u>Date</u>
None scheduled at this time.		

**Upcoming Board Meeting Dates**

September 3, 2014	February 18, 2015
September 17, 2014	March 4, 2015
October 1, 2014	March 18, 2015
October 15, 2014	April 15, 2015
November 5, 2014	May 6, 2015
November 19, 2014	May 20, 2015
December 3, 2014	June 3, 2015
January 14, 2015	June 17, 2015
February 4, 2015	

Main Street Elementary School	<a href="http://www.mainstreet.santacruz.k12.ca.us">www.mainstreet.santacruz.k12.ca.us</a>
Soquel Elementary School	<a href="http://www.soquel.santacruz.k12.ca.us">www.soquel.santacruz.k12.ca.us</a>
Santa Cruz Gardens Elementary School	<a href="http://www.scg.santacruz.k12.ca.us">www.scg.santacruz.k12.ca.us</a>
New Brighton Middle School	<a href="http://www.nbms.santacruz.k12.ca.us">www.nbms.santacruz.k12.ca.us</a>
Opal Cliffs School	(No website currently available)

**VISITORS:** If you wish to address an item on the agenda, please be present at the beginning of the meeting. An item MAY be moved to the beginning of the agenda. Please fill out a speaker form so that the Board may recognize you. Individuals needing special accommodations including (but not limited to) an American Sign Language interpreter, accessible seating or documentation in accessible formats should contact the Superintendent's Office at 464-5639 at least two days prior to the meeting date.

<b>Board Strategic Plan - Blueprints for Student Success</b>	
<b>Target Area #1</b>	Curriculum, Instruction and Student Achievement
<b>Target Area #2</b>	Facilities/Physical Learning Environment
<b>Target Area #3</b>	Budget and Spending Priorities
<b>Target Area #4</b>	Communication/Community Building
Look for Blueprints for Student Success @ <a href="http://www.soqueldo.santacruz.k12.ca.us">www.soqueldo.santacruz.k12.ca.us</a> (Under School Board Information)	

# **EXHIBIT B**

F1

## SOQUEL UNION ELEMENTARY SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

June 18, 2014

### MINUTES

#### CALL TO ORDER

A Regular Meeting of the Board of Trustees was called to order at the Soquel School District Office Boardroom, Capitola, at 5:30 p.m. Trustees present: Sandra Wallace, Phil Rodriguez and Judy McGooden. Trustees Absent: Tory Del Favero. Item 1.A. was pulled because the June election had not been certified by the County Elections Department, therefore, Amanda Jackson Miller could not be administered the Oath of Office at tonight's meeting. Rodriguez/McGooden, McGooden "aye", Rodriguez "aye", Wallace, "aye".

#### CLOSED SESSION

#### OPENING PROCEDURES FOR PUBLIC SESSION

The Board reconvened to Open Session at 6:32 p.m. Staff and Community Members present: 10. Makenna Provancha, 2014 recipient of the Alice B. Woolsey Award led the Pledge of Allegiance.

#### ADOPTION OF AGENDA

The Board approved the agenda as presented. (McGooden/Rodriguez, "all aye")

#### REPORT OUT OF CLOSED SESSION

There was nothing to report out of Closed Session.

#### PUBLIC COMMUNICATIONS

No public communications at tonight's meeting.

#### RECOGNITION ITEM

**4.A. Award Alice B. Woolsey Scholarship:** Henry Castaniada, Superintendent, presented the 2014 Alice B. Woolsey Scholarship award to Makenna Provancha, a graduating senior from Soquel High School. Makenna attended Main Street School and New Brighton Middle School. She will be attending San Diego State in the fall and will major in business administration.

**Items from the Superintendent and Assistant Superintendent of Business Services:** Harley Robertson, Assistant Superintendent, Business Services, enjoyed the talent show at New Brighton Middle School. He commented that there were great singers and dancers who performed and it was a wonderful event to attend.

Henry Castaniada, Superintendent, attended the 5<sup>th</sup> grade promotion ceremony at Santa Cruz Garden Elementary School. He commented that there was such exceptional energy at this event. Prior to the ceremony, students were singing and dancing and it was so special to see the community come together for such a special event. Four students gave very moving speeches. A special highlight was when all of the students, accompanied by some of their teachers, sang *Stand by Me*. Superintendent Castaniada attended his daughter's graduation from Cal Poly San Luis Obispo. He updated the board on the Director of Student Services interviews.

**Items from CSEA (California School Employees Association):** No one was present from CSEA.

**Items from SEA (Soquel Education Association):** No one was present from SEA.

**Items from Trustees: Reports on Meetings and Conferences Attended or Visits to Schools and Public Communications:**

Trustee Wallace commented that the staff at New Brighton Middle School did an excellent job on their graduation ceremony. Everyone did their part to make this event a huge success. She also complimented the district's maintenance staff for doing a great job of cleaning up upon the conclusion of the ceremony. Trustee Wallace stated that her meeting with the Breakfast Club (members of the SUESD board and members of the Capitola City Council) was very informative and enjoyable. She also commented on the article in the Santa Cruz Sentinel regarding Main Street School student helping out to save a pelican on the beach.

Trustee Rodriguez attended the graduation ceremony at New Brighton Middle School and enjoyed all the great performers. He informed board members and district administration that the California School Boards Association (CSBA) is still looking for student performers for their annual conference. Trustee Rodriguez spoke on the PAWS summer reading program in Santa Cruz County. He also commented on the upcoming *For Kids Foundation* fundraiser at a local brewery, Discretion Brewing.

Trustee McGooden congratulated fellow board member Phil Rodriguez, who is on the Board of the Friends of the Santa Cruz Public Libraries. Trustee McGooden also attended the New Brighton Middle School graduation ceremony and commented that Board President Wallace gave a wonderful speech.

**PUBLIC HEARING/PRESENTATION ITEMS**

**7.A. Public Hearing Regarding Proposed 2014-15 Budget for the Soquel Union Elementary School District:**

Harley Robertson, Assistant Superintendent, Business Services, stated that a public hearing is held so that members of the public could comment on the proposed 2014-15 budget for the Soquel Union Elementary School District. Board President Wallace opened the public hearing at 7:53 p.m. No public comments were made. The public hearing was closed at 7:54 p.m.

**ACTION ITEMS**

**8.A. Approve the Soquel Union Elementary District's Local Control and Accountability Plan (LCAP):** The Board of Trustees spent a considerable amount of time discussing the LCAP plan at the September 4<sup>th</sup> board meeting. At the conclusion of this discussion, the Board requested some additions to the LCAP plan which included the timelines for parent/community input from our school sites and the District Office. A revised page was distributed to the Board with the addition of this information added to the LCAP. The Board approved the district's LCAP Plan. McGooden/Rodriguez, McGooden "aye", Rodriguez "aye", Wallace, "aye".

**8.B. Approve the 2014-15 Budget for the Soquel Union Elementary School District:** Harley Robertson, Assistant Superintendent, Business Services, presented the 2014-15 budget for the Soquel Union Elementary School District. The Board approved this item. Rodriguez/McGooden, McGooden "aye", Rodriguez "aye", Wallace, "aye".

**8.C. Approve Proposed Bid Documents with Monterey Peninsula Engineering for the New Brighton Middle School Courtyard Replacement Project:** Harley Robertson, Assistant Superintendent, Business Services, presented the proposed bid documents with Monterey Peninsula Engineering for the New Brighton Middle School Courtyard Replacement Project. Ralph le Roux, the architect assisting with this project explained the process of how bids were received from local contractors. Mr. le Roux stated that they accepted the lowest bid. The Board approved this item. Rodriguez/McGooden, McGooden "aye", Rodriguez "aye", Wallace, "aye".

**8.D. Adopt Resolution to Decrease the Number of Classified Employees Due to Lack of Funding and Lack of Work:** Henry Castaniada, Superintendent, explained the adjustments being made to positions in the district that are no longer needed due to lack of funding and lack of work. A motion was made to adopt the resolution to decrease the number of classified employees due to lack of funding and lack of work with the correction of an error (date error) in the resolution. The Board adopted this resolution with the correction made. McGooden/Rodriguez, McGooden "aye", Rodriguez "aye", Wallace, "aye".

**8.E. Adopt Resolution Ordering Election, Requesting County Elections to Conduct the Election, Requesting Consolidation of the Election and Specifications of the Election Order:** Henry Castaniada, Superintendent, presented this resolution to the Board for adoption. Prior to an election, state law requires school districts to adopt a resolution requesting that their election of trustees be consolidated with the general election. Through consolidation, the cost of election is shared among several entities, greatly reducing the cost to the school district. State law also requires school districts to adopt a resolution that orders and outlines the details of an election. This resolution states the date and purpose of the election as well



as information on the incumbents. The resolution must be adopted and submitted to the County Elections Department by July 4, 2014. The Board adopted this resolution. Rodriguez/McGooden, McGooden "aye", Rodriguez "aye", Wallace, "aye".


**8.F. Approve Revisions to the Superintendent's Contract:** The Board of Trustees approved the revisions made to the Superintendent's contract. McGooden/Rodriguez, McGooden "aye", Rodriguez "aye", Wallace, "aye".

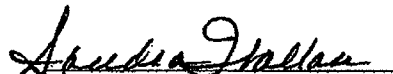
**8.G. Consent Agenda:** The Board approved the consent agenda as presented. (Rodriguez/McGooden, McGooden "aye", Rodriguez "aye", Wallace, "aye")

- 8.G.1. Approve Minutes of the June 4, 2014 Regular Board Meeting of the Soquel Union Elementary School District
- 8.G.2. Approve Personnel Actions
  - Classified
  - 5 - Resignations of Employment
  - 1 - Change in FTE
  - Certificated
  - 5 - Ratifications of Employment
  - 1 - Resignation of Employment
  - Administrative
  - 1 - Resignation of Employment
- 8.G.3. Ratify Payment of Bills and Warrants: Review and Approve Orders and Warrants Regarding Expenditures of Budgeted Funds
- 8.G.4. Approve Caretaker Services Agreement for Mobile Home Space at Santa Cruz Gardens Elementary
- 8.G.5. Approve Master Contract for Services for Soquel Union Elementary School District from BALANCE4Kids for ESY 2014 and SY 2014-15
- 8.G.6. Approve Master Contract for Services for Soquel Union Elementary School District from Easter Seals Central California for ESY 2014 and SY 2014-15
- 8.G.7. Approve Master Contract for Services for Soquel Union Elementary School District from Comprehensive Educational Services Inc., DBA: ACES for SY 2014-15
- 8.G.8. Approve Master Contract for Services for Soquel Union Elementary School District from the Bay School for ESY 2014 and SY 2014-15
- 8.G.9. Approve Master Contract for Services for Soquel Union Elementary School District from Pediatric Therapy Center for ESY 2014 and SY 2014-15

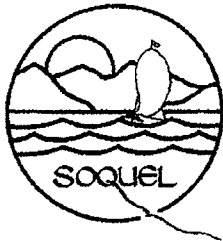
## ADJOURNMENT

Trustee Wallace adjourned the meeting at 8:03 p.m.

  
Henry Castaniada, Superintendent  
and Secretary to the Board of Trustees

  
Sandra Wallace, President  
Board of Trustees

# **EXHIBIT C**



SOQUEL UNION ELEMENTARY SCHOOL DISTRICT  
Regular Meeting of the Board of Trustees

AGENDA

June 17, 2015

Performing Arts Center, New Brighton Middle School  
250 Washburn Ave., Capitola

6:30 p.m. - Open Session Begins

DISTRICT MISSION STATEMENT

*Staff, students, parents and the community share the responsibility for each child's success. We are committed to ensuring that each student develops the skills and confidence for lifelong achievement and is prepared to make a positive contribution to our world.*

**1. CALL TO ORDER (5:00 p.m.) New Brighton Middle School PAC**

Call Public Session to Order

1.A. Public Comment for Closed Session Items Only

**2. CLOSED SESSION (5:00 – 6:30 p.m.) New Brighton Middle School Library**

Identify Closed Session Topics of Discussion

2.A. Student Discipline and Other Confidential Student Matters

(Education Code §§ 35146 and 48912)

Expulsion Case Number 14/15-01

Expulsion Case Number 14/15-02

Expulsion Case Number 14/15-03

Expulsion Case Number 14/15-04

Expulsion Case Number 14/15-05

2.B. Conference with Labor Negotiators (Government Code 54957.6)

Agency Designated Representatives: Superintendent and Assistant Superintendent,  
Business Services

Employee Organizations: Soquel Education Association (SEA)

2.C. Public Employee Evaluation/Superintendent's Contract

*Discuss CalSTRS (California State Teachers' Retirement System) new regulations and amendment to the Superintendent's Contract.*

**3. OPENING PROCEDURES FOR PUBLIC SESSION (6:30 p.m.)**

3.A. Pledge of Allegiance

3.B. Adoption of Agenda (At this time members of the Board of Trustees may elect to pull items from the Consent Agenda)

3.C. Report Out of Closed Session from June 3, 2015 Board Meeting

3.D. Report Out of Closed Session from June 17, 2015 Board Meeting

COMPLETE BOARD PACKET AVAILABLE AT <http://www.soqueledo.santacruz.k12.ca.us/Trustees/Trustees.html>  
COPIES OF MATERIALS PROVIDED TO THE BOARD OF TRUSTEES ONLY ARE AVAILABLE FOR PUBLIC REVIEW AT THE DISTRICT OFFICE

#### 4. RECOGNITIONS

- |             |  |
|-------------|--|
| <b>4.A.</b> | <b>Award 2015 Alice B. Woolsey Scholarship</b><br><i>The Board will recognize the 2015 recipient of the Alice B. Woolsey Scholarship.<br/>(Addresses Blueprint for Student Success/Target Area #4)</i> |
|-------------|--|

#### 5. PUBLIC COMMUNICATIONS

Members of the audience are welcome to address the Board of Trustees during Public Communications regarding items not listed on this agenda.

For items not on the agenda, we request that you fill out one of the forms available at the sign-in register and submit it to the Administrative Assistant to the Superintendent prior to the opening of the meeting. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. The Trustees cannot take action on these matters unless such matters are placed on a future agenda, according to law.

