

Knights Ferry Elementary School District

12726 Dent Street; P.O. Box 840; Knights Ferry, CA 95361

REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday, September 8, 2016

School Multipurpose Room

Persons wishing to address the Board on any school related issue are invited to do so, either when the item is presented on the agenda, or under the "Public Comment" section. In the interest of time and order, presentations from the public are limited to three (3) minutes per person, and the total time shall not exceed twenty (20) minutes. An individual speaker's allotted time may not be increased by a donation of time from members of the public in attendance. If you wish to speak under Public Comment, please complete a public comment card and turn it in to the Superintendent's Assistant. The Board requests that complaints or charges against an employee be held in Closed Session. Please note that Government Code Section 54954.2(a) limits the ability of Board Members to respond to public comments. More specifically, Board Members are limited, but not required, to give a brief response to public statement or questions regarding non-agenda items. Individuals who require disability-related accommodations or modifications to participate in the Board meeting should contact the Superintendent in writing.

1.0 Open Session - Preliminary Proceedings 5:00PM

- 1.1 Public Comment on items under Closed Session only
- 1.2 Adjourn to Closed Session

2.0 CLOSED SESSION - 5:01 to 5:30pm

- 2.1 Superintendent/Principal's Contract

3.0 PUBLIC MEETING - Preliminary Proceedings 5:45PM

- 3.1 Call to order with the Flag Salute

4.0 APPROVAL OF AGENDA

- 4.1 *Opportunity for the Board and Administration to adjust the published agenda.*
- 4.2 Report out of Closed Session

5.0 HEARING SECTION

5.1 *Public Comments Opportunity for the Public to Address Items Not on the Agenda*

Persons wishing to address the Board on any school related issue not listed elsewhere on the agenda are invited to do so now under the "Public Comment" item. Please note that Government Code Section 54954.2(a) limits the ability of the Board Members to respond to public comments. More specifically, Board Members are limited, but not required, to give a brief response to public statements or questions regarding non-agenda items.

5.2 Instructional Materials Sufficiency Resolution No. 20162017002

Explanatory Statement: (Student Learning and Achievement)

As required by Education Code 60119, a public hearing regarding the Instructional Materials Incentive Program for Fiscal Year 2015-2016 must be held to adopt a resolution stating that each student in the District has or will have prior to the end of the year, sufficient textbooks or instructional materials in each subject consistent with the content and cycles of the curriculum framework adopted by the State Board of Education.

Open Session for Public Comment

Closed Session for Public Comment

6.0 CONSENT AGENDA – Consolidated Motion

The purpose of Consent Agenda (Consolidated Motion) is to expedite action on routine agenda items. These items will be acted upon with one motion, second and approval of the Board, unless a member of the Board or public wishes to pull the item for individual discussion and action. All matters listed under Consent agenda are those on which the board has previously deliberated or that can be classified as routine items of business. An administrative recommendation on each item is contained in the agenda supplements. There will be no separate discussion of these items prior to the time the Board trustees votes on the motion unless members of the Board, staff, or public request specific items to be discussed or pulled from the Consent items.

6.1 Approval of the Minutes

Explanatory Statement: (Policy and Judicial Review)

Attachment: The Minutes of Regular Board Meeting of August 11, 2016- Item #6.1.

Recommended Action: Approve, as presented, the Minutes of August 11, 2016.

6.2 Ratification of Bills and Warrants

Explanatory Statement: (Finance/Facilities)

Attachment: Warrant Lists from August 11, 2016 to September 8, 2016 – Item #6.2.

Recommended Action: Approve the ratification of warrants from August 11, 2016 to September 8, 2016.

6.3 Interdistrict Transfer Agreements

Explanatory Statement: (Student Attendance)

Attachment: Item #6.3

Recommended Action: Approve recommendations for Interdistrict Attendance Agreements.

6.4 Board Policy Updates Minor Revisions

Explanatory Statement: (Policy and Judicial Review)

In the process of maintaining and updating our Board Policies and Administrative Regulations to comply with current law and the California School Boards Association (CSBA) recommendations, a draft copy of the September 2016 updates and proposed revisions has been made available to Board Members for review.

Attachment: Item #6.4

Recommended Action: Approve the updated Board policies.

7.0 ACTION ITEMS

7.1 Unaudited Actuals 2016-2017

Explanatory Statement: A hard copy of the Unaudited Actuals is included in these materials for the Board, a copy is available to the public in the school office

Attachment: Item #7.1

Recommendation: Approve the Unaudited Actuals as presented for 2016-2017

Public Comment.

7.2 Approval of Additional 4 Hours of Aide Time for the 16-17 School Year

Explanatory Statement: Increase in numbers of students coupled with the need to provide additional support to English Language Learners necessitates the need for additional staff.

Attachment: None

Recommendation: Approve the additional 4 hours of aide time.

Public Comment.

