

Walden Academy, Inc. Board of Directors' Meeting Agenda

Tuesday, September 10, 5:30 pm Regular Meeting

The meeting will be held at the Glenn County Office of Education, 311 South Villa Ave., Willows, CA 95988

1. Call to Order and Attendance

Meeting is called to order by the Board Chair at _____

Board Members

Present Absent

K. Lawler	_____	_____
M. Vanderwaal	_____	_____
Z. Whitney	_____	_____
M. Holzapfel	_____	_____
J. John	_____	_____
K. Zabell	_____	_____
S. Molnar	_____	_____

Pledge of Allegiance

2. Review & Approval of Agenda

3. Public Comments

COMMENTS FROM THE FLOOR - At this time any person wishing to speak to any item not on the agenda will be granted three minutes to make a presentation to the Board of Directors.

COMMENTS ON AGENDA ITEMS - Any person wishing to speak to any item on the agenda will be granted five minutes to make a presentation.

4. Consent Agenda

- a. Approval of Minutes: August 13, 2013 and August 22, 2013
- b. Approval of Check Register: August 2013
- c. Field Trips:
 - 1. Tefs - Into the Wild with Jack Hanna - Chico State - 11/1/13
 - 2. Maben/Donahoo- Bishop's Pumpkin Farm - Wheatland -10/25/13
 - 3. Provost/Shephard/Zaro - Lizzie Snider Concert - 9/5/13
 - 4. All Teachers - 10/22/13,2/27/14,3/31-4/3/14,5/13/14 - GCOE Events
 - 5. All Teachers - Dates Vary. Walking field trips and jogging.
 - 6. Zaro - 10/4 to 10/5 -Colusa Sacramento River Overnight

5. Administrator/Board Member Reports

- a. Director's Report (Benz)
- b. Budget Update (EdTec)
- c. PTGCC Update
- d. Board Member Reports

6. Discussion & Action Items

- a. **Facilities Update (Lawler)** - Board will receive an update, and discuss progress for approval.
- b. **Unaudited Financial Statements 2012-13 (Vanderwaal)** - Board will consider for approval.
- c. **Enrollment Level for Third Grade (Benz)** - Board will consider enrollment level increase by one for third grade, to move a current student per teacher recommendation.
- d. **Employee Handbook Revisions (Benz)** - Board will consider revisions to Employee Handbook for approval.

- e. **TB Deferment** (Whitney) - Board will consider TB requirement deferment.
- f. **Common Core Grant Implementation Plan** (Vanderwaal) - Board will review.

1. **Public Hearing**

LEA's shall use funding received from this appropriation for instructional materials, professional development, and technology necessary to implement the academic content standards adopted by the State Board pursuant to Sections 60605.8, 60605.10 and 60605.11 of the Education Code.

- g. **Grand Jury Response** (Benz) Board will consider for approval Grand Jury Response.

7. **Announcements:** Next regular meeting October 8th, GCOE Board Room

8. **Adjournment**

Vision

Our vision is to offer a vibrant education that extends beyond the classroom to all Willows students and parents that desire it.

Mission

The mission of Walden Academy is to provide a learning environment that extends beyond the classroom and textbooks and stimulates and nurtures a students' desire to learn. Students will be exposed to a learning environment that helps them gain the knowledge, skills, perspectives and practices to be responsible citizens. Natural Resources Education will provide an avenue for this development that can engage the students far beyond the classroom.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Walden Academy at PO Box 1092, Willows, CA 95988, klawler@waldenacademy.org, as far in advance as possible, but no later than 24 hours before the meeting.

FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please contact Walden Academy at PO Box 1092, Willows, CA 95988, klawler@waldenacademy.org.

Walden Academy, Inc. Board of Directors' Meeting Minutes

August 22, 2013 - 5:45 PM

1. **Call to Order and Attendance**

The meeting was called to order by Board President Lawler at 5:45 PM.

The flag salute was led by Mrs. Anderson.

The following Members were present, constituting a quorum of the Board: Kelly Lawler, Mary Holzapfel, Kathy Zabell, and Zuheit Whitney

2. **Review and Approval of Agenda (5:46)**

Motion: Lawler moved to strike item 7a from the agenda.

Second: Whitney seconded.

Vote: Unanimous

Motion: Lawler moved to approve agenda.

Second: Holzapfel

Vote: Unanimous

3. **Public Comments**

None.

4. **Board Member Appointment (5:47)**

Motion: Lawler moved to approve Steve Molnar as the board member to fill the remainder of Ryan Edson's term.

Second: Zabell

Vote: Unanimous

5. **Consent Agenda (5:48)**

a. **Provost Field Trip 4th Grade - Orland Farm Days (Benz)**

b. **Anderson Field Trip K 9/6Park (Benz)**

c. **Anderson Field Trip K 9/19 Willows Library (Benz)**

Motion: Lawler moved to approve the consent agenda.