If the item is on the agenda, you will have the opportunity to speak at the time the agenda item is discussed. Please address the Board President. These proceedings are audio-recorded. (Board Bylaw 9323)

Board members shall hold the education of students above any partisan principle, group interest, or personal interest. (Board Bylaw 9200).

#### 6. STANDING REPORTS

<b>6.A.</b>	Items from Superintendent and Assistant Superintendent(s)
<b>6.B.</b>	Items from California School Employees Association
<b>6.C.</b>	Items from Soquel Education Association
<b>6.D.</b>	Items from Trustees: Reports on Meetings and Conferences Attended or Visits to Schools, and Public Communications

#### 7. ACTION ITEMS

<b>7.A.</b>	<b>Approve Soquel Education Association's (SEA) Tentative Agreement and AB1200 Public Disclosure of the Collective Bargaining Agreement for SEA</b> <i>The Board will consider approving the Soquel Education Association's (SEA) Tentative Agreement and AB1200 Public Disclosure of the Collective Bargaining Agreement for SEA. (Addresses Blueprint for Student Success/Target Area #3)</i>  <b>Recommended Action: Approve Soquel Education Association's (SEA) Tentative Agreement and AB1200 Public Disclosure of the Collective Bargaining Agreement for SEA.</b>
<b>7.B.</b>	<b>Adopt Soquel Union Elementary School District's Local Control and Accountability Plan (LCAP)</b> <i>The Board will hear a brief presentation on changes that have been made to the LCAP since the Santa Cruz County Office of Education's review and the public hearing on June 3, 2015. The LCAP will be presented to the Board for approval. (Addresses Blueprint for Student Success/Target Area #1)</i>  <b>Recommended Action: Adopt Soquel Union Elementary School District's Local Control and Accountability Plan (LCAP).</b>

7.C.	<p><b>Approve the 2015-16 Budget for the Soquel Union Elementary School District</b>  <i>The Board will consider approving the 2015-16 budget for the Soquel Union Elementary School District. (Addresses Blueprint for Student Success/Target Area #3)</i></p> <p><b>Recommended Action: Approve the 2015-16 Budget for the Soquel Union Elementary School District.</b></p>
7.D.	<p><b>Adoption of New Math Curriculum, <i>Investigations</i>, by Pearson Publishing Company</b>  <i>The Board will hear a brief history of the process the elementary schools have gone through this year to make a curricular decision. The Board will consider the adoption of this new math curriculum. (Addresses Blueprint for Student Success/Target Area #1)</i></p> <p><b>Recommended Action: Adoption of New Math Curriculum, <i>Investigations</i>, by Pearson Publishing Company.</b></p>
7.E.	<p><b>Approve Contract with Northwest Evaluation Association (NWEA)/Measures of Academic Progress (MAP) for Benchmark Assessments</b>  <i>The Board will hear the process that the district teachers and administrators have gone through to reach a decision on the benchmark testing system for 2015-2016. The Board will consider the approval of this contract. (Addresses Blueprint for Student Success/Target Area #3)</i></p> <p><b>Recommended Action: Approve Contract with Northwest Evaluation Association (NWEA)/Measures of Academic Progress (MAP) for Benchmark Assessments.</b></p>
7.F.	<p><b>Approve New Job Description and Salary Schedule for Payroll Technician</b>  <i>The Board will be presented with a new job description and salary schedule for a Payroll Technician. (Addresses Blueprint for Student Success/Target Area #3)</i></p> <p><b>Recommended Action: Approve New Job Description and Salary Schedule for Payroll Technician.</b></p>
7.G.	<p><b>Approve New Job Description and Salary Schedule for Community Liaison</b>  <i>The Board will be presented with a new job description and salary schedule for a Community Liaison. (Addresses Blueprint for Student Success/Target Area #3)</i></p> <p><b>Recommended Action: Approve New Job Description and Salary Schedule for Community Liaison.</b></p>
7.H.	<p><b>Approve the Restructuring of the Superintendent's Contract to Reflect CalSTRS (California State Teachers' Retirement System) New Regulations</b>  <i>The Board will review the new CalSTRS regulations pertaining to the restructuring of the Superintendent's Contract. (Addresses Blueprint for Student Success/Target Area #4)</i></p> <p><b>Recommended Action: Approve the Restructuring of the Superintendent's Contract to Reflect CalSTRS (California State Teachers' Retirement System) New Regulations.</b></p>
7.I.	<p><b>CONSENT AGENDA</b>  The following items listed under the Consent Agenda are considered by the Board in one action. 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 have requested under <i>Adoption of the Agenda</i> that specific item to be discussed and/or removed from the Consent Agenda.</p> <p>7.I.1. Approve Minutes of the June 3, 2015 Regular Board Meeting of the Soquel Union Elementary School District</p> <p>7.I.2. Approve Personnel Items  <b>Certificated</b>  3 – Ratifications of Employment  6 – Resignations of Employment/Retirements  <b>Classified</b>  4 – Resignations of Employment  1 – Ratification of Employment  <b>Classified Management</b></p>

	<p>1 – Ratification of Employment</p> <p>7.I.3. Ratify Payment of Bills and Warrants: Review and Approve Orders and Warrants Regarding Expenditures of Budgeted Funds</p> <p>7.I.4. Approve School Single Plan's for Student Achievement</p> <p>7.I.5. Approve Job Title Change from Supervisor, Business Services to Director of Fiscal Services</p> <p>7.I.6. Approve Job Title Change from Principal's Secretary to Office Manager</p> <p>7.I.7. Approve Master Contract for Services with Soquel Union Elementary School District from BALANCE4Kids for ESY 2015 and SY 2015-16</p> <p>7.I.8. Approve Master Contract for Services with Soquel Union Elementary School District with the Bay School for ESY 2015 and SY 2015-16</p> <p>7.I.9. Approve Master Contract for Services with Soquel Union Elementary School District with Pediatric Therapy Services for ESY 2015 and SY 2015-16</p> <p>7.I.10. Approve Surplus or Obsolete Equipment/Supply List</p>
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**8. CORRESPONDENCE**

**9. FUTURE AGENDA ITEMS**

**10. ADJOURNMENT**

The next regularly scheduled board meeting is August 19, 2015. The location of this meeting is yet to be determined. Open Session Begins at 6:30 p.m.

**Future Agenda Items** (May be subject to change)

<i>Item</i>	<i>Requested By</i>	<i>Date</i>
Review Board Policy 5116.1, Students/Intradistrict Enrollment	Superintendent	TBD
Review Board Bylaw 9012, Board Bylaws/Public Statements	Board of Trustees	TBD
Review Board Bylaw 9200, Board Bylaws/Limits of Board Authority	Board of Trustees	TBD
Review Board Bylaw 9012, Board Bylaws/Electronic Communications	Board of Trustees	TBD
Review Board Bylaw 9324, Board Minutes and Recordings	Board of Trustees	TBD
Discussion Regarding Proposed Skate Park at Monterey Park	Superintendent	TBD

**Upcoming Board Meeting Dates**

September 2, 2015	November 4, 2015
September 16, 2015	November 18, 2015
October 7, 2015	December 2, 2015
October 21, 2015	December 16, 2015

**District Schools**

Main Street Elementary School	<a href="http://www.mainstreet.santacruz.k12.ca.us">www.mainstreet.santacruz.k12.ca.us</a>
Soquel Elementary School	<a href="http://www.soquel.santacruz.k12.ca.us">www.soquel.santacruz.k12.ca.us</a>
Santa Cruz Gardens Elementary School	<a href="http://www.scg.santacruz.k12.ca.us">www.scg.santacruz.k12.ca.us</a>
New Brighton Middle School	<a href="http://www.nbms.santacruz.k12.ca.us">www.nbms.santacruz.k12.ca.us</a>
Opal Cliffs School	(No website currently available)

**VISITORS:** If you wish to address an item on the agenda, please be present at the beginning of the meeting. An item MAY be moved to the beginning of the agenda. Please fill out a speaker form so that the Board may recognize you. Individuals needing special accommodations including (but not limited to) an American Sign Language interpreter, accessible seating or documentation in accessible formats should contact the Superintendent's Office at 464-5639 at least two days prior to the meeting date.

<b>Board Strategic Plan - Blueprints for Student Success</b>	
<b>Target Area #1</b>	Curriculum, Instruction and Student Achievement
<b>Target Area #2</b>	Facilities/Physical Learning Environment
<b>Target Area #3</b>	Budget and Spending Priorities
<b>Target Area #4</b>	Communication/Community Building
Look for Blueprints for Student Success @ <a href="http://www.soqueldo.santacruz.k12.ca.us">www.soqueldo.santacruz.k12.ca.us</a> (Under School Board Information)	



# **EXHIBIT D**

F4



- Home
- Superintendent
- Board of Trustees
- Departments
- Schools
- Parents & Students
- About Us
- Community

**Parents & Students**

- [Getting Involved](#)
- [Academic Standards & Testing](#)
- [Before and After School Childcare](#)
- [Calendar](#)
- [Enrollment](#)
- [Interdistrict Transfers](#)
- [Local Control Accountability Plan \(LCAP\)](#)
- [Rights/Notices & Standards](#)
- [School Accountability Report Cards \(SARCs\)](#)
- [Uniform Complaint Procedures](#)
- [WeTip](#)

**Rights/Notices & Standards**

**Parent Rights and Legal Notices (Notificaciones Legales)**

- Parent/Staff/Student Agreement for both Elementary and Middle School  
[English](#) [Spanish](#)  
[NBMS - English](#)
- Annual Notice to Parents  
[English](#) [Spanish](#)
- Discipline Guidelines and Policies  
[English](#) [Spanish](#)
- Student Acceptable Use Agreement for Technology Use and Internet Access  
[English](#) [Spanish](#)
- Parent and Student Permission Form for Online/Internet Publishing of Images and/or Student Work  
[English](#) [Spanish](#)
- Notification of Planned Pesticide Use  
[English](#) [Spanish](#)
- Notification of Soquel Union Elementary School District, Title IX Coordinator  
[English](#)
- A current litigation matter in the area of student records is being determined in our California Court system today. We have been requested by the California Department of Education to post the following link for your information.  
  
<http://www.cde.ca.gov/morganhillcase>
- Form: Objection to Disclosure of Student Information and Records  
[English](#) [Spanish](#)

**Academic Standards by Grade Level**

Soquel Elementary School District has developed and articulated academic standards for each grade level. These standards are aligned to the State of California Frameworks for the various subject areas. To view the standards for a given grade level, click on one of the links below.

- |   |   |   |
|---|---|---|
| <a href="#">Kinder</a>                          | <a href="#">Third</a>                           | <a href="#">Sixth</a>                           |
| <a href="#">English</a> <a href="#">Spanish</a> | <a href="#">English</a> <a href="#">Spanish</a> | <a href="#">English</a> <a href="#">Spanish</a> |
| <a href="#">First</a>                           | <a href="#">Fourth</a>                          | <a href="#">Seventh</a>                         |

<a href="#">English</a> <a href="#">Spanish</a>	<a href="#">English</a> <a href="#">Spanish</a>	<a href="#">English</a> <a href="#">Spanish</a>
Second	Fifth	Eighth
<a href="#">English</a> <a href="#">Spanish</a>	<a href="#">English</a> <a href="#">Spanish</a>	<a href="#">English</a> <a href="#">Spanish</a>

Select Language : Powered by Google Translate

**Soquel Union Elementary School District :: Henry J. Castanlada, Superintendent**  
**620 Monterey Avenue, Capitola, California 95010 :: Phone (831) 464-5630, Fax (831) 475-5196**

## Community Relations

### Williams Uniform Complaint Procedures

#### NOTICE TO PARENTS/GUARDIANS COMPLAINT RIGHTS

Parents/Guardians:

Pursuant to California Education Code section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in the class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments.
  - a. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
  - b. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
4. A complaint form may be obtained at the school office, district office or downloaded from the school's Web site at: [www.soqueldo.santacruz.k12.ca.us](http://www.soqueldo.santacruz.k12.ca.us). You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/eo/ce/wc/index.asp>.

**COMPLAINT FORM**  
**WILLIAMS UNIFORM COMPLAINT PROCEDURE**

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?  Yes  No

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: Day \_\_\_\_\_ Evening: \_\_\_\_\_

Issue(s) of the complaint: Please check all that apply:

1. Textbooks and instructional materials:  
 A student lacks textbooks or instructional materials to use in class.  
 A student does not have access to instructional materials to use at home or after school to complete homework assignments.  
 Textbooks or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage.
  
2. Teacher vacancy or misassignment:  
 A semester begins and a certificated teacher is not assigned to teach the class.  
 A teacher lacks credentials or training to teach English learners or is assigned to teach a class with more than 20% English learners in the class.  
 A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
  
3. Facility conditions:  
 A condition exists that poses an urgent emergency or threat to the health or safety of students or staff as defined in AR 1312.4.

Please describe the issue of your complaint in detail, including the date of the problem and specific location where the problem occurred (school, room number). You may attach additional pages if necessary:

Please file this complaint with: (Principal) \_\_\_\_\_  
Soquel Union Elementary School District  
620 Monterey Ave.  
Capitola, CA 95010

## Administrative Regulation 1312.4(a)

### Community Relations

#### Williams Uniform Complaint Procedures

As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements.