7.3 Instructional Materials Sufficiency (Williams Act) Resolution No. 20162017002

Explanatory Statement: (Student Learning and Achievement).

As required by Education Code 60119, a public hearing regarding the Instructional Materials Incentive Program for Fiscal Year 2016-2017 must be held to adopt a resolution stating that each student in the District has or will have prior to the end of the year, sufficient textbooks or instructional materials in each subject consistent with the content and cycles of the curriculum framework adopted by the State Board of Education.

Attachment: Item #7.3

Recommended Action: Approve Instructional Materials Sufficiency for 2016-2017

Public Comment

7.4 Gann Limit Resolution No. 20162017003

Explanatory Statement: Resolution No. 20162017003 is included in these materials for approval.

Attachment: Item #7.4

Recommended Action: Approve Resolution No. 20162017003 as presented.

Public Comment

7.5 Resolution for Adopting the Education Protection Account No. 20162017004

Explanatory Statement: Resolution No. 20162017004 is included in these materials for approval.

Attachment: Item #7.5

Recommended Action: Approve Resolution No. 20162017004 as presented.

Public Comment

7.6 Approve Board Policies 4261.1 and 5111.1

Explanatory Statement: (Policy and Judicial Review)

Attachment: Item #7.6a #7.6b

Recommended Action: Approve Board Policies 4261.1 and 5111.1.

Public Comment

8.0 REPORTS & ANNOUNCEMENTS

- 8.1 Community Members
- 8.2 Parent-Teacher Club
- 8.3 Teachers
- 8.4 Paraprofessionals
- 8.5 Custodian/Maintenance
- 8.6 Administration
- 8.7 Superintendent/Principal
- 8.8 Board of Trustees
- 8.9 Good 'n' Plenty
- 8.10 Planning Ahead

Next Board of Trustees Meeting: Thursday, October 13, 2016.

9.0 ADJOURNMENT

- 9.1 In compliance with Brown Act regulations, this agenda was legally posted no later than:
September 2, 2016 at 12726 Dent St., Knights Ferry, CA 95361.

Knights Ferry Elementary School District

12726 Dent Street; P.O. Box 840; Knights Ferry, CA 95361

REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday August 11, 2016

MEETING BEFORE THE PUBLIC

Minutes

- 1.0 Call to Order This meeting of the Knights Ferry Elementary School District Board of Trustees was called to order at 5:30 PM by Mrs. Diane Noon.
- Establishment of Quorum A quorum was established with Mrs. Lisa Frymire, Mrs. Kym Cassaretto, Mr. John Sturgis, Mrs. Andrea Wever-Gonzalez and Mrs. Diane Noon present. No Trustees were absent.
- Personnel Present: Dr. Janet Skulina and Mrs. Anita Ivaschenko
- Guests Present Mrs. Kim McCarthy, Dr. Christina Chan, and Mrs. Mary Sue Shearer
- 1.0 Public Meeting The public meeting was called to order by Mrs. Diane Noon at 5:30pm with the flag salute.
- 2.0 Approval of the Agenda Mrs. Cassaretto motioned to approve the agenda, Mr. Sturgis seconded.
Ayes-KC, JS, LF, DN, AGW
No- 0
Absent – 0
Public Comment: None
- 3.0 Hearing Section Dr. Chan and Mrs. McCarthy presented their idea about creating a Growth and Development Committee/Council.
- 4.0 Consent Agenda
- 4.1 Approval of Minutes Mrs. Cassaretto asked a question regarding Interdistrict Transfer agreements. Mr. Sturgis motioned to approve the Consent Agenda and Mrs. Frymire Seconded.
- 4.2 Ratification of Bills and Warrants Public Comment: None
Ayes-KC, JS, LF, DN, AGW
- 4.3 Interdistrict Transfer Agreements No- 0
Absent – 0
- 4.4 Approval of ASCSB Membership
- 4.5 Human Relations/Personnel