Second: Whitney

Vote: Unanimous

6. **Administrator/Board Member Reports (5:50)**

a. **Director's Update (Benz)**

Mele Benz gave a brief report.

b. **Board Member Reports**

Lawler, Zabell, and Whitney had brief reports.

7. **Discussion & Action Items**

a. **Employee Handbook Revisions (Benz) - Item stricken from Agenda.**

Motion:

Second:

Vote:

b. **Family Handbook Revisions (Benz) (5:52)**

Motion: Lawler moved to approve the Family Handbook.

Second: Whitney

Discussion: Need to address homework practices with teachers and update handbook before it comes out.

Vote: Unanimously approved.

c. **Volunteer Handbook Revisions (Benz) (5:54)**

Motion: Lawler moved to approve the Volunteer Handbook.

Second: Whitney

Vote: Unanimous

d. **Sibling Addition Approval (Benz) (5:58)**

Motion: Lawler moved to raise the class limit in 3rd grade to 26 under the sibling addition policy.

Second: Whitney

Vote: 3-1 motion passes

8. **Closed Session (6:00)**

a. Section 54957: PUBLIC EMPLOYEMENT: After School Program Staff (2)

9. **Report out of Closed Session on Any Action Taken**

Lawler reported that Brenda Barajas has been approved to be hired as part of the after school program staff on Mondays and Wednesdays and Landry Otterson has been approved to be hired for Thursdays and Fridays.

10. **Announcements:** Next regular meeting September 10, GCOE Board Room at 5:30.

11. **Adjournment (6:05)**

Motion: Lawler moved to adjourn the meeting.

Second: Whitney

Vote: Unanimous

DRAFT

Walden Academy: August 2013 Check Register

Print As	Check Number	Check Date	Inv Description (Bill Pmt)	Amount
Heather Shepherd	2640	8/1/2013	Reimb: Parking, Toll & Mileage to Travel for Training at Lawrence Hall	397.88
Friesen Computer Company	2641	8/5/2013	Computer Svcs: Shop Repair & Consulting	45.00
Ray Morgan Company Inc	2642	8/5/2013	Acct#WA02; Canon Svc 08/20/13 - 09/19/13 + Overages	216.68
Waste Management	2643	8/5/2013	Acct#338-0015730-0533-5; Svc: August 2013	156.21
PG&E	EFT080613	8/6/2013	EFT080613 - Svc 06/15 - 07/16/13	248.58
Vonage	EFT081213	8/12/2013	EFT081213 - Svc 08/10 - 09/09/13	141.15
EdTec Inc	2644	8/13/2013	Monthly Svc Fee August 2013	6,424.16
Illuminate Education	2645	8/13/2013	05/24/13 - Full Day of Training	500.00
North State Parent Magazine	2646	8/13/2013	1/6 Page Ad	250.00
Heather Shepherd	2647	8/13/2013	Reimb: Class Supplies	163.24
St Monica Parish-Willows	2648	8/13/2013	Utility Expense 12/13	3,355.68
The Northeast Foundation for Children, Inc.	2649	8/13/2013	Cust#4P89DL; Responsive Classroom Sampler 08/23/13	2,400.00
UC Regents - Lawrence Hall of Science	2650	8/13/2013	Professional Teaching Services 08/21 - 11/08/13	4,800.00
Merrilee Vanderwaal	2651	8/13/2013	4420 (Two Laptops)	1,703.69
Williams Unified School District	2652	8/13/2013	Overpayment In-Liew of Property Tax by Williams Unified	650.31
Willows Hardware, Inc.	2653	8/13/2013	Custodial Supplies	32.27
CoPower	2654	8/19/2013	ID:154020; Health Ins: September 2013	847.48
Pearson Education, Inc.	2655	8/20/2013	Acct#2556642; 12/13 Curriculum	2,084.74
Mele Benz	2656	8/23/2013	Reimb: PE/Recess Equipment, Textbooks & Student Supplies	12,127.33
Anthem Blue Cross	2657	8/26/2013	Grp#498422; Health Ins: September 2013	2,173.00
California Water Service Company	2658	8/26/2013	MeterID#62281667; Sewer/Metered Water - 07/12 - 08/12/13	99.20
Comcast	2659	8/26/2013	Acct#8155600290106163; Telephone Svc due 08/31/13	182.16
Staples Advantage	2660	8/26/2013	Acct#1013250; Office Supplies	157.19
CharterSafe	2661	8/27/2013	Biz & Workers Comp Ins - Septembert 2013	1,899.26
Barbara Jean Spear	2662	8/27/2013	Rent - Septembert 2013	1,600.00
St Monica Parish-Willows	2663	8/27/2013	Rent - Sept 2013	3,850.00

**Walden Academy
Field Trip Request Form**

Submit completed form to School Director at least 4 weeks prior to trip. This field trip request is approved with the understanding that proper safe precautions will be observed and that all Walden Academy Board policies will be followed.

Teacher: Catlunn Zaro Today's Date: 9/3/13

Total number of students participating: 24

Date of Field Trip: 10/4/2013 Departure time: _____ Return Time: _____

Field