#### Types of Complaints

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR 4681, 4682, 4683)

1. Textbooks and instructional materials
  - a. A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
  - b. A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
  - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
  - d. A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

2. Teacher vacancy or misassignment
  - a. A semester begins and a teacher vacancy exists.
  - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

## Administrative Regulation 1312.4(b)

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the pupils enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day pupils attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

### 3. Facilities

- a. A condition poses an emergency or urgent threat to the health or safety of pupils or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of pupils or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)



## Administrative Regulation 1312.4(c)

Open restroom means the school has kept all restrooms open during school hours when pupils are not in classes and has kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when the temporary closing of the restroom is necessary for pupil safety or to make repairs. (Education Code 35292.5)

### 4. High school exit examination intensive instruction and services

A pupil, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the pupil has passed both parts of the exam, whichever comes first. (Education Code 35186)

(cf. 6162.52 - High School Exit Examination)

(cf. 6179 - Supplemental Instruction)

### Filing of Complaint

A complaint alleging any condition(s) specified in items #1-3 in the section entitled "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

A complaint alleging any deficiency specified in item #4 in the section entitled "Types of Complaints" above shall be filed with a district official designated by the Superintendent. Such complaints may be filed at the district office or school site and shall be immediately forwarded to the Superintendent or designee. (Education Code 35186)

### Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

## **Administrative Regulation 1312.4(d)**

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of pupils or staff as described in item #3a in the section entitled "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

(cf. 1340 - Access to District Records)

### **Reports**

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186; 5 CCR 4686)

### **Forms and Notices**

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

## Administrative Regulation 1312.4(e)

### Legal Reference:

#### EDUCATION CODE

1240 County superintendent of schools, duties  
17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account  
33126 School accountability report card  
35186 Williams uniform complaint procedure  
35292.5 Restrooms, maintenance and cleanliness  
37254 Supplemental instruction based on failure to pass exit exam by end of grade 12  
48985 Notice to parents in language other than English  
60119 Hearing on sufficiency of instructional materials

#### CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures, especially:  
4680-4687 Williams complaints

### Management Resources:

#### WEB SITES

CSBA: <http://www.csba.org>  
California County Superintendents Educational Services Association:  
<http://www.ccsesa.org>  
California Department of Education, Williams case:  
<http://www.cde.ca.gov/eo/ce/wc/index.asp>  
State Allocation Board, Office of Public School Construction:  
<http://www.opsc.dgs.ca.gov>

(3/07 11/07) 11/10 5/11

Exhibit 1312.2(a)

Community Relations

Complaints Concerning Instructional Materials

SOQUEL UNION ELEMENTARY SCHOOL DISTRICT  
REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

*The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school.  
This form is for use only by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of an instructional material. Anonymous complaints will not be accepted. For complaints regarding sufficiency of instructional materials, please use the Williams Uniform Complaint Procedure complaint form.*

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
*Anonymous complaints will not be accepted.*

Group represented (if any): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

Material Being Challenged *(Please be as specific as possible):*

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_ Date of Edition: \_\_\_\_\_

If electronic materials, please describe fully, including specific website if known:

\_\_\_\_\_  
\_\_\_\_\_

Name of school and classroom in which the material was used:

\_\_\_\_\_

**Exhibit 1312.2(b)**

1. Please specifically state the nature of your concern or objection and identify your objection by page number, website, or words, as appropriate. You may use additional pages if necessary.
  
2. Did you read/view the entire selection? If not, what percentage did you read/view, or what parts?
  
3. For what age group would you recommend this material?
  
4. What do you feel might be the negative result if a student reads/views this material?
  
5. Do you find anything about the material to be positive or instructionally sound?
  
6. What would you like the school/district to do?  
 Do not assign it to my child  
 Withdraw from use by all students  
 Reconsider adoption

---

*Signature of Complainant*

For District Use:

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Action taken: \_\_\_\_\_ Date: \_\_\_\_\_  
*Please explain below or attach additional pages.*

(12/90) 3/06  
07/07

## **Administrative Regulation 1312.2(a)**

### **Community Relations**

#### **Complaints Concerning Instructional Materials**

##### **Step 1: Informal Complaint**

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, he/she shall informally discuss the material in question with the principal.

##### **Step 2: Formal Complaint**

If the complainant is not satisfied with the principal's initial response, he/she shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection shall be given. Complainants shall sign all complaints and provide identifying information so that the district is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall acknowledge its receipt and answer any questions regarding procedure. The principal then shall notify the Superintendent or designee and the teacher(s) involved of the complaint.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.

##### **Step 3: Superintendent Determination**

The Superintendent or designee shall determine whether a review committee should be convened to review the complaint.

If the Superintendent or designee determines that a review committee is not necessary, he/she shall issue a decision regarding the complaint.

## **Administrative Regulation 1312.2(b)**

### Step 4: Review Committee

If the Superintendent or designee determines that a review committee is necessary, he/she shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint community members to serve on the committee.

The review committee shall review the criteria specified in Board policy and shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant of the committee's decision within 15 days of receiving the committee's report.

### Step 5: Appeal to the Governing Board

If the complainant remains unsatisfied, he/she may appeal the Superintendent's or the review committee's decision to the Board. The Board's decision shall be final.

(cf. 9322 - Agenda/Meeting Materials)

(12/90) 3/06  
07/07

**Board Policy 1312.2(a)**  
**Adopted 07/18/07**

**Community Relations**

**Complaints Concerning Instructional Materials**

The Governing Board takes great care in the adoption of instructional materials and is aware that all adopted materials may not be acceptable to all students, their parents/guardians or other district residents.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)  
(cf. 6161.11 - Supplementary Instructional Materials)

The Governing Board uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

(cf. 6163.1 - Library Media Centers)

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school.

When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.

(cf. 9322 - Agenda/Meeting Materials)



## Board Policy 1312.2(b)

The district's decision shall be based on educational suitability of the materials and the criteria established in Board Policy and Administrative Regulation.

(cf. 6144 - Controversial Issues)  
(cf. 9000 - Role of the Board)  
(cf. 9005 - Governance Standards)

When any challenged instructional material is reviewed by the district, it shall not be subject to further reconsideration for 12 months, unless the Superintendent determines that reconsideration is warranted.

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's Williams uniform complaint procedure at AR 1312.4.

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 1312.4 - Williams Uniform Complaint Procedures)

### Legal Reference:

#### EDUCATION CODE

18111 Exclusion of books by governing board  
35010 Control of district; prescription and enforcement of rules  
35186 Williams Uniform Complaint Procedures  
44805 Enforcement of course of studies: use of textbooks, rules and regulations  
51501 Subject matter reflecting on race, color, etc.  
60000-60005 Instructional materials, legislative intent  
60040-60048 Instructional requirements and materials  
60119 Public hearing on sufficiency of materials  
60200-60206 Elementary school materials  
60226 Requirements for publishers and manufacturers  
60400-60411 High school textbooks  
60510-60511 Donation of sale of obsolete instructional materials

### Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES  
1002.90 Selection of Instructional Materials, CIL: 90/91-02  
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS  
Standards for Evaluation of Instructional Materials with Respect to Social Content,  
1986 edition, revised 2001  
WEB SITES  
CSBA: <http://www.csba.org>  
California Department of Education, Curriculum and Instruction:  
<http://www.cde.ca.gov/ci>

(9/88 12/90) 3/06 07/07

## Exhibit 1312.1(a)

### Community Relations

#### Complaints Concerning District Employees

CDE Legal Advisory LO: 4-93 Procedures For Parents Or Guardians Of Students To Identify And Report Child Abuse Committed At A School Site By A School District Employee Or Other Person

The following information, taken from Penal Code 273a, 273d and 11165.6, will assist parents/guardians in deciding whether to file a complaint of child abuse.

#### What is Child Abuse and What is Not Child Abuse

Child abuse is a physical injury which is inflicted by other than accidental means on a child by another person.

It also means the sexual abuse of a child.

It also means willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody.

It also means unlawful corporal punishment or injury resulting in a traumatic condition.

Child abuse also means neglect of a child or abuse in out-of-home care. (Out-of-home care is defined in Penal Code 11165.5 as a situation where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children, or an administrator or employee of a public or private school or other institution or agency.)

Child abuse does not mean a mutual affray or fight between minors.

It also does not include an injury caused by the actions of a peace officer using reasonable and necessary force:

1. To quell a disturbance threatening physical injury to person or damage to property;
2. To prevent physical injury to person or damage to property;
3. For purposes of self-defense;

## Exhibit 1312.1(b)

4. To obtain possession of weapons or other dangerous objects within the control of a child;  
or
5. To apprehend an escapee.

In addition, child abuse does not include injury caused by any force that is reasonable and necessary for person employed by or engaged in a public school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense; or
3. To obtain possession of weapons or other dangerous objects within control of a student.  
(Education Code 44807, 49001)

### How to File a Complaint of Child Abuse Against School District Employees or Others at School Sites

Parents/guardians of students have the right to file a complaint against a school district employee or other person that they suspect has engaged in abuse of a child at a school site.

To file a complaint, the parent/guardian must file a formal report with the local child protective agency. This may be done by telephone, in person, or in writing. A complaint may also be filed with the appropriate local school district or county office of education; however, school districts and county offices of education do not investigate child abuse complaints.

In addition, if the child is disabled and enrolled in special education, a separate complaint may be filed with the California Department of Education (CDE) under the California 5 CCR 4650(a)(viii)(c). The CDE does not investigate allegations of child abuse. The CDE investigates conditions that may involve immediate physical danger or threaten the health, safety or welfare of the child and which may result in denial of free appropriate public education.

As defined in the Child Abuse and Neglect Reporting Act of 1987, a child protective agency is:

1. A police or sheriff's department;
2. A county probation department; or
3. A county welfare department/child protective services.

These agencies are listed in local telephone directories under government listings. Police will be found under city government listings; sheriffs, probation, welfare departments and child protective services will be found under county government listings.

## Exhibit 1312.1(c)

The local child protective agency shall investigate the complaint. (Penal Code 11165.14)

If the complaint is substantiated, the local child protective agency is required to forward a copy of the investigation report to the governing board of the local school district or county office of education. (Penal Code 11165.14)

Child protective agencies are also required to cross-report every known or suspected instance of child abuse to the other child protective agencies having jurisdiction over the case (for example, county welfare to law enforcement, and vice versa), to the agency responsible for conducting investigations for dependency determinations pursuant to Welfare and Institutions Code 300, and to the district attorney. (Penal Code 11166(g))

(6/94) 6/97  
Reviewed 7/18/01

## Administrative Regulation 1312.1(a)

### Community Relations

#### Complaints Concerning District Employees

Complaint Procedures: The Superintendent or designee shall determine whether a complaint should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel, and/or other district procedures.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4144/4244/4344 - Complaints)

In order to promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against district employees:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns.
2. If a complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.
3. When a written complaint is received, the employee shall be notified within five business days or in accordance with collective bargaining agreements.
4. All complaints related to district personnel other than administrators shall be submitted in writing to the principal or immediate supervisor. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Complaints related to a principal or central office administrator shall be initially filed in writing with the Superintendent or designee. Complaints related to the Superintendent shall be initially filed in writing with the Board.
5. A written complaint shall include:
  - a. The full name of each employee involved
  - b. A brief but specific summary of the complaint and the facts surrounding it
  - c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter

## Administrative Regulation 1312.1(b)

6. Staff responsible for investigating complaints shall attempt to resolve the complaint to the satisfaction of the parties involved within thirty (30) days.
7. Both the complainant and the employee against whom the complaint was made may appeal a decision by the principal or immediate supervisor to the Superintendent or designee, who shall attempt to resolve the complaint to the satisfaction of the person involved within thirty (30) days. Parties should consider and accept the Superintendent or designee's decision as final. However, the complainant, the employee, or the Superintendent or designee may ask to address the Board regarding the complaint.
8. Before any Board consideration of a complaint, the Superintendent or designee shall submit to the Board a written report concerning the complaint, including but not limited to:
  - a. The full name of each employee involved
  - b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response
  - c. A copy of the signed original complaint
  - d. A summary of the action taken by the Superintendent or designee, together with his/her specific finding that the problem has not been resolved and the reasons
9. The Board may uphold the Superintendent's decision without hearing the complaint.
10. All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and present all available evidence.
11. A closed session may be held to hear the complaint in accordance with law.  
(cf. 9321 - Closed Session Purposes and Agendas)  
(cf. 9323 - Meeting Conduct)
12. The decision of the Board shall be final.

Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law, Board policy and administrative regulation.

(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(12/88 6/94) 3/01 07/07

**Board Policy 1312.1(a)**  
**Adopted 7/18/07**

**Community Relations**

**Complaints Concerning District Employees**

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Superintendent or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

(cf. 1312.2 - Complaints Concerning Instructional Material)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 3515.2 - Disruptions)

The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints unless it so desires.

**Legal Reference:**

**EDUCATION CODE**

33308.1 Guidelines on procedure for filing child abuse complaints

35146 Closed sessions

44031 Personnel file contents and inspection

44811 Disruption of public school activities

44932-44949 Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)

48987 Child abuse guidelines

**GOVERNMENT CODE**

54957 Closed session; complaints re employees

54957.6 Closed session; salaries or fringe benefits

**PENAL CODE**

273 Cruelty or unjustifiable punishment of child

11164-11174.3 Child Abuse and Neglect Reporting Act

**WELFARE AND INSTITUTIONS CODE**

300 Minors subject to jurisdiction of juvenile court

## Board Policy 1312.1(b)

Management Resources:

CDE LEGAL ADVISORIES

0910.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site (LO:4-93)

(6/92 6/93) 6/94

Errata changes 10/96

07/07



## Administrative Regulation 1312.1(a)

### Community Relations

#### Complaints Concerning District Employees

Complaint Procedures: The Superintendent or designee shall determine whether a complaint should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel, and/or other district procedures.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4144/4244/4344 - Complaints)

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3. When a written complaint is received, the employee shall be notified within five business days or in accordance with collective bargaining agreements.
4. All complaints related to district personnel other than administrators shall be submitted in writing to the principal or immediate supervisor. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Complaints related to a principal or central office administrator shall be initially filed in writing with the Superintendent or designee. Complaints related to the Superintendent shall be initially filed in writing with the Board.
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  - c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter

## Administrative Regulation 1312.1(b)

6. Staff responsible for investigating complaints shall attempt to resolve the complaint to the satisfaction of the parties involved within thirty (30) days.
7. Both the complainant and the employee against whom the complaint was made may appeal a decision by the principal or immediate supervisor to the Superintendent or designee, who shall attempt to resolve the complaint to the satisfaction of the person involved within thirty (30) days. Parties should consider and accept the Superintendent or designee's decision as final. However, the complainant, the employee, or the Superintendent or designee may ask to address the Board regarding the complaint.
8. Before any Board consideration of a complaint, the Superintendent or designee shall submit to the Board a written report concerning the complaint, including but not limited to:
  - a. The full name of each employee involved
  - b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response
  - c. A copy of the signed original complaint
  - d. A summary of the action taken by the Superintendent or designee, together with his/her specific finding that the problem has not been resolved and the reasons
9. The Board may uphold the Superintendent's decision without hearing the complaint.
10. All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and present all available evidence.
11. A closed session may be held to hear the complaint in accordance with law.