5.0 Discussion Items	Dr. Skulina explained that the Board of Trustees is invited to attend a dinner on September 29 th .
5.1 ASCSB Dinner	
5.2 Continued Discussion of AR4261.1	Dr. Skulina summarized Administrative Regulation 4261.1 and explained the available options for the Board to select. Mr. John Sturgis asked Dr. Skulina which option she recommends, and Dr. Skulina responded that she recommends selecting Option two.
5.3 Continued Discussion of PTC Approval of 1 Hour Per Week of Salary for a Second Grade Teacher (Reading).	<p>Dr. Skulina explained that had we been able to hire a temporary second grade reading teacher, the Parent Teacher Club would have funded one of the two hours. However, it was determined that a reading teacher was not necessary at this time. Mrs. Cassaretto asked about the aide time for each class, and if more aides might be needed.</p> <p>Public Comment: Dr. Chan asked how the need would be determined to hire another aide.</p> <p>Mrs. McCarthy brought her concern to the Board about other parents being concerned about the bigger classes. She would also like other teachers to collaborate on the aide schedule.</p> <p>Mrs. McCarthy noted that she would like to have more aide time because the time of day that she does have an aide isn't quite as effective. The Trustees discussed possible solutions.</p>
6.0 Action Item	
6.1 Resolution #20162017001	<p>Dr. Skulina explained that the Resolution #20162017001 relates to Everyday Kindness, which is a Positive Behavior Intervention and Support program. Mrs. Wever -Gonzalez motioned to approve the Resolution, Mrs. Cassaretto seconded.</p> <p>Public Comment: None</p> <p>Ayes -AGW, KC, JS, LF, DN</p> <p>No - 0</p> <p>Absent- 0</p>
6.2 Approval of Bid to Renovate Playground	<p>Dr. Skulina explained that the bark in the lower playground needed to be removed and replaced. While it has been a challenge to find a company that would do both, the District has finally found one. Mrs. Wever-Gonzalez motioned to approve the renovation, Mr. Sturgis seconded.</p> <p>Public Comment: Dr. Chan asked about the gopher screen and how often it would need to be replaced.</p> <p>Ayes-AGW, KC, JS, LF, DN</p> <p>No - 0</p> <p>Absent - 0</p>
7.0 Reports and Announcements	
8.1 Community	Nothing to report

8.2 Parent-Teacher Club	Mrs. McCarthy said that PTC had their general election and has elected a new treasurer, secretary and presidents. PTC meetings will be the second Tuesday of every month at 3pm.
8.3 Teachers	Mrs. McCarthy reported that today was the Kindergarten "Meet and Greet" scavenger hunt and that it was a lot of fun seeing the kids and meeting the families.
8.4 Paraprofessionals	None Present
8.5 Custodian/Maintenance	Dr. Skulina reported that Mrs. Duckworth broke her kneecap and will be out for about six weeks. Mrs. Noon asked if we would be hiring Mona Maids, and Dr. Skulina said that we are doing a little of everything to save on costs while trying get everything done. Dr. Skulina stated that Lynn deserves commendations for assisting with the implementation of the Prop 39 project; she discovered issues with initial work that had been done and made sure that the project was being executed correctly.
8.6 Administration	Mrs. Ivaschenko stated that she is feeling more confident for this coming school year, and is working on finishing up the last few things to start the year. She loves her new workspace and is so excited about how the office is coming along.
8.7 Superintendent/Principal	Dr. Skulina reported that Back to School night is Wednesday, August 24 th and we are very excited. Knights Ferry School is the recipient of the national Monsanto grant, which delegates \$25,000 to go towards purchasing robots. On Back To School Night they will present Knights Ferry School with a symbolic check. They will be sending their PR people to video record the presentation.
8.8 Board of Trustees	Mrs. Wever-Gonzalez reported that it was a tough decision, but her daughter will be attending Sonora school this coming school year. Mrs. Wever-Gonzalez will be working at Sonora school and having her daughter close will make things easier.
8.9 Good 'n' Plenty	Mrs. Shearer asked who the new teachers are so she could add them to her column.
8.9 Planning Ahead	Dr. Skulina noted that in September we will need to go over the Unaudited Actuals, the Ganns Resolution and Williams Act.
9.0 Adjournment	<p>The next Board meeting will be Thursday, September 8, 2016 at 5:30pm.</p> <p>Mr. Sturgis motioned to adjourn the meeting, Mrs. Cassaretto seconded.</p> <p>Ayes – KC, JS, LF, DN, AGW.</p>

No - 0
Absent - 0

Adjourned at 6:31pm.

Respectfully,
Anita Ivaschenko
Administrative Assistant

WARRANTS: September 2, 2016

COMPANY NAME	AMOUNT	DESCRIPTION	ACCOUNT CODES
1st Security and Sound	\$ 499.90	Alarm Service Aug/Sept/Fire hookup	01/0000/0/5500/0000/8100/000/0000
Ace Hardware	\$ 6.43	Custodial Supplies	01/0000/0/4300/0000/8100/000/0000
A.I.R.S.	\$ 12,725.00	Woodchips Install/Removal	25/0004/0/6274/0000/8500/000/0000
AT&T/Calnet	\$ 61.28	September Phone Bill	01/0000/0/5900/0000/2700/000/0000
Bright Light Electric	\$ 228.00	Remove Old Bell System	14/0001/0/5800/0000/8100/000/0000
Central Sanitary Supply	\$ 980.05	Custodial Supplies	01/0000/0/4300/0000/8100/000/0000
Department of Justice	\$ 32.00	Fingerprinting Fee	01/0000/0/5819/0000/2700/000/0000
Gilton	\$ 102.66	Garbage	01/0000/0/5500/0000/8100/000/0000
Heart Smart	\$ 175.00	AED Pads	01/0000/0/4300/0000/3140/000/0000
KF Community Services D.	\$ 362.11	Water Bill Sept 15/Jan 16/August 16	01/0000/0/5500/0000/8100/000/0000
KF Revolving Cash	\$ 12.00	August Service Fee	01/0000/0/5800/0000/7200/000/0000
KF Revolving Cash	\$ 20.00	Refund Lynn for Gas for Mower	01/0000/0/4300/0000/3140/000/0000
McGraw Hill	\$ 87.33	Instructional Materials	01/1100/0/4300/1110/1000/000/0000
Mission Uniform Service	\$ 253.37	Linen Service	01/0000/0/5500/0000/8100/000/0000
Mona Maids	\$ 107.25	Cleaning Service	01/0000/0/4300/0000/8100/000/0000
PG&E	\$ 2,037.98	Electric Bill	01/0000/0/5500/0000/8100/000/0000
Really Good Stuff	\$ 45.65	Instructional Materials	01/1100/0/4300/1110/1000/000/0000
Ricoh	\$ 535.23	Copier Rent	01/1100/0/5600/1110/1000/000/0000
School Specialty	\$ 47.77	Office Supplies	01/0000/0/4300/0000/7200/000/0000
SCOE	\$ 177.24	Created Forms Absence/Office Visit	01/0000/0/4300/0000/7200/000/0000
Total Compensation Systems	\$ 1,100.00	Actuarial Study - 2nd Installment	01/0000/0/5800/0000/7100/000/0000
Sysco	\$ 2,098.64	New Fridge	01/0000/0/4300/0000/8100/000/0000
Tech Heroes	\$ 731.00	Scanner Repair/Back up for 16-17	01/0000/0/4300/0000/7200/000/0000
Wardens	\$ 1,521.78	Computer Chairs/Overhead Cabinets	01/0000/0/4300/0000/7200/000/0000
US Bank	\$ 42.95	Fly Trap Pads	01/0000/0/4300/0000/3140/000/0000
US Bank	\$ 37.34	Monitor Riser	01/0000/0/4300/0000/7200/000/0000
US Bank	\$ 124.95	Flash Drives for Students	01/0000/0/4300/1100/1000/000/0000

TOTAL	\$ 24,152.91
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GENERAL	#REF!	Account 0000
LOTTERY	#REF!	Account 1100
EETT	\$ -	Account 01/4045
TQI	\$ -	Account 4035
DEF. MAINT.	#REF!	Account 14/0001
SP. ED.	-	Account 6500

TOTAL	\$ 24,152.91
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July Payroll	\$ 40,719.41
July Variable Payroll	\$ -
TOTAL PAYROLL	\$ 40,719.41

August Payroll	\$ 38,113.44
August Variable Payroll	\$ -
TOTAL PAYROLL	\$ 38,113.44

Business and Noninstructional Operations

AR 3314

PAYMENT FOR GOODS AND SERVICES**Payment for Construction Contracts**

Payment on any contract for the creation, construction, alteration, repair, or improvement of any district property or facility or other public works project shall be made in accordance with the estimates, process, and/or schedule approved by the Governing Board.

As necessary, the Superintendent or designee may make progress payments as actual work is completed or materials are delivered. When a payment request is properly submitted by a contractor, any undisputed portion of the payment request shall be paid within 30 days. If the Superintendent or designee determines any payment request to be improper, he/she shall return the payment request to the contractor with a written statement of reasons why the request is not proper. (Public Contract Code 9203, 20104.50)

The district may withhold up to five percent of the proceeds due to the contractor until completion and acceptance of the project. (Public Contract Code 7201)

The proceeds to be withheld by the district may exceed five percent when the Board has made a finding, prior to the bid and during a properly noticed and regularly scheduled **public** meeting, that the project is substantially complex and requires a higher retention amount than five percent. In such cases, the Board's finding **shall include a description of the specific project and why it is a unique project that is not regularly, customarily, or routinely performed by the district or licensed contractors. The bid documents shall include details explaining the basis for the finding** and the actual amount to be withheld ~~shall be included in the bid documents.~~ (Public Contract Code 7201)

At any time after 50 percent of the work has been completed, the Board may release the withheld proceeds if it finds that satisfactory progress is being made. (Public Contract Code 9203)

Proceeds withheld by the district from payments to contractors for public works contracts shall be released within 60 days after the construction or improvement is completed. In the event of a dispute between the district and the contractor, the district may withhold from the final payment an amount not to exceed 150 percent of the disputed amount. (Public Contract Code 7107)

NONDISCRIMINATION IN EMPLOYMENT

The Governing Board is determined to provide district employees and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation, **or association with a person or group with one or more of these actual or perceived characteristics.**

The Board also prohibits discrimination against any employee or job applicant in compensation, terms, conditions, and other privileges of employment and the taking of any adverse employment action, including, but not limited to, termination or the denial of employment, promotion, job assignment, or training, against an employee or job applicant based on any of the categories listed above.