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9323 - Meeting Conduct)

12. The decision of the Board shall be final.

Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law, Board policy and administrative regulation.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(12/88 6/94) 3/01 07/07

## Soquel Union Elementary School District

### Notice of the Soquel Union Elementary School District's Uniform Complaint Procedures

All written complaints shall be received and investigated by the District's Compliance Officer and shall ensure district compliance with the law. Submit all documents to:

Director, Student Services  
620 Monterey Ave.  
Capiola, CA 95010  
(831) 464-5631

The District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.

School personnel who witness an act of intimidation or bullying must take the immediate steps when safe to do so.

The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.

The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

The complainant shall file his/her appeal within 15 calendar days of receiving the district's decision and the appeal shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (Education Code 262.3)

There will be confidentiality and protection from retaliation for the complainant.

Copies of the district's Uniform Complaint Procedures are available free of charge.

Reference BP1312.3

**Board Policy 1312.3(a)**  
**Adopted 10/07/15**

**Community Relations**

**Uniform Complaint Procedures**

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)

(cf. 3553 - Free and Reduced Price Meals)  
(cf. 3555 - Nutrition Program Compliance)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(cf. 5148 - Child Care and Development)  
(cf. 6159 - Individualized Education Program)  
(cf. 6171 - Title I Programs)  
(cf. 6174 - Education for English Language Learners)  
(cf. 6175 - Migrant Education Program)  
(cf. 6178 - Career Technical Education)  
(cf. 6178.1 - Work-Based Learning)  
(cf. 6178.2 - Regional Occupational Center/Program)  
(cf. 6200 - Adult Education)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any person, based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived

## Board Policy 1312.3(b)

characteristics, in district programs and activities, including, but not limited to, those funded directly by or that receive or benefit from any state financial assistance (5 CCR 4610)

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 4030 - Nondiscrimination in Employment)
- (cf. 4031 - Complaints Concerning Discrimination in Employment)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

- (cf. 3260 - Fees and Charges)
- (cf. 3320 - Claims and Actions Against the District)

4. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

- (cf. 0460 - Local Control and Accountability Plan)

5. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

6. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. One type of ADR is mediation, which shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

## Board Policy 1312.3(c)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5125 - Student Records)  
(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

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

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

(cf. 3580 - District Records)

### Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

## Board Policy 1312.3(d)

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

### EDUCATION CODE

200-262.4 Prohibition of discrimination  
8200-8498 Child care and development programs  
8500-8538 Adult basic education  
18100-18203 School libraries  
32289 School safety plan, uniform complaint procedures  
35186 Williams uniform complaint procedures  
48985 Notices in language other than English  
49010-49013 Student fees  
49060-49079 Student records  
49490-49590 Child nutrition programs  
52060-52077 Local control and accountability plan, especially  
52075 Complaint for lack of compliance with local control and accountability plan requirements  
52160-52178 Bilingual education programs  
52300-52490 Career technical education  
52500-52616.24 Adult schools  
52800-52870 School-based program coordination  
54400-54425 Compensatory education programs  
54440-54445 Migrant education  
54460-54529 Compensatory education programs  
56000-56867 Special education programs  
59000-59300 Special schools and centers  
64000-64001 Consolidated application process

### GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state  
12900-12996 Fair Employment and Housing Act

### PENAL CODE

422.55 Hate crime; definition  
422.6 Interference with constitutional right or privilege

### CODE OF REGULATIONS, TITLE 5

3080 Application of section  
4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs

### UNITED STATES CODE, TITLE 20

1221 Application of laws  
1232g Family Educational Rights and Privacy Act

## Board Policy 1312.3(e)

1681-1688 Title IX of the Education Amendments of 1972  
6301-6577 Title I basic programs  
6801-6871 Title III language instruction for limited English proficient and immigrant students  
7101-7184 Safe and Drug-Free Schools and Communities Act  
7201-7283g Title V promoting informed parental choice and innovative programs  
7301-7372 Title V rural and low-income school programs  
12101-12213 Title II equal opportunity for individuals with disabilities  
UNITED STATES CODE, TITLE 29  
794 Section 504 of Rehabilitation Act of 1973  
UNITED STATES CODE, TITLE 42  
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
6101-6107 Age Discrimination Act of 1975  
CODE OF FEDERAL REGULATIONS, TITLE 28  
35.107 Nondiscrimination on basis of disability; complaints  
CODE OF FEDERAL REGULATIONS, TITLE 34  
99.1-99.67 Family Educational Rights and Privacy Act  
100.3 Prohibition of discrimination on basis of race, color or national origin  
104.7 Designation of responsible employee for Section 504  
106.8 Designation of responsible employee for Title IX  
106.9 Notification of nondiscrimination on basis of sex  
110.25 Notification of nondiscrimination on the basis of age

### Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

### WEB SITES

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

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

Family Policy Compliance Office: <http://familypolicy.ed.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice: <http://www.justice.gov>

(1/13 10/14) 7/15 9/15



## Administrative Regulation 1312.3(a)

### Community Relations

#### Uniform Complaint Procedures

Except as the Governing Board may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy.

- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 1312.2 - Complaints Concerning Instructional Materials)
- (cf. 1312.4 - Williams Uniform Complaint Procedures)
- (cf. 4031 - Complaints Concerning Discrimination in Employment)

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

- (cf. 5145.6 - Parental Notifications)

#### Compliance Officers

The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law:

Director, Student Services  
620 Monterey Ave.  
Cupertino, CA 95010  
(831) 464-5631

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

- (cf. 9124 - Attorney)

## Administrative Regulation 1312.3(b)

### Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)  
(cf. 1220 - Citizen Advisory Committees)  
(cf. 3260 - Fees and Charges)  
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)  
(cf. 5145.6 - Parental Notifications)

### Procedures

All complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

#### *Step 1. Filing of Complaint*

Any individual, public agency, or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing educational programs. (5 CCR 4630)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days. (5 CCR 4630)

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. (Education Code 49013)

## Administrative Regulation 1312.3(c)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

### *Step 2: Mediation*

Within three business days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

### *Step 3: Investigation of Complaint*

Within 10 calendar days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

## Administrative Regulation 1312.3(d)

### *Step 4: Response*

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

### *Step 5: Final Written Decision*

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The district's decision shall be written in English and, when required by Education Code 48985, in the complainant's primary language.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaint based on state law shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

## Administrative Regulation 1312.3(e)

If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the district shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them. (Education Code 49013)

### Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE. (Education Code 49013; 5 CCR 4632)

The complainant shall file his/her appeal within 15 calendar days of receiving the district's decision and the appeal shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in a complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including when the district has not taken action within 60 calendar days of the date the complaint was filed with the district. (5 CCR 4650)

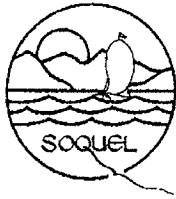
## Administrative Regulation 1312.3(f)

### Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (Education Code 262.3)

(1/06 3/12) 1/13  
Last Updated 3/13



## SOQUEL UNION ELEMENTARY SCHOOL DISTRICT

### ANNUAL NOTICE TO PARENTS 2015-2016

#### DEAR PARENT/GUARDIAN:

Section 48980 of the Education Code of California requires that notice be given at the beginning of the first semester or quarter of the regular school term to the parent or guardian of the minor pupils in the school district regarding the rights of the parent or guardian under sections 32390, 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51938, Chapter 2.3 (commencing with section 32255) of Part 19, and notice of the availability of the program prescribed by Article 9 (commencing with section 45910) of Chapter 9 and of the availability of individualized instruction under section 48206.3. Section 48982 requires that this Notice be signed and returned by the parent or guardian to the school. Signature and return of the attached form is acknowledgement by the parent or guardian that he or she has been informed of his or her rights. It does not indicate that consent to participate in any particular program has either been given or withheld. Pursuant to parent request, the annual notification may be provided to the parent or guardian in electronic format by providing access to the notice electronically. If the notice is provided in electronic format the parent or guardian must submit to the school a signed acknowledgment of receipt of this notice.

#### STUDENTS' PARENTS' & GUARDIANS' RIGHTS AND RESPONSIBILITIES, 2015-16

Students enrolled in a school of this District, and their parent/guardians, have certain rights and responsibilities protected by law. This bulletin is provided to inform you of these rights, as required by law. If you wish to obtain further information, please contact the principal of your child's school or the District Office at 464-5639.

1. **ABSENCES FROM SCHOOL** – It is important that students attend school regularly and punctually. In the event your student must be absent, it is your responsibility to notify the school office. With your consent, your child may be excused to attend religious instruction in accordance with district policy (Education Code 46014). In such instances, the student shall attend at least the minimum school day. The student shall be excused for this purpose for no more than four school days per month. With your consent, your child may be excused from school for the following reasons: court appearances, observances of religious holidays, attendance at religious retreats, student illness, medical/dental appointments, funerals or jury duty. Absences for vacations or other parent approved reasons will not be considered excused and are, therefore, subject to truancy laws. A student shall also be excused from school when he/she is the custodial parent of a child who is ill or has a medical/dental appointment during school hours. The student shall be allowed to complete all assignments missed during the absence. A student in grades 7-8 may be excused to obtain confidential medical services without the consent of the student's parent/guardian. (Ed. Codes 46014, 48205, 46010.1). Excessive unexcused absences will result in referral to the Student Attendance Review Board (SARB). \* \*Calif. Education Code 48205, 48980 Excused Absences is attached for your reference.
2. **IMMUNIZATION OF PUPILS** – No child will be admitted to a district school without written verification of a completed immunization record as required by law unless otherwise exempted. (Ed. Codes 49403, 48980)
3. **ADMINISTRATION OF PRESCRIBED OR OVER-THE-COUNTER MEDICATION** – The school nurse or other designated school personnel may assist your child in taking medication during school hours as prescribed by a licensed physician in the State of California provided the "Authorization for Medication Administration" form is (a) completed by the parent/guardian and physician and, (b) on file in the School Health Office. Medication must be brought to school by a parent/guardian. The container must have an original prescription label from the pharmacy with child's full name, medication name, dose schedule, route of administration, name of prescribing physician, and expiration date. (Ed. Codes 49423, 49480, 48980)
4. **HEALTH EXAMINATIONS** – Unless waived in writing by the parent/guardian, students will receive vision, hearing, and scoliosis examinations on a regular basis. (Ed. Code 48980, 49451)

5. **MEDICAL INSURANCE FOR PUPILS** – The school district provides an optional student accident insurance policy. It is available at parent/guardian expense. Information will be sent to you from your school. (Ed. Code 48980, 49472) Information about free or low cost health insurance for students may be obtained at the school office or at the Business Services Office at 464-5632.
6. **STUDENT MEDICARE CLAIMS** – Soquel Union Elementary School District submits claims to Medi-Cal for basic health services given to students at school. Revenues received help to provide additional health services for all district students. Parents/Guardians will not be asked to pay for any school health services. Parents/Guardians consent is required for billing to Medi-Cal/Insurance carriers for school health services provided to student and for exchange of billing information with the school district's billing services company.
7. **INSTRUCTION FOR HOME-BOUND OR HOSPITALIZED STUDENTS** - A pupil with a temporary disability who is residing at home or in a hospital or health facility may be eligible to receive individualized instruction from the school district in which the hospital is located. The parent/guardian of the student must notify the school district in such cases. (Ed. Codes 48206.3, 48207, 48208, 48980)
8. **HEALTH AND SEX EDUCATION INSTRUCTION** – If such instruction is to be given to a student, parent/guardian will be notified and given an opportunity to review materials to be used in the class. Parent/Guardian may request in writing that student be excused from instruction in health, family life, or sex education classes. (Ed. Codes 51150, 51240)
9. **CLASSROOM OBSERVATIONS** – Parents/Guardians have the right to visit their child's classroom to observe activities. The time and date of the visitation shall be arranged in advance with the school office. (Ed. Codes 51101, 49091.10)
10. **TEACHER CONFERENCES** – Parents/Guardians have the right to request a conference with their child's teacher(s) or the principal. Parents/Guardians should contact the school or teacher to schedule a date and time convenient to all participants. (Ed. Code 51101)
11. **VOLUNTEERING** – Parents/Guardians have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service. (Ed. Code 51101)
12. **STUDENT TESTING** – Parents/Guardians have the right to be notified of their child's performance on standardized testing required by the State of California. (Under other state law, parents/guardians may request that their child not participate in certain statewide tests.) (Ed. Code 51101)
13. **SAFE SCHOOL ENVIRONMENT** – Parents/Guardians have the right and are entitled to the assurance of a safe and supportive learning environment for their child. (Ed. Code 51101)
14. **CURRICULUM MATERIALS** – Parents/Guardians have the right to examine the curriculum materials of the class or classes in which their child is enrolled. (Ed. Codes 51101, 49091.10)
15. **STANDARDS** – Parents/Guardians have the right to receive information regarding the academic standards their child is expected to meet. (Ed. Code 51101) For more information regarding academic standards, visit [www.cde.ca.gov/be/st/ss/index.asp](http://www.cde.ca.gov/be/st/ss/index.asp)
16. **TREATMENT OF ANIMALS** – Any pupil with a moral objection to dissecting or otherwise harming animals should notify the teacher of this objection, substantiated by a note from the parent/guardian. (Ed. Code 48980)
17. **SCHOOL DISCIPLINE RULES** – Each school in the District has developed and adopted rules and procedures for school discipline. These rules are available from the Principal's Office. (Ed. Codes 35291, 48980)
18. **STUDENT RECORDS** – The District recognizes the importance of keeping accurate, comprehensive student records as required by law. It is the parent/guardian responsibility to ensure that parent/guardian contact, residence, and demographic information is current and accurate. Procedures for maintaining confidentiality of student records shall be consistent with state and federal law. The Superintendent or his designee shall establish regulations describing the identification, description and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental/guardian rights to review, inspect and photocopy student records and shall protect the student and the student's family from invasion of privacy. (Ed. Codes 48904, 48904.3, 49060-49078, 49408)



19. **NOTIFICATION OF PRIVACY RIGHTS** – The District complies with all State and Federal laws pertaining to the privacy of students and to the right of parents/guardians to full access to student records. Parents/Guardians or an eligible student may review individual records by making a request to the principal. When a student moves to a new district, records will be forwarded on the request of the new school district. Release of directory information to non-authorized individuals or organizations requires prior approval.
20. **STUDENT EXPULSION** – In order to assure safe and orderly schools, certain offenses must be reported to the Governing Board and will result in expulsion or severe disciplinary measures. Offenses involved are: possessing, selling or otherwise furnishing a firearm; brandishing a knife at another person; selling a controlled substance; committing or attempting to commit sexual assault or sexual battery; or possession of an explosive. (Ed. Code 48915)
21. **EQUAL OPPORTUNITY** – The District provides equal opportunities for both sexes in all education programs and employment practices. The District does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. (34 CFR, 104.8, 106.9)
22. **STUDENT LUNCH PROGRAM** – Nutrition breaks and lunch programs are provided at all Soquel Union Elementary School District schools. Free and reduced-priced meals may be obtained for families who qualify. Application forms are included in the First Day Packet, or are available online at the district website, or at your school or by calling 831-429-3850. (Ed. Codes 49520, 48980)
23. **SPECIAL EDUCATION SERVICES** – The District provides a full continuum of program options to meet the education and service needs in the least restrictive environment for qualified handicapped students and students with special education needs. Parents/guardians have the right to make referrals for special education evaluations, file grievances and pursue due process. If you wish further information on these rights, please contact the Director of Student Services at 831-464-5631. Disabled students also have rights under Section 504 of the Rehabilitation Act of 1973. Please contact your principal or counselor regarding 504 issues. (Ed. Codes 56301, 56034, C.F.R. 104.32(b))
24. **ENGLISH LEARNER SERVICES** – The District offers instructional program options to meet the education and service needs of students identified as English Learners (ELs). The goal of each program is for ELs to acquire full proficiency in English as rapidly and effectively as possible and to meet state standards for academic achievement. (20 USC 1703(f), 6893; Ed. Code 300(f); 5 CCR 11302(a)) Parents/guardians are to receive timely notification of language proficiency assessment results, program placement and descriptions, program options, as well as the District's criteria for reclassification. (Ed. Code 52164.1 [C], 5 CCR 11511.5) If you wish further information, please contact the Director of Curriculum and Instruction at 831-464-5637.
25. **UNIFORM COMPLAINT PROCEDURES** – The Governing Board recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnicity, religion, age, gender, sexual orientation, color, race, ethnic group identification, ancestry, natural origin, physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law consolidated categorical aid programs, migrant education, vocational education, childcare and development programs, child nutrition programs, special education programs and student fees. (Title 5, Section 4600-4671)
26. **HARASSMENT POLICY** – The Soquel Union Elementary School District is committed to providing all employees, students, and their families with a safe and supportive school environment in which all members of the school community are treated with respect. It is the policy of the District to prohibit harassment based on real or perceived race, color, religion (creed), national origin, marital status, sex, sexual orientation, gender identity and expression, disability, or on the basis of association with others identified by these categories. Any student who feels that he/she is being harassed should, immediately contact the principal or designee, or another district administrator. (Board Policies 5145.3, 5145.7, 5CCR 4910)
27. **OPEN ENROLLMENT** – Students who reside within district boundaries may apply for enrollment in any district school on a space-available basis. The Superintendent or designee shall determine the capacity of each district school and establish a selection process for admission of students from outside a school's attendance area. A student may be subject to displacement due to excessive absence or issues of discipline. (Ed. Codes 35160.5, 48980, 51101)

28. **SCHOOL ACCOUNTABILITY REPORT CARD** – The Governing Board views annual School Accountability Report Cards as an excellent way to inform the community about conditions, needs and progress at each school. In addition, the process of developing the report cards gives the school staff opportunities to review achievements, identify areas for improvement, enlist local support and establish a vision for the future.

If you would like to access School Accountability Report Cards (SARC), go to the District website link: <http://www.soqueldo.santacruz.k12.ca.us>. (Ed. Code 35256)

29. **STUDENT ACCESS TO THE INTERNET** – The District strongly believes in the educational value of electronic information services (“EIS”) and recognizes its potential value in supporting our curriculum and student learning. Before using these services, individuals must qualify by participating in an orientation and having a signed copy of a “user contract” on file. Use of the District’s EIS is conditional upon compliance with District policy and regulations. All users must be continuously on guard for unacceptable uses.

30. **PARTICIPATION IN ASSESSMENT** – Parents/guardians of district students have the right to refuse to submit to or participate in any assessment, analysis, evaluation or monitoring of the quality or character of the student’s home life; any form of parental/guardian screening or testing; any nonacademic home-based counseling program; parent/guardian training; or any prescribed family education service plan. (Ed. Code 49091.12)

31. **LIMITATIONS TO PARENTS/GUARDIANS’ RIGHTS** – Parent/guardian rights are not unlimited. Parents/guardians do not have an unlimited right to access public schools. Parents/guardians do not have the right to (a) abuse or intimidate school personnel; (b) disrupt classroom and/or school activities; (c) ignore school rules and/or district policies/procedures regarding access to school grounds.

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars. (Ed. Code 32210)

32. **PROFESSIONAL QUALIFICATIONS OF CLASSROOM TEACHERS** – Parents/guardians may request information on the professional qualifications and credentials possessed by their children’s classroom teachers. Requests should be directed to the school principal. (20 USC 6311, 34 CFR 200.61)

33. **LOCAL CONTROL FUNDING FORMULA (LCFF) AND LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)** – The LCFF (Local Control Funding Formula) changes the way the State provides money to school districts. Under the new system, school districts receive a uniform base grant for every student, adjusted by grade level. Plus they receive adjustments for the number of students living in poverty, English learners, and foster youth. Then there are further adjustments for concentration of these groups if they are above 55% of the district’s enrollment. More information about the LCFF is available at [www.cde.ca.gov/fq/aa/lc/](http://www.cde.ca.gov/fq/aa/lc/).

The LCAP (Local Control Accountability Plan) is a critical part of the LCFF. Each school district is required to engage parents, educators, employees, and the community to establish their plan. The plan must describe the overall vision for students, annual goals, and specific action to achieve these goals. The LCAP must focus on eight areas identified as State priorities. The plan will demonstrate how the district’s budget will help achieve the goals, and annually assess how well the strategies improved outcomes.

If you would like to access the Local Control Accountability Plan (LCAP), go to the District website link: [http://www.soqueldo.santacruz.k12.ca.us/parents\\_students/lcap.html](http://www.soqueldo.santacruz.k12.ca.us/parents_students/lcap.html)

34. **SEX OFFENDER NOTIFICATION** – To protect students and maintain a safe and secure campus, the Governing Board and California Penal Code prohibit registered sex offenders from entry onto any Soquel Union Elementary School District facility without prior written permission. Soquel Union Elementary School District works with law enforcement to alert children and their families to the danger of sex offenders. Board policy and regulations regarding this matter (Board Policy & Administrative Regulation 3515.5) are available from the school district or through the district web site. Penal Code requires registrants to seek written permission before entering Soquel Union Elementary School District facilities. Law enforcement is the agency best able to assess the relative danger of a sex offender. Additional information on Megan’s Law is available at [meganslaw.ca.gov](http://meganslaw.ca.gov), including the location of registered sex offenders in your neighborhood.

### PARENTS/GUARDIANS' RESPONSIBILITIES

1. Ensuring that parent/guardian contact, residence and demographic information is current and accurate.
2. Monitoring attendance of their children.
3. Ensuring that homework is completed and turned in on time.
4. Encouraging their children to participate in extracurricular and co-curricular activities.
5. Monitoring and regulating the television, electronic gaming and internet use of their children.
6. Working with their children at home in learning activities that extend the classroom learning.
7. Volunteering in their children's classroom(s) or for other school activities.
8. Participating in decisions related to the education of their own children or the total school program as appropriate.

### **California Education Code Section 48205 - EXCUSED ABSENCES**

A pupil shall be excused from school when the absence is:

- 1) Due to his or her illness.
- 2) Due to quarantine under the direction of a county or city health officer.
- 3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- 4) For the purpose of attending the funeral services of a member of his or her immediate family\*, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- 5) For the purpose of jury duty in the manner provided for by law. [Must be approved in advance]
- 6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- 7) Due to an appearance in court
- 8) Due to observance of a holiday or ceremony of his or her religion, attendance at religious retreats [Not to exceed four hours per semester; must be approved in advance at least one day prior to requested release]
- 9) Due to attendance at an employment conference [Must be approved in advance]
- 10) Due to need to secure proper immunization. [No more than 5 days]
- 11) Due to attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- 12) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

Other reasons will be considered that are requested in writing, consistent with SCCS Board Policy and approved by the school.

\* Members of the immediate family, as used in this section, means the mother, father, grandmother, grandfather, or a sibling of the pupil or of the spouse of the pupil, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the pupil, or any relative living in the immediate household of the pupil.

Note: A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

#### **Board of Trustees**

Tory Del Favero, Amanda Jackson Miller, Judy McGooden, Phil Rodriguez, Sandra Wallace

# EXHIBIT E

**Board Policy 2140(a)**  
**Adopted 10/03/12**

**Administration**

**Evaluation of the Superintendent**

The Governing Board recognizes that, in order to effectively fulfill its responsibilities for setting direction, ensuring accountability, and providing community leadership for the district, it must adopt measures for holding the Superintendent accountable. At a minimum, the Board shall annually conduct a formal evaluation of the Superintendent's performance to assess his/her effectiveness in leading the district toward established goals. In addition, the evaluation process may include opportunities during the year for review of the Superintendent's progress toward meeting the goals. The evaluation shall be in accordance with the provisions of the Superintendent's contract and any applicable Board policy.

Evaluation criteria shall be agreed upon by the Board and Superintendent prior to the evaluation and shall include, but not be limited to, district goals and success indicators; educational, management, and community leadership skills; and the Superintendent's professional relationship with the Board.

(cf. 2110 - Superintendent Responsibilities and Duties)  
(cf. 2111 - Superintendent Governance Standards)

The Board and Superintendent shall jointly determine the evaluation method(s) and schedule that will best serve the district and the structure and format of the instrument to be used.

Prior to the evaluation, the Superintendent shall provide to the Board for its review a report of progress toward district goals, the Superintendent's self-appraisal of accomplishments and performance, and a statement of actions taken to address any Board recommendation from the previous evaluation.

Each Board member shall independently evaluate the Superintendent's performance. Based on these individual evaluations, the Board president shall produce a document that summarizes the individual evaluations. The Board shall then take action on this document and present it to the Superintendent for his/her response.

The evaluation shall provide commendations in areas of strength and achievement, provide recommendations for improving effectiveness in areas of concern and unsatisfactory performance, and serve as a basis for making decisions about salary increase and/or contract extension.

The Board shall meet in closed session with the Superintendent to discuss the evaluation.  
(Government Code 54957)

## **Board Policy 2140(b)**

The Superintendent shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional evidence of his/her performance or district progress.

After the Board and Superintendent have discussed the evaluation, the Board president and Superintendent shall sign the evaluation and it shall be placed in the Superintendent's personnel file.

At the open session after the Superintendent's evaluation or at a subsequent meeting, the Board and Superintendent shall jointly identify performance goals for the next year.

### Legal Reference:

#### GOVERNMENT CODE

53262 Employment contracts, superintendent

54957 Closed session, personnel matters

#### COURT DECISIONS

Duval v. Board of Trustees, (2001) 93 Cal.App.4th 902

### Management Resources:

#### CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Evaluation, 2006

#### WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

(7/01 7/04) 3/11

# **EXHIBIT F**



**Blueprint for Student Success**

**Soquel Union Elementary School District**

**Henry J. Castaniada  
Superintendent**

**2012 - 2015  
Operational Plan**

**Board of Trustees**

***Ted Donnelly, President, Cynthia Torres-Ricca, Vice-President  
Sandra Wallace, Member Lynette Hamby, Member Judy McGooden, Member***



**Target Area #1: Curriculum, Instruction and Student Achievement**

**District Goal #1: Continuous Improvement in Language Arts and Mathematics, Science and Social Studies Achievement**  
*Provide a rigorous, intellectually challenging, and developmentally appropriate, standards-based instructional program for each child.*

Who	When	How
<p>Increase student proficiency on standardized testing assessments for grades 2<sup>nd</sup> through 8<sup>th</sup>. The district's targeted percentile goal of 80% proficient or above in Language Arts and Math.</p> <p>Present results range from 47% to 78% in Language Arts.</p> <p>Present results range from 52% to 89% in Math.</p> <p>An annual target growth rate of 5% will be established.</p> <p>Monitor the implementation of <i>Blueprint for Student Success</i></p>	<p>Superintendent</p>	<p>2012 - 15</p>
<p>During summer, review results from student testing and evaluate staff development plan for the coming school year.</p> <p>Develop a blueprint for principal regarding key instructional areas to be addressed in 2012-13.</p> <p>Denote specific grade-level outcomes to test results in grades 2<sup>nd</sup> - 8<sup>th</sup>.</p> <p>Provide principals with an analysis of Language Arts and Math results from STAR testing and provide topics for discussion regarding these results.</p> <p>Establish specific leadership strategies for instructional conversations that will take place on Fridays.</p> <p>Implement strategies suggested by Collins (<i>Good to Great</i>).</p>		

**Target Area #1: Curriculum, Instruction and Student Achievement**

**District Goal #1 Cont'd: Continuous Improvement in Language Arts and Mathematics, Science and Social Studies Achievement**

*Provide a rigorous, intellectually challenging, and developmentally appropriate, standards-based instructional program for each child.*

	<b>Who</b>	<b>When</b>	<b>How</b>
Develop a plan, including an assessment of rigor, to increase the percentage of students qualifying for advanced placement classes. Report yearly to the School Board, the number of students qualified for Honors English, History, Biology, and Geometry.	Superintendent	2012-15	Gather information and best practice templates for supporting and reporting instructional enhancement strategies. Work closely w/high school district regarding articulation.
In alignment with the California Teaching Standards and Common Core Standards develop a standard of excellence for each grade level that is focused on defined student achievement outcomes, delivery of instruction and professional development.	Superintendent	2012-15	Establish visitation sites of high performing schools that have established standards of excellence for each grade level (JPTK-CA). Information gathered from this website would serve as a foundational alignment for standards for student outcomes and instructional practices. Information will be shared and discussed on staff development days.
Schools will have in place identified interventions and effective research based practices to support all learners performing at basic or below proficiency levels on standardized tests.	Superintendent	2012-15	Provide principals with hard data regarding implementation of "safety nets" in math and language arts. Consistent reading assessment in K-3 by trimester. Accelerated Reader, Ren Learning and Accelerated Math.
Schools will have in place identified interventions and effective research based practices to support all learners performing at basic or below proficiency levels on standardized tests.  Monitor the implementation of Blueprint for Student Success	Superintendent	2012-15	Expand "safety net" programs to include more students. Principals provide the following article: Similar Students, Different Results: Executive Summary Provide restricted revenue to address cost of programs. Title I, EIA, Title IV Review school plan with principal regarding targeted students.