Prohibited discrimination on the basis of religious creed includes discrimination based on an employee's or job applicant's religious belief or observance, including his/her religious dress or grooming practices. In accordance with Government Code 12940, prohibited discrimination on the basis of religious creed also includes the district's failure or refusal to use reasonable means to accommodate an employee's or job applicant's religious belief, observance, or practice which conflicts with an employment requirement. However, the district shall not accommodate an employee's religious dress practice or religious grooming practice if it requires segregation of the individual from other employees or the public or if it would result in a violation of this policy or any law prohibiting discrimination.

Prohibited sex discrimination includes discrimination based on an employee's or job applicant's pregnancy, childbirth, breastfeeding, or any related medical condition.

Harassment consists of unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The Board also prohibits retaliation against any district employee or job applicant who opposes any discriminatory employment practice by the district or its employee, agent, or representative or who complains, testifies, assists, or in any way participates in the district's complaint procedures pursuant to this policy. No employee or job applicant who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

INTERNS

The district may employ interns as necessary to fulfill the need for sufficient instructional staff and to provide future teachers an opportunity to link teaching theory with practice in order to meet state credentialing requirements. In addition, the district may employ teachers who already possess a preliminary or clear credential and are pursuing a credential in a different specialization as interns for positions that require such other credential.

The district may enter into partnership agreements with one or more approved teacher preparation programs sponsored by colleges or universities and/or may provide a district intern program with approval of the Commission on Teacher Credentialing (CTC). Any intern program in which the district participates shall be aligned with the preconditions and program standards adopted by the CTC.

The Superintendent or designee shall make reasonable efforts to recruit an intern from an approved program within the region whenever a teacher with a preliminary or clear credential is not available for a position requiring certification. (Education Code 44225.7)

The Superintendent or designee shall ensure that any intern employed by the district possesses an appropriate intern credential and is adequately prepared for the responsibilities of the position.

An intern may be assigned to provide the same service as a holder of a regular multiple subject, single subject, or education specialist credential in accordance with the authorizations and grade/age level specified on the intern credential. (Education Code 44454, 44325, 44326, 44830.3)

~~An intern may be assigned to teach core academic subjects, as defined in law, if he/she meets the definition of a "highly qualified" teacher adopted by the State Board of Education. (20 USC 6319, 7801; 5 CCR 6100-6112)~~

Terms of employment for interns shall be consistent with law and the district's collective bargaining agreement, as applicable.

Interns shall receive intensive, structured supervision and ongoing support by qualified personnel in order to enhance their instructional skills and knowledge. The Superintendent or designee shall ensure that district staff serving as supervisors, mentor teachers, or other support providers receive appropriate training to fulfill their responsibilities and that they maintain frequent communication with the interns they are assigned to assist.

Interns shall be provided with ongoing feedback regarding their performance and shall be formally evaluated in accordance with Board policy and the district's collective bargaining agreement.

Upon receiving notification from the Superintendent or designee that an intern has successfully completed the program, the Governing Board may recommend to the CTC that the intern be awarded a preliminary credential. (Education Code 44328, 44468, 44830.3)

SPECIAL EDUCATION STAFF

Qualifications/Assignment of Special Education Teachers

Any teacher assigned to serve students with disabilities shall possess an appropriate credential or other authorization issued by the Commission on Teacher Credentialing (CTC) that specifically authorizes him/her to teach students with the primary disability within the program placement recommended in the students' individualized education program (IEP). (5 CCR 80046.1-80048.9.4)

~~Special education teachers who teach core academic subjects shall possess the qualifications required by the No Child Left Behind Act. (5 CCR 6100-6126; 20 USC 1401, 6319, 7801; 34 CFR 200.55-200.57, 300.18)~~

The district may employ a person with an appropriate district intern credential to provide classroom instruction to students with disabilities, provided he/she has met the subject matter requirement specified in Education Code 44325 and receives guidance, supervision, and professional development through an established district intern program. (Education Code 44325, 44326, 44830.3)

The Superintendent or designee may request that the CTC issue a special education limited assignment teaching permit which authorizes a qualified special education teacher, with his/her written consent, to serve outside the specialty area of his/her credential. If the teacher has not yet obtained permanent status, the Superintendent or designee shall assign one or more experienced educators in the special education subject area(s) of the permit, who have at least three years of full-time teaching experience in each of the subject area(s) of the permit, to provide guidance and assistance to the permit holder. (5 CCR 80026, 80027.1)

As needed, the district may apply to the CTC for an emergency permit for resource specialist services pursuant to 5 CCR 80023.2 and 80024.3.1.

When requesting either a limited assignment teaching permit or an emergency resource specialist permit, the Superintendent or designee shall submit a Declaration of Need for Fully Qualified Educators that satisfies the requirements of 5 CCR 80026 and has been approved by the Board at a regularly scheduled Board meeting. (5 CCR 80026)

If there is a need to immediately fill a classroom vacancy or a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may, as appropriate, apply to the CTC for a short-term staff permit pursuant to 5 CCR 80021, a provisional internship permit pursuant to 5 CCR 80021.1, or, as a last resort, a credential waiver.