**Target Area #1: Curriculum, Instruction and Student Achievement**

**District Goal #2: Continuous Improvement in Arts and Music Achievement**

*Develop and support a creative and dynamic learning environment that motivates, inspires and challenges students.*

	<b>Who</b>	<b>When</b>	<b>How</b>
Develop, expand and continue integration of enrichment programs such as music, visual and performing arts into the classroom.	Superintendent & Principals	2012-15	Support the providing of financial assistance to both music and art instructors.
Recognizing that each of our students is gifted and talented ensure that all students receive instruction that supports higher level thinking skills, infuse higher level instructional strategies throughout student curricula, staff training and development.  Monitor the implementation of Blueprint for Student Success	Superintendent	2012-15	Principal will outline higher-level instructional strategies that are infused in the core curriculum. During formal meetings, provide framework for 21st century. Provide framework for Intel Teach to the Future. Provide framework for Just for the Kids-CA. Provide Ed Source research documents on higher-level thinking.  Key topic for Fridays – Grouping and differentiated instruction-continuous topic for discussion.
Implement a collaborative technological initiative that supports the appropriate integration of technology in instruction. Investigate the usage of best practices in the area of technology.	Superintendent & Principals	2012-15	Modify current instructional practices in technology to align with identified best practices. Meet (monthly) with principals regarding the infusion of technology as a best practice. Several articles and websites have been provided.  Identify staff development needs in order to provide necessary training in instructional technology.

**Target Area #1: Curriculum, Instruction and Student Achievement**

**District Goal #3: Close the Achievement/Opportunity Gap Between Various State and Federal Identified Subgroups in our schools**  
*Provide a program of Free and Appropriate Public Education (FAPE) for students with special needs.*

	<b>Who</b>	<b>When</b>	<b>How</b>
Provide services utilizing an inclusive model in the least restrictive environment for all students to achieve their highest potential.	Superintendent & Director of Special Education	2012-15	Provide opportunities for principals to establish formal collaboration meetings with regular ed. teachers and special education teachers. Continue to support a "push-in" model at schools.
Develop a working environment of mutual respect with parents and members of the school throughout the entire special education process.	Superintendent & Director of Special Education	2012-15	Modify or enhance current services being provided to all students who have been identified for the intensive services program. Our student enrollment has increased significantly for children with autism.
Monitor and assess programs and services for students with special needs.	Superintendent	2012-15	Significantly invest the time necessary to establish open communication and mutual respect. Due to the tremendous financial liability communicate to Board of Trustees that this investment of time is a top priority. Build internal communication and support structures for special education. --
Monitor the implementation of Blueprint for Student Success			Meet weekly with special education director regarding level of services for identified students.

**Target Area #1: Curriculum, Instruction and Student Achievement**

**District Goal #3: Close the Achievement/Opportunity Gap Between Various State and Federal Identified Subgroups in our schools**  
*Foster a culture of on-going employee professional development to set and maintain high expectations and support for all staff in order to meet the needs of all students.*

	Who	When	How
Develop a K-8 staff development plan that aligns with the goals of the current three-year plan.  The staff development plan will address the four student sub groups that are currently below grade level.	Superintendent	2012-15	Establish monthly meetings with principals to identify research-based best practices (JFTK-CA; Ed Source, <i>Good to Great</i> book).  Attend in-depth staff development training in technology and current educational research.  Provide staff development in support of instructional and school site plans.
Maximize staff development training with staff at the Santa Cruz County Office of Education	Superintendent	2012-15	Utilize staff members from the Curriculum and Instruction from the Santa Cruz County Office of Education to lead district wide staff development
Develop joint projects with staff members from the Santa Cruz County Office of Education	Superintendent	2012-15	Submit grants for project based learning
Ensure that instructional staff has the opportunity to develop the skills necessary to meet the academic needs of all students.	Superintendent	2012-15	Analyze data regarding student outcomes and target specific curriculum to meet identified needs. EdSource research regarding high performing schools.  McRel research regarding high performing schools  Meet with principals to review school site plans regarding alignment with current targeted student needs. Review budget expenditures for targeted groups of students.

**Target Area #3: Budget and Spending Priorities**

**District Goal #6: Remain Financially Strong and Stable**  
*Promote and maintain fiscal stability by optimizing the management of financial resources and district assets.*

	<b>Who</b>	<b>When</b>	<b>How</b>
Develop and approve a balanced budget that ensures that district resources are aligned with educational priorities as defined in the three-year plan.	Superintendent, CBO & Board	2012-2015 (annually) Governor's preliminary budget May Revise	Carefully monitor the myriad of budgetary assumptions as well as actual expenditures against the budget.
Address enrollment challenges regarding the inter-district transfers. Assess financial and educational reconfiguration options that continue to focus on successful student achievement.	Superintendent & Principals	2012-15	Identify possible TK options.  Reduce interdistrict transfer requests for attendance outside of our district boundaries.

**District Goal #6: Investigate and identify funding opportunities within and outside the school district.**

	<b>Who</b>	<b>When</b>	<b>How</b>
Investigate and identify funding opportunities through grants and foundations.	Administrative Council	2012-15	Share grant opportunities and subscribe to funding resource publications for the district.  Utilize key resources throughout the community and elected officials to identify funding opportunities.  Practice an open philosophy of supporting these critical organizations throughout the community.

**Target Area #4: Communication/Community Building**

**District Goal #7: Maintain Positive and Productive Working Relationships Among Staff; Encourage Retention of Excellent Staff**  
*Develop and promote individual and collective leadership capacity throughout the District.*

	<b>Who</b>	<b>When</b>	<b>How</b>
Develop and implement a plan of Shared Governance and Collective Decision Making throughout all levels of the educational organization.	Superintendent & Principals	2012-15	Support expansion and integration of model in other functional areas. – Staff Development – Report Card – Benchmarks Reading/Math-Community Events
Collaborate with representatives of employee groups to develop agreements that support fiscal solvency and excellent student academic achievement, including developing priorities and action plans.	Superintendent	2012-15	Continue to embrace interest-based bargaining. We have an excellent working environment with our employee groups.
Provide opportunities for staff members to gain leadership skills and to embrace leadership opportunities.	Superintendent & Principals	2012-15	Identify best practices for JFTK-CA website. Leadership training in August and throughout the calendar year. Conduct trainings jointly with Santa Cruz County Office of Education staff. Strategies from book, <i>Good to Great</i> .

**Target Area #4: Communication/Community Building**

**District Goal #7: Maintain Positive and Productive Working Relationships Among Staff; Encourage Retention of Excellent Staff**  
*Retain, attract, and develop well-qualified employees throughout the District.*

	<b>Who</b>	<b>When</b>	<b>How</b>
Establish a culture of accountability through professional competence by fostering high standards of honesty, integrity, trust, and openness.	Superintendent	2012-15	Establish training meetings regarding evaluation procedures.  Use strategies suggested from <i>Good to Great</i> book.
Honor and recognize outstanding employees.	Administrative Council	2012-15	Assess recognition and motivational programs, support existing efforts.  Provide staff luncheons and breakfasts.  Recognize outstanding employees at regular staff meetings.
Retain, recruit and hire highly qualified, competent and enthusiastic staff.	Administrative Council	2012-15	Market our outstanding program throughout our county in newspaper and other networking opportunities.
Maximize staff development training with staff at the Santa Cruz County Office of Education	Administrative Council	2012-15	Utilize staff members from the Curriculum and Instruction from the Santa Cruz County Office of Education to lead district wide staff development
Develop joint projects with staff members from the Santa Cruz County Office of Education	Administrative Council	2012-15	Submit grants for project based learning



# **EXHIBIT G**

F5

SOQUEL UNION ELEMENTARY SCHOOL DISTRICT  
REGULAR BOARD MEETING

March 21, 2012

Topic: Approve Revisions to the Blueprint for Student Success for the 2012-15  
School Years

Presented By: Henry Castaniada, Superintendent

Type of Item: Action

**BACKGROUND**

One of the key roles of the Board of Trustees is to set a vision for the district and then to regularly set goals for our organization that help make that vision a reality. In keeping with this role, each year the Board of Trustees holds a meeting for the purpose of gathering input in preparation for updating district goals. On February 6<sup>th</sup> a key stakeholder's meeting was conducted to address current academic levels and to begin to target specific academic focus areas for the coming school year. The goals set then drive activities in school site plans and provide a focus for the work of district employees.

**STATUS**

At the March 7<sup>th</sup> board meeting the Board was presented with a revised copy of the *Blueprint for Student Success* for school years 2012-15 and a draft proposal of the 2012-15 Operational Plan, which is an addendum to the *Blueprint for Student Success*. After the Board's review of these documents they requested additional revisions to the *Blueprint for Student Success* and requested that some of the language of the 2012-15 Operational Plan be aligned more closely with the *Blueprint for Student Success*. The revisions for these documents will be presented to the Board at tonight's meeting.

**FISCAL IMPACT**

All district resources are expended in service of making the district's vision and core mission, the education of students, a reality. The vision is made real through the daily work of each employee. Our core mission, the education of students, is the focus of all work.

**RECOMMENDED ACTION**

Approve Revisions to the *Blueprint for Student Success* for the 2012-15 School Years.

Attachment: 2012-15 *Blueprint for Student Success*  
2012-15 *Operational Plan*

# **EXHIBIT H**

FL6

SOQUEL ELEMENTARY SCHOOL DISTRICT  
620 Monterey Avenue  
Capitola, CA 95010

MEMORANDUM

TO: Home and School Club and/or Foundation Presidents.  
FROM: Harley Robertson, Assistant Superintendent, Business Services  
DATE: February 5, 2016  
SUBJECT: ACCOUNTING PROCEDURES

In an effort to improve our accounting procedures and to provide updated budget reports to members of our Home and School Club and/or Foundation Presidents, we will be implementing new procedures beginning February 1, 2016.

**Beginning February 1, 2016, donations made by a Home & School Club and/or Foundation in the amount of \$500 or more will be required to provide the following information:**

**School site:**

**Donation amount:**

**Intended use of funds:**

**(Who, what, where, how)**

**Funding was approved by:**

**(H&S Club or Foundation president, board etc.) Attach meeting minutes, emails or correspondence, including description of who, what, where, why and when must be included,**

\_\_\_\_\_  
**Site Principal  
Signature/Date**

\_\_\_\_\_  
**Parent Organization Officer(s)  
Signature/Date**

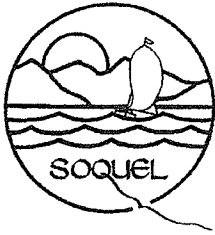
**Parent Organizations/District agrees:**

1. The District will refund donors in the event of a reduction in the actual personnel costs that were projected for an employee.
2. By September 30<sup>th</sup> of each year, each Home and School Club and/or Foundation will receive an account summary of all unused funds from the previous fiscal year and full prior year accounting of expenditures.
3. If the Donor organization intends to roll over any unused funding, the organization must submit in writing specific instructions to the Assistant Superintendent of Business Services designating the placement of these unused funds, by October 31 of any fiscal year.

Please contact Harley Robertson at 464-5632 if you have any questions.

# **EXHIBIT I**

E6



SOQUEL UNION ELEMENTARY SCHOOL DISTRICT  
Regular Meeting of the Board of Trustees

AGENDA

January 20, 2016

District Office Board Room, 620 Monterey Ave., Capitola

6:30 p.m. - Open Session Begins

DISTRICT MISSION STATEMENT

*Staff, students, parents and the community share the responsibility for each child's success. We are committed to ensuring that each student develops the skills and confidence for lifelong achievement and is prepared to make a positive contribution to our world.*

**1. CALL TO ORDER (5:30 p.m.)**

Call Public Session to Order

1A. Public Comment for Closed Session Items Only

**2. CLOSED SESSION (5:30-6:30p.m.) District Office**

Identify Closed Session Topic of Discussion

2.A. Public Employment (Government Code 54957)  
New Superintendent/Personnel

2.B. Conference with Labor Negotiations (Government Code 54957.6)  
Agency Designated Representatives: Henry Castaniada, Superintendent, and  
Harley Robertson, Assistant Superintendent, Business Services  
Employee Organization: Soquel Education Association (SEA)

**3. OPENING PROCEDURES FOR PUBLIC SESSION (6:30 p.m.)**

- 3.A. Roll Call
- 3.B. Pledge of Allegiance (*New Brighton Middle School Student*)
- 3.C. Report out of closed session
- 3.D. Changes to the agenda include the Consent Agenda
- 3.E. Adoption of the Agenda

**4. PUBLIC COMMUNICATIONS**

Members of the audience are welcome to address the Board of Trustees during Public Communications regarding items not listed on this agenda.

For items not on the agenda, we request that you fill out one of the forms available at the sign-in register and submit it to the Administrative Assistant to the Superintendent prior to the opening of the meeting. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. The Trustees cannot take action on these matters unless such matters are placed on a future agenda, according to law.

If the item is on the agenda, you will have the opportunity to speak at the time the agenda item is discussed. Please address the Board President. These proceedings are audio-recorded. (Board Policy 9323)

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulation adopted in implementation thereof. Please turn off your cellular phones.

**VISITORS:** If you wish to address an item on the agenda, please be present at the beginning of the meeting. An item MAY be moved to the beginning of the agenda. Please fill out a speaker form so that the Board may recognize you.

Board members shall hold the education of students above any partisan principle, group interest, or personal interest. (Board Bylaw 9200).

COMPLETE BOARD PACKET AVAILABLE AT <http://www.soqueldo.santacruz.k12.ca.us/Trustees/Trustees.html>  
 COPIES OF MATERIALS PROVIDED TO THE BOARD OF TRUSTEES ONLY ARE AVAILABLE FOR PUBLIC REVIEW AT THE DISTRICT OFFICE

**5. STANDING REPORTS**

<b>5.A.</b>	Items from Superintendent and Assistant Superintendent(s)
<b>5.B.</b>	Items from California School Employees Association
<b>5.C.</b>	Items from Soquel Education Association
<b>5.D.</b>	Items from Trustees: Reports on Meetings and Conferences Attended or Visits to Schools, and Public Communications

**6. PUBLIC HEARING**

<b>6.A.</b>	<b>Public Hearing for the California Schools Employees Association (CSEA) Soquel Chapter# 388 Initial Proposal for Negotiations with the Soquel Union Elementary School District for the 2015-2016 School Year.</b> <i>The District will hold a public hearing for public input on this item.        (Addresses LCAP/Stakeholder Engagement (Governance))</i>
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<b>6.B.</b>	<b>Public Hearing for Soquel Union Elementary School District's Initial Proposal for Negotiations with California School Employees Association (CSEA) Soquel Chapter #388 for the 2015-16 School Year.</b> <i>The District will hold a public hearing for public input on this item.        (Addresses LCAP/Stakeholder Engagement (Governance))</i>
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**7. PRESENTATION/DISCUSSION/INFORMATION ITEMS**

<b>7.A</b>	<b>Update on the Superintendent Search.</b> <i>The Board will be updated with the status of the Superintendents search.        (Addresses LCAP/Stakeholder Engagement (Governance))</i>
<b>7.B.</b>	<b>Presentation from Friends of Main Street.</b> <i>The Board will hear a presentation from the Friends of Main Street (FOMS)        (Addresses LCAP Goal #8)</i>
<b>7.C.</b>	<b>Discussion Regarding Board Policy 5141 Health Care and Emergencies, Students. (First Reading)</b> <i>An update of Board Policy 5141 will be presented to the Board for discussion.        (Addresses LCAP/Stakeholder Engagement (Governance))</i>  <b>Recommended Action Adopt 5141 Health Care and Emergencies, Students</b>

**8. ACTION ITEMS**

<p><b>8.A.</b></p>	<p><b>Consider Adopting Board Policy 3270, Noninstructional Operations/Sales and Disposal of Books, Equipment and Supplies. (Second Reading)</b>  <i>An update of Board Policy 3270 will be presented for adoption.          (Addresses LCAP/Stakeholder Engagement (Governance))</i></p> <p><b>Recommended Action: Adopt Board Policy 3270, Noninstructional Operations/Sales and Disposal of Books, Equipment and Supplies.</b></p>
<p><b>8.B.</b></p>	<p><b>Consider Adopting Board Policy 6190, Instructional/Evaluation of the Instructional Program (Second Reading)</b>  <i>An update of Board Policy 6190 will be presented for adoption.          (Addresses LCAP/Stakeholder Engagement (Governance))</i></p> <p><b>Recommended Action: Adopt Board Policy 6190, Instructional/Evaluation of the Instructional Program</b></p>
<p><b>8.C.</b></p>	<p><b>Consider Adopting California Schools Employees Association (CSEA) Soquel Chapter #388 Initial Proposal for Negotiations with the Soquel Union Elementary School District for the 2015-16 School Year</b>  <i>The Board will consider accepting the California Schools Employees Association (CSEA) Soquel Chapter #388 Initial Proposal for negotiations with the Soquel Union Elementary School District for the 2015-16 School year.          (Addresses LCAP/Stakeholder Engagement (Governance))</i></p> <p><b>Recommended Action: Consider adopting Soquel Union Elementary School District's Initial Proposal for Negotiations with the California School Employees Association (CSEA) Soquel Chapter #388 for the 2016-17 School Year.</b></p>
<p><b>8.D.</b></p>	<p><b>Consider Adopting Soquel Union Elementary Initial Proposal for Negotiations with the California Schools Employees Association (CSEA) Soquel Chapter #388 for the 2015-16 School Year</b></p> <p><i>The Board will consider accepting the Soquel Union Elementary for negotiations with the California Schools Employee Association (CSEA) Soquel Chapter #388 Initial Proposal for the 2015-16 School year.          (Addresses LCAP/Stakeholder Engagement (Governance))</i></p> <p><b>Recommended Action: Consider adopting Soquel Union Elementary School District's Initial Proposal for Negotiations with the California School Employees Association (CSEA) Soquel Chapter #388 for the 2015-16 School Year.</b></p>
<p><b>9.A.</b></p>	<p><b>CONSENT AGENDA</b>          The following items listed under the Consent Agenda are considered by the Board in one action. 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 have requested under <i>Changes of the Agenda</i>, that specific items to be discussed and/or removed from the Consent Agenda.</p> <ul style="list-style-type: none"> <li>9.F.1 Approve Minutes of the December 16, 2015, January 6, 2015, and January 13, 2016 Board Meeting(s) of the Soquel Union Elementary School District</li> <li>9.F.2 Ratify Payment of Bills and Warrants: Review and Approve Orders and Warrants Regarding Expenditures of Budgeted Funds</li> <li>9.F.3 Approve Surplus or Obsolete Equipment/Supply List</li> <li>9.F.4 Receive Report on Williams Uniform Complaints</li> <li>9.F.5 Receive Quarterly Investment Report September 30, 2015</li> </ul>

**10. CORRESPONDENCE**



## 11. MOTION TO ADJOURN

The next regularly scheduled board meeting is February 3, 2016. Open Session Begins at 6:30 p.m.

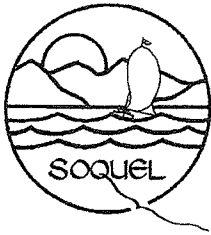
### Upcoming Board Meeting Dates

January 20, 2016(Regular meeting)	March 9, 2016 (Special Mtg./Closed Session only)
January 27, 2016 (Special Meeting)	March 10, 2016 (Special Mtg./Closed Session only)
February 3, 2016(Regular Meeting)	March 16, 2016(Regular Meeting)
February 17, 2016(Regular Meeting)	April 20, 2016(Regular Meeting)
March 2, 2016 (Special Mtg./Closed Session a.m.)	May 4, 2016(Regular Meeting)
March 2, 2016(Regular Meeting)	May 18, 2016(Regular Meeting)
March 3, 2016 (Special Mtg./Closed Session a.m.)	June 1, 2016(Regular Meeting)
March 4, 2016 (Special Mtg./ Closed Session only)	June 15, 2016(Regular Meeting)
March 8, 2016 (Special Mtg./Closed Session only)	
March 8, 2016 (Special Mtg./Closed Session only)	

### District Schools

Main Street Elementary School	<a href="http://www.mainstreet.santacruz.k12.ca.us">www.mainstreet.santacruz.k12.ca.us</a>
Soquel Elementary School	<a href="http://www.soquel.santacruz.k12.ca.us">www.soquel.santacruz.k12.ca.us</a>
Santa Cruz Gardens Elementary School	<a href="http://www.scg.santacruz.k12.ca.us">www.scg.santacruz.k12.ca.us</a>
New Brighton Middle School	<a href="http://www.nbms.santacruz.k12.ca.us">www.nbms.santacruz.k12.ca.us</a>
Opal Cliffs School	(No website currently available)

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SOQUEL UNION ELEMENTARY SCHOOL DISTRICT  
Regular Meeting of the Board of Trustees

REVISED AGENDA

March 2, 2016

District Office Board Room, 620 Monterey Ave., Capitola, CA

6:30 p.m. - Open Session Begins

DISTRICT MISSION STATEMENT

*Staff, students, parents and the community share the responsibility for each child's success. We are committed to ensuring that each student develops the skills and confidence for lifelong achievement and is prepared to make a positive contribution to our world.*

**1. CALL TO ORDER (5:00 p.m.)**

Call Public Session to Order

**2. CLOSED SESSION (5:00-6:30p.m.)**

2.A. Conference with Labor Negotiators (Government Code 54957.6)  
Agency Designated Representatives: Henry Castaniada, Superintendent and Harley Robertson, Assistant Superintendent, Business Services  
Employees Organizations Soquel Education Association (SEA)  
Unrepresented Group, Administrative, Classified Management and Classified Confidential Employees

2.B Student Discipline and other confidential Student Matter  
Education Code Section 35146  
Case Student Number 1

2.C. Conference with Labor Negotiator  
(Government Code § 54957.6)  
Agency Representative: Thomas Manniello  
Unrepresented Employee: Superintendent

**3. OPENING PROCEDURES FOR PUBLIC SESSION (6:30 p.m.) District Office**

- 3.A. Roll Call
- 3.B. Pledge of Allegiance (Main Street Elementary School)
- 3.C. Report out of Closed Session
- 3.D. Changes to the agenda including the Consent Agenda
- 3.E. Adoption of the Agenda

#### 4. PUBLIC COMMUNICATIONS

Members of the audience are welcome to address the Board of Trustees during Public Communications regarding items not listed on this agenda.

For items not on the agenda, we request that you fill out one of the forms available at the sign-in register and submit it to the Administrative Assistant to the Superintendent prior to the opening of the meeting. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. The Trustees cannot take action on these matters unless such matters are placed on a future agenda, according to law.

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COPIES OF MATERIALS PROVIDED TO THE BOARD OF TRUSTEES ONLY ARE AVAILABLE FOR PUBLIC REVIEW AT THE DISTRICT OFFICE

#### 5. STANDING REPORTS

<b>5.A.</b>	Items from Superintendent and Assistant Superintendent(s)
<b>5.B.</b>	Items from California School Employees Association
<b>5.C.</b>	Items from Soquel Education Association
<b>5.D.</b>	Items from Trustees: Reports on Meetings and Conferences Attended or Visits to Schools, and Public Communications

#### 6. PRESENTATION/DISCUSSION/INFORMATION ITEMS

<b>6.A.</b>	<b>Update on the Superintendent Search</b> <i>The Board will be updated with the status of the Superintendents search.</i> <i>(Addresses LCAP/Stakeholder Engagement (Governance))</i>
<b>6.B.</b>	<b>Presentation from Soquel Elementary School's Home and School Club</b> <i>The Board will hear a presentation from the Soquel Elementary School's Home and School Club.</i> <i>(Addresses LCAP Goal 8/Community Liaison)</i>
<b>6.C.</b>	<b>Presentation on the District's Health Benefits Committee Charge for Recommending Health Benefits Plan.</b> <i>The Board will hear a presentation on the District's Health Benefits Committee Charge for Recommending Health Benefits Plan.</i> <i>(Addresses LCAP/Stakeholder Engagement (Governance))</i>

<p><b>6.D.</b></p>	<p><b>Presentation on 2016 Summer School Program</b></p> <p><i>The Board will hear a presentation on the 2016 Summer School Program</i></p> <p><i>(Addresses LCAP/Stakeholder Engagement (Governance))</i></p>
<p><b>6.E.</b></p>	<p><b>Update on the Soquel Union Elementary School District's Child Nutrition Program</b></p> <p><i>The Board will hear a presentation from Soquel Union Elementary School Districts Child Nutrition Program.</i></p> <p><i>(Addresses LCAP/Stakeholder Engagement (Governance))</i></p>
<p><b>6.F.</b></p>	<p><b>Discussion Regarding Bylaw 9200, Limits on Board Member Authority (First Reading)</b></p> <p><i>An update of Bylaw 9200 will be presented to the Board for discussion.</i></p> <p><i>(Addresses LCAP/Stakeholder Engagement (Governance))</i></p>
<p><b>6.G.</b></p>	<p><b>Discussion Regarding Bylaw 9010, Public Statements (First Reading)</b></p> <p><i>An update of Bylaw 9010 will be presented to the Board for discussion.</i></p> <p><i>(Addresses LCAP/Stakeholder Engagement (Governance))</i></p>

**7. ACTION ITEMS**

<p><b>7.A.</b></p>	<p><b>Vote for the 2016 California School Board Association Delegate Assembly Representatives for Sub Region 9A.</b></p> <p><i>Vote for the 2016 California School Board Association Delegate Assembly Representatives for Sub Region 9A.</i></p> <p><i>Addresses LCAP/Stakeholder Engagement (Governance)</i></p> <p><b>Recommended Action: Vote for the 2016 California School Board Association Delegate Assembly Representatives for Sub Region 9A.</b></p>
<p><b>7.B.</b></p>	<p><b>Approve Soquel Education Association's (SEA) Tentative Agreement and AB 1200 Public Disclosure of the Collective Bargaining Agreement with SEA</b></p> <p><i>Approve Soquel Education Association's (SEA) Tentative Agreement and AB 1200 Public Disclosure of the Collective Bargaining Agreement with SEA.</i></p> <p><i>Addresses LCAP/Stakeholder Engagement (Governance)</i></p> <p><b>Recommended Action: Approve Soquel Education Association's (SEA) Tentative Agreement and AB 1200 Public Disclosure of the Collective Bargaining Agreement with SEA.</b></p>

<b>7.C.</b>	<p><b>Approve Salary Increase for Administrative, Classified Management and Classified Confidential Employees</b></p> <p><i>Approve Salary Increase for Administrative Classified Management and Classified Confidential Employees.</i></p> <p><i>Addresses LCAP/Stakeholder Engagement (Governance)</i></p> <p><b>Recommended Action: Approve Salary Increase for Administrative Classified Management and Classified Confidential Employees.</b></p>
<b>7.D.</b>	<p><b>Consider Approving Consent Agenda</b></p> <p>The following items listed under the Consent Agenda are considered by the Board in one action. 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 have requested under <i>Changes of the Agenda</i>, that specific items to be discussed and/or removed from the Consent Agenda.</p> <p>7.D.1 Approve Minutes of the February 17, 2016 Board Meeting(s) of the Soquel Union Elementary School District</p> <p>7.D.2 Ratify Payment of Bills and Warrants: Review and Approve Orders and Warrants Regarding Expenditures of Budgeted Funds</p>

**8. CORRESPONDENCE**

**9. MOTION TO ADJOURN**

The next regularly scheduled board meeting is March 16, 2016. Open Session Begins at 6:30 p.m.