Individuals providing related services to students with disabilities, including developmental, corrective, and other supportive and related services, shall meet the applicable qualifications specified in 5 CCR 3051-3051.24. (5 CCR 3051; 34 CFR 300.34, 300.156)

CHILD ABUSE PREVENTION AND REPORTING (continued)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services. (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

In addition, at least once every three once every three years, school personnel may receive training in the prevention of child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code 44691)

Victim Interviews by Social Services

Whenever the Department of Social Services or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

ACTIONS BY THE BOARD (continued)

11. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)
12. Resolution to place a parcel tax on the ballot (Government Code 53724)
13. Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)
2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

Actions Requiring a Four-Fifths Vote of the Board:

1. Expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)
2. Resolution for district borrowing based on issuance of notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the district's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)
3. Resolution for district borrowing, between July 15 and August 30 of any fiscal year, of up to 25 percent of the estimated income and revenue to be received by the district during that fiscal year from apportionments based on ADA for the preceding school year (Government Code 53823-53824)
4. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)
5. **Resolution to award a contract for a public works project at \$187,000 or less to the lowest responsible bidder, when the district is using the informal process authorized under the Uniform Public Construction Cost Accounting Act for projects of \$175,000 or less, all bids received are in excess of \$175,000, and the Board determines that the district's cost estimate was reasonable (Public Contract Code 22034)**

Exhibit revision adopted: September 8, 2016



Knights Ferry Elementary School District
 P.O. Box 840 – 12726 Dent Street – Knights Ferry, CA 95361
 Phone (209) 881-3382 – Fax (209) 881-3525
 Dr. Janet A. Skulina, Superintendent/Principal
 www.knightsferry.k12.ca.us

Resolution # 20162017002

RESOLUTION ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS

Whereas, the Governing Board of the Knights Ferry Elementary School District, in order to comply with the requirements of Education Code 60119, held a public hearing on September 08, 2016 at 5:30PM o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

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

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or instructional materials were provided to all students, including English learners, in the Knights Ferry Elementary School District and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Knights Ferry Elementary School District have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core Standards adopted pursuant to Education Code 60605.8;

Finding of Sufficient Textbooks or Instructional Materials

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

*Mathematics: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

Bridges K-5 adopted 2014, Engage New York 6-8 adopted 2014



Knights Ferry Elementary School District

P.O. Box 840 – 12726 Dent Street – Knights Ferry, CA 95361

Phone (209) 881-3382 – Fax (209) 881-3525

Dr. Janet A. Skulina, Superintendent/Principal

www.knightsferry.k12.ca.us

*Science: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

Scott Foresman K-6 California Science adopted 2008, Glencoe Science 7th Focus on Life Science, Glencoe Science 8th Focus on Physical Science

*History-social science: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

Harcourt K-6 Reflections California edition, Mc Dougall Littell 7th World History, Mc Dougall Littell 8th Creating America

*English language arts, including the English language development component of an adopted program: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

Houghton Mifflin: K-6 A legacy of Literature/Medallion update, Prentice Hall Literature 7-8 California Edition; currently piloting Engage New York in Grades 1, 2, 3, 4, 7 & 8.

*Foreign language: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

N/A

*Health: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

N/A

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

Therefore, it is resolved that for the 2016-2017 school year, the Knights Ferry Elementary School has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.

Finding of Insufficient Textbooks or Instructional Materials

Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient standards-aligned textbooks or instructional materials were provided to students in the following subjects and grade levels at district schools: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English language arts, foreign language, and health.)

Knights Ferry Elementary School - 0%



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PASSED AND ADOPTED THIS 08th day of September, 2016 at a meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary

President

Exhibit **KNIGHTS FERRY ELEMENTARY SCHOOL DISTRICT**

Version: April 11, 2013 Knights Ferry, California



Knights Ferry Elementary School District
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**KNIGHTS FERRY ELEMENTARY SCHOOL DISTRICT
BOARD OF TRUSTEES
Resolution #20162017003
For Adopting the Gann Limit**

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII B to the California Constitution; and;

WHEREAS, the provisions of the Article established maximum appropriation limitations, commonly called “Gann Limits,” for public agencies, including school districts; and;

WHEREAS, the District must establish a revised Gann Limit for the 2015-2016 fiscal year and a projected Gann Limit for the 2016-2017 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann Limit for the 2015-2016 and 2016-2017 fiscal year are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2015-2016 and 2016-2017 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provide copies of this resolution along with appropriate attachments (included in the unaudited actuals 2015-2016) to interested citizens of this district.