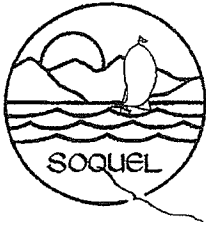
**Upcoming Board Meeting Dates**

March 3, 2016 (Special Mtg./Closed Session a.m.)	April 20, 2016(Regular Meeting)
March 4, 2016 (Special Mtg./ Closed Session only)	May 4, 2016(Regular Meeting)
March 8, 2016 (Special Mtg./Closed Session only)	May 18, 2016(Regular Meeting)
March 9, 2016 (Special Mtg./Closed Session only)	June 1, 2016(Regular Meeting)
March 10, 2016 (Special Mtg./Closed Session only)	June 15, 2016(Regular Meeting)
March 16, 2016(Regular Meeting)	

**District Schools**

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Opal Cliffs School	(No website currently available)

F6



SOQUEL UNION ELEMENTARY SCHOOL DISTRICT  
Regular Meeting of the Board of Trustees

AGENDA

March 16, 2016

District Office Board Room, 620 Monterey Ave., Capitola, CA

6:30 p.m. - Open Session Begins

DISTRICT MISSION STATEMENT

*Staff, students, parents and the community share the responsibility for each child's success. We are committed to ensuring that each student develops the skills and confidence for lifelong achievement and is prepared to make a positive contribution to our world.*

1. CALL TO ORDER (5:00 p.m.)

Call Public Session to Order

1.A. Convene to Closed Session/Public Comment

2. CLOSED SESSION (5:00-6:30 p.m.)

Identify Closed Session Topic of Discussion

2.A. Conference with Labor Negotiations (Government Code 54957.6)

Agency Designated Representatives: Henry Castaniada, Superintendent, and  
Harley Robertson, Assistant Superintendent, Business Services  
Employee Organization: California School Association (CSEA)

2.B. Conference with Labor Negotiator

(Government Code § 54957.6)

Agency Representative: Thomas Manniello

Unrepresented Employee: Superintendent

3. OPENING PROCEDURES FOR PUBLIC SESSION (6:30 p.m.) District Office

*If you wish to address an item on the agenda, please be present at the beginning of the meeting. An item MAY be moved to the beginning of the agenda. Please fill out a speaker form so that the Board may recognize you. Board members shall hold the education of students above any partisan principle, group interest, or personal interest. (Board Bylaw 9200).*

3.A. Roll Call

3.B. Pledge of Allegiance (New Brighton Middle School)

3.C. Report out of Closed Session

3.D. Changes to the agenda including the Consent Agenda

3.E. Adoption of the Agenda

#### 4. RECOGNITIONS

- |      |  |
|------|--|
| 4.A. | <p>Recognition of 2016 New Brighton Middle School Geography Winners.<br/><i>The top two Geography Bee winners from New Brighton Middle School will be recognized at tonight's meeting. Spelling Bee winners from all of our schools sites will be recognized at tonight's meeting.</i></p> <p><i>(Addresses Blueprint for Student Success/Target Area. #4)</i></p> |
|------|--|

#### 5. PUBLIC COMMUNICATIONS

Members of the audience are welcome to address the Board of Trustees during Public Communications regarding items not listed on this agenda.

For items not on the agenda, we request that you fill out one of the forms available at the sign-in register and submit it to the Administrative Assistant to the Superintendent prior to the opening of the meeting. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. The Trustees cannot take action on these matters unless such matters are placed on a future agenda, according to law.

If the item is on the agenda, you will have the opportunity to speak at the time the agenda item is discussed. Please address the Board President. These proceedings are audio-recorded. (Board Policy 9323)

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulation adopted in implementation thereof. Please turn off your cellular phones.

**COMPLETE BOARD PACKET AVAILABLE AT <http://www.soqueldo.santacruz.k12.ca.us/Trustees/Trustees.html>  
COPIES OF MATERIALS PROVIDED TO THE BOARD OF TRUSTEES ONLY ARE AVAILABLE FOR  
PUBLIC REVIEW AT THE DISTRICT OFFICE**

#### 6. STANDING REPORTS

6.A.	Items from Superintendent and Assistant Superintendent(s)
6.B.	Items from California School Employees Association
6.C.	Items from Soquel Education Association
6.D.	Items from Trustees: Reports on Meetings and Conferences Attended or Visits to Schools, and Public Communications

#### 7. PRESENTATION/DISCUSSION/INFORMATION ITEMS

7.A.	<p><b>Update on the Superintendent Search</b> <i>The Board will be updated with the status of the Superintendents search.</i></p> <p><i>(Addresses LCAP/Stakeholder Engagement (Governance))</i></p>
7.B.	<p><b>Presentation from Janis O'Driscoll, Santa Cruz Public Library Regarding Library Facilities Revenue Measure.</b> <i>The Board will hear a presentation from Santa Cruz Public Library regarding Library Facilities Revenue Measure.</i></p> <p><i>(Addresses LCAP Goal 8/Community Liaison)</i></p>

7.C.	<p><b>Presentation from Santa Cruz Gardens Home and School Club</b>  <i>The Board will hear a presentation from the Santa Cruz Gardens Home and School Club..</i></p> <p><i>(Addresses LCAP Goal 8/Community Liaison)</i></p>
7.D.	<p><b>Presentation on the Update of the Soquel Union Elementary School District's Local Control Accountability Plan (LCAP)</b>  <i>The Board will hear a presentation on the Update of the Soquel Union Elementary School District's Local Control Accountability Plan (LCAP)</i></p> <p><i>(Addresses LCAP/Stakeholder Engagement (Governance))</i></p>
7.E.	<p><b>Presentation on Second Interim Budget Report for the Soquel Union Elementary School District.</b>  <i>The Board will hear a presentation on Second Interim Budget Report for the Soquel Union Elementary School District.</i></p> <p><i>(Addresses LCAP/Stakeholder Engagement (Governance))</i></p>
7.F.	<p><b>Discussion Regarding Bylaw 9012, Electronic Communications (First Reading)</b>  <i>An update of Bylaw 9012 will be presented to the Board for discussion.</i></p> <p><i>(Addresses LCAP/Stakeholder Engagement (Governance))</i></p>
7.G.	<p><b>Discussion Regarding Board Policy 2121, Administration/Superintendents Contract, (First Reading)</b>  <i>An update of Board Policy 2121, Administration/Superintendent Contract will be presented to the Board for discussion.</i></p> <p><i>(Addresses LCAP/Stakeholder Engagement (Governance))</i></p>

**8. ACTION ITEMS**

8.A.	<p><b>Consider Approving Second Interim Budget Report for the Soquel Union Elementary School District.</b>  <i>Consider approving Second Interim Budget Report for the Soquel Union Elementary School District.</i></p> <p><i>Addresses LCAP/Stakeholder Engagement (Governance)</i></p> <p><b>Recommended Action: Consider Approving Second Interim Budget Report for the Soquel Union Elementary School District.</b></p>
8.B.	<p><b>Consider Approving Bylaw 9200, Limits on Board Member Authority (Second Reading)</b>  <i>Consider Approving Bylaw 9200, Limits on Board Member Authority.</i></p> <p><i>(Addresses LCAP/Stakeholder Engagement (Governance))</i></p> <p><b>Recommended Action: Consider Adopting Board Policy 9200, Limits on Board Member Authority.</b></p>
8.C.	<p><b>Consider Approving Bylaw 9010, Public Statements (Second Reading)</b>  <i>Consider Approving Bylaw 9010, Public Statements.</i></p> <p><i>(Addresses LCAP/Stakeholder Engagement (Governance))</i></p> <p><b>Recommended Action: Consider Adopting Board Policy 9010, Public Statements.</b></p>



<p><b>8.D</b></p>	<p><b>Consider Approving Resolution for District to Borrow Cash From The County Treasury</b>  <i>Consider Approving Resolution for District to Borrow Cash from the County Treasury.</i></p> <p><i>(Addresses LCAP/Stakeholder Engagement (Governance))</i></p> <p><b>Recommended Action: Consider Approving Resolution for District to Borrow Cash from the County Treasury.</b></p>
<p><b>8.E.</b></p>	<p><b>Consider Approving Consent Agenda</b>  The following items listed under the Consent Agenda are considered by the Board in one action. 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 have requested under <i>Changes of the Agenda</i>, that specific items to be discussed and/or removed from the Consent Agenda.</p> <p><b>8.E.1</b> Approve Minutes of the March 2, 2016 Board Meeting(s) March 2,3,4 , 2016 Special Board Meetings of the Soquel Union Elementary School District.</p> <p><b>8.E.2</b> Certificated  4-Leave Requests  2-Resignation of Employment  12-Release of Temporary Teachers</p> <p><b>8.E.3</b> Ratify Payment of Bills and Warrants: Review and Approve Orders and Warrants Regarding Expenditures of Budgeted Funds.</p>

**9. CORRESPONDENCE**

**10. MOTION TO ADJOURN**

The next regularly scheduled board meeting is April 20, 2016. Open Session Begins at 6:30 p.m.

**Upcoming Board Meeting Dates**

<p><b>April 20, 2016(Regular Meeting)</b></p>	
<p><b>May 4, 2016(Regular Meeting)</b></p>	
<p><b>May 18, 2016(Regular Meeting)</b></p>	
<p><b>June 1, 2016(Regular Meeting)</b></p>	
<p><b>June 15, 2016(Regular Meeting)</b></p>	

**District Schools**

<p>Main Street Elementary School</p>	<p><a href="http://www.mainstreet.santacruz.k12.ca.us">www.mainstreet.santacruz.k12.ca.us</a></p>
<p>Soquel Elementary School</p>	<p><a href="http://www.soquel.santacruz.k12.ca.us">www.soquel.santacruz.k12.ca.us</a></p>
<p>Santa Cruz Gardens Elementary School</p>	<p><a href="http://www.scg.santacruz.k12.ca.us">www.scg.santacruz.k12.ca.us</a></p>
<p>New Brighton Middle School</p>	<p><a href="http://www.nbms.santacruz.k12.ca.us">www.nbms.santacruz.k12.ca.us</a></p>
<p>Opal Cliffs School</p>	<p>(No website currently available)</p>

# **EXHIBIT J**

F4

SOQUEL UNION ELEMENTARY SCHOOL DISTRICT  
REGULAR BOARD MEETING

January 14, 2015

Topic: Receive Report on Williams Uniform Complaints

Presented By: Henry Castaniada, Superintendent

Type of Item: Action/Consent

**BACKGROUND**

Since January 2006, the District has been required to amend its Uniform Complaint Procedure as a result of the state of California settlement of the Williams lawsuit. A requirement of this process is that district office staff report to the Board of Trustees on a quarterly basis.

**STATUS**

Effective December 31, 2014, there were no complaints to report under the Williams Uniform Complaint procedure.

**FISCAL IMPACT**

None

**RECOMMENDED ACTION**

Receive Report on Williams Uniform Complaints.

Attachment: Quarterly Status Report on Uniform Complaints for the period October 1 – December 31, 2014.

F4

SOQUEL UNION ELEMENTARY SCHOOL DISTRICT  
REGULAR BOARD MEETING

April 15, 2015

Topic: Receive Report on Williams Uniform Complaints

Presented By: Henry Castaniada, Superintendent

Type of Item: Action/Consent

**BACKGROUND**

Since January 2006, the District has been required to amend its Uniform Complaint Procedure as a result of the state of California settlement of the Williams lawsuit. A requirement of this process is that district office staff report to the Board of Trustees on a quarterly basis.

**STATUS**

Effective March 31, 2015, there were no complaints to report under the Williams Uniform Complaint procedure.

**FISCAL IMPACT**

None

**RECOMMENDED ACTION**

Receive Report on Williams Uniform Complaints.

Attachment: Quarterly Status Report on Uniform Complaints for the period January 1 – March 31, 2015.

8.C.5.

FY

SOQUEL UNION ELEMENTARY SCHOOL DISTRICT  
REGULAR BOARD MEETING

August 19, 2015

Topic: Receive Report on Williams Uniform Complaints

Presented By: Henry Castaniada, Superintendent

Type of Item: Action/Consent

**BACKGROUND**

Since January 2006, the District has been required to amend its Uniform Complaint Procedure as a result of the state of California settlement of the Williams lawsuit. A requirement of this process is that district office staff report to the Board of Trustees on a quarterly basis.

**STATUS**

Effective June 30, 2015, there were no complaints to report under the Williams Uniform Complaint procedure.

**FISCAL IMPACT**

None

**RECOMMENDED ACTION**

Receive Report on Williams Uniform Complaints.

Attachment: Quarterly Status Report on Uniform Complaints for the period April 1 – June 30, 2015.

7.F.5.

F4

SOQUEL UNION ELEMENTARY SCHOOL DISTRICT  
REGULAR BOARD MEETING

November 4, 2015

Topic: Receive Report on Williams Uniform Complaints

Presented By: Henry Castaniada, Superintendent

Type of Item: Action/Consent

**BACKGROUND**

Since January 2006, the District has been required to amend its Uniform Complaint Procedure as a result of the state of California settlement of the Williams lawsuit. A requirement of this process is that district office staff report to the Board of Trustees on a quarterly basis.

**STATUS**

Effective September 30, 2015, there were no complaints to report under the Williams Uniform Complaint procedure.

**FISCAL IMPACT**

None

**RECOMMENDED ACTION**

Receive Report on Williams Uniform Complaints.

Attachment: Quarterly Status Report on Uniform Complaints for the period July 1 – September 30, 2015.

6.D.3.