THE FOREGOING RESOLUTION was adopted at a regular meeting of the governing board of the Knights Ferry Elementary School District, held on the 8th day of September, 2016.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Dated: 09-08-16

President of the Board, Signature
Knights Ferry Elementary School District

RESOLUTION FOR ADOPTING THE EDUCATION PROTECTION ACCOUNT
Resolution Number: 20162017004 for 2016-2017

WHEREAS, the voters approved Proposition 30 on November 6, 2012 which created the Education Protection Account;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative costs;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

THEREFORE BE IT RESOLVED that the moneys received from the Education Protection Account shall be spent as required by Article XIII Section 36 as attached.

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Knights Ferry School District BOARD OF EDUCATION held on the 8th day of September 2016, by Board of Education Member _____, who made the motion, which motion being duly seconded by _____, was upon roll call, carried into Resolution and passed by the following vote:

- Ayes:**
- Noes:**
- Absent:**

I, Dr. Janet Skulina, Secretary to the Board of Education of the Knights Ferry School District Board of Education, do certify that the foregoing is a true and correct copy of the RESOLUTION adopted by the Knights Ferry School District Board of Education of the Knights Ferry School District at a regular meeting of the Board of Education on September 8, 2016. The RESOLUTION is on file in the office of the Knights Ferry School District, Stanislaus County.

Date: _____ Signed: _____

Knights Ferry Elementary School District

Administrative Regulation

Personal Illness/Injury Leave (classified employees)

AR 4261.1

Personnel

Classified employees employed five days a week are entitled to 12 days leave of absence with full pay for personal illness or injury (sick leave) per fiscal year. Employees who work less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employee whose work hours are so few as to entitle him/her to less than 24 hours of paid sick leave per fiscal year shall be granted sick leave pursuant to Labor Code 246, if he/she is eligible. (Education Code 45191; Labor Code 245-249)

Use of Sick Leave

A classified employee may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact with other persons having a contagious disease during the employee's performance of his/her duties (Education Code 45199)
2. Pregnancy, childbirth, and recovery (Education Code 45193)
3. Personal necessity as specified in Education Code 45207
4. Medical or dental appointments
5. Industrial accident or illness when leave granted specifically for that purpose has been exhausted (Education Code 45192).
6. In any calendar year, an employee may use the amount of sick leave he/she would accrue during six months at his/her current rate of entitlement for the following: (Labor Code 233, 245.5, 246.5)
 - a. Need of the employee or his/her family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care

- b. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new full-time classified employee shall not be entitled to more than six days of sick leave until he/she has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

The Superintendent or designee shall notify any classified employee whose employment with the district is terminated after at least one calendar year for reasons other than for cause that, if he/she accepts employment in another district, county office of education, or community college district within one year of the termination of employment, he/she shall be entitled to request that the district transfer his/her accumulated sick leave to his/her new employer. (Education Code 45202)

Notification of Absence

An employee shall notify the Superintendent or the designated manager or supervisor of his/her need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which he/she intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

Each year, each regular classified employee shall be credited with no fewer than 100 working days of paid leave for personal illness or injury, including current year and accumulated days of leave. When the current year and accumulated days at full pay are exhausted, the remainder of the 100 days shall be compensated at 50 percent of the employee's regular salary. Any of the 100 days of leave not used during the year in which they are credited shall be forfeited and shall not accumulate from year to year. This paid leave shall be exclusive of any other paid leave, holidays, vacation, or compensatory time to which the employee may be entitled. (Education Code 45196)

Extension of Leave

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. The total additional leave granted shall not exceed 18 months. (Education Code 45195)

(cf. 4216 - Probationary/Permanent Status)

If the employee is still unable to resume his/her duties after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able to resume the duties of his/her position, he/she shall be offered reemployment in the first vacancy in the classification of his/her previous assignment. During the 39 months, the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to his/her seniority. (Education Code 45195)

Verification Requirements

After any absence due to illness or injury, the employee shall submit a completed and signed district absence form to his/her immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for additional leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny the request for additional leave. Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information.

Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that

he/she is able to return to work and stipulating any recommended restrictions or limitations.

Short-Term and Substitute Employees

Except for a retired annuitant who is not reinstated to the retirement system, any short-term or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)

Any short-term or substitute employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. (Labor Code 246)

A short-term or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. His/her own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking

Healthy Workplaces, Healthy Families Act Requirements

No employee, including a short-term or substitute employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
 - a. That an employee is entitled to accrue, request, and use paid sick days
 - b. The amount of sick days provided by Labor Code 245-249
 - c. The terms of use of paid sick days

- d. That discrimination or retaliation against an employee for requesting or using sick leave is prohibited by law and an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her
2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available
4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

Approved 9-8-2016

Knights Ferry Elementary School District

Board Policy

District Residency

BP 5111.1 **Students**

The Governing Board desires to admit all students who reside within district boundaries or who fulfill the district residency requirements through other means as allowed by law. The Superintendent or designee shall develop procedures to facilitate the receipt and verification of students' proof of residency.

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record. (5 CCR 432)

When establishing a student's residency for enrollment purposes, the Superintendent or designee shall not inquire into a student's citizenship or immigration status.

A student's enrollment may be denied when the submitted documentation is insufficient to establish district residency. In any such case, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

Investigation of Residency

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency. (Education Code 48204.1, 48204.2)

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in the district.

(Education Code 48204.2)

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view. (Education Code 48204.2)

Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. (Education Code 48204.2)

Appeal of Enrollment Denial

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student's enrollment in the district, he/she shall provide the student's parent/guardian an opportunity to appeal that determination. (Education Code 48204.2)

The Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for the district's determination. This notice shall also inform the parent/guardian that he/she may, within 10 school days, appeal the decision and provide new evidence of residency.

The burden shall be on the parent/guardian to show why the district's determination to deny enrollment should be overruled. (Education Code 48204.2)

A student who is currently enrolled in the district shall be allowed to remain in attendance at his/her school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless his/her appeal is successful.

In an appeal of the Superintendent's determination that district residency requirements were not met, the Board shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision at its next regularly scheduled meeting following the parent/guardian's request for the appeal. The Board's decision shall be final

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

35160.5 Intradistrict open enrollment

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance permits

48050-48054 Nonresidents

48200-48208 Compulsory education law, especially:

48204 Residency requirements

48204.1-48204.2 Evidence of residency

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act transfers

48852.7 Education of homeless students; immediate enrollment

48853.5 Education of foster youth; immediate enrollment

48980 Notifications at beginning of term

52317 Regional occupational program, admission of persons including nonresidents

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

432 Retention of student records

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

9-8-16

Knights Ferry Elementary School District

Administrative Regulation

District Residency

AR 5111.1

Students

Criteria for Residency

A student shall be deemed to have complied with district residency requirements for enrollment in a district school if he/she meets any of the following criteria:

1. The student's parent/guardian resides within district boundaries. (Education Code 48200)
2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)
3. The student has been admitted through an interdistrict attendance option, such as an interdistrict attendance agreement, "school district of choice" transfer, or Open Enrollment Act transfer. (Education Code 46600, 48204, 48301, 48356)
4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)
5. The student lives with a caregiving adult within district boundaries and the caregiving adult submits an affidavit to that effect. (Education Code 48204)
6. The student resides in a state hospital located within district boundaries. (Education Code 48204)
7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48204, 48207)
8. The student's parent/guardian resides outside district boundaries but is employed within district boundaries and lives with the student at the place of employment for a minimum of three days during the school week. (Education Code 48204)

Residency Based on Parent/Guardian Employment (Allen Bill Transfers)

District residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week. No student seeking residency on this basis shall be denied enrollment based on race,

ethnicity, sex, parental income, scholastic achievement, or any of the individual characteristics set forth in Education Code 220. However, the Superintendent or designee may deny enrollment into the district if any of the following circumstances is present: (Education Code 48204)

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer.
2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan as determined by the Governing Board.
3. Other circumstances exist that are not arbitrary.

Such circumstances may include, but are not limited to, overcrowding of school facilities at the relevant grade level.

Once a student establishes residency on this basis, he/she shall not be required to reapply for enrollment in subsequent years. The student may continue to attend school in the district through the highest grade level offered by the district if the parent/guardian so chooses and if at least one parent/guardian of the student continues to be physically employed by an employer situated within district boundaries, subject to the exceptions in items #1-3 above. (Education Code 48204)

The Superintendent or designee may deny a transfer out of the district by a student whose parent/guardian is employed within the boundaries of another district if the difference between the number of students entering and exiting the district on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204. (Education Code 48204)

Proof of Residency

Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any of the following: (Education Code 48204.1)

1. Property tax payment receipt
2. Rental property contract, lease, or payment receipt
3. Utility service contract, statement, or payment receipt
4. Pay stub
5. Voter registration
6. Correspondence from a government agency

7. Declaration of residency executed by the student's parent/guardian
8. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student
9. If the student is residing in the home of a caregiving adult within district boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552

The Superintendent or designee shall make a reasonable effort to secure evidence that a homeless or foster youth resides within the district, including, but not limited to, a utility bill, letter from a homeless shelter, hotel/motel receipt, or affidavit from the student's parent/guardian or other qualified adult relative.

However, a homeless or foster youth shall not be required to provide proof of residency as a condition of enrollment in district schools. (Education Code 48852.7, 48853.5; 42 USC 11432)

A parent/guardian seeking residency status on the basis of his/her employment within district boundaries shall submit proof of the employment which may include, but not be limited to, a paycheck stub or letter from his/her employer listing a physical address within district boundaries. Such evidence shall also indicate the number of hours or days per school week that the parent/guardian is employed at that location.

Safe at Home/Confidential Address Program

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee may request the actual residence address for the purpose of establishing residency within district boundaries but shall use the substitute address for all future communications and correspondence and shall not include the actual address in the student's file or any other public record. (Government Code 6206, 6207)

9-8-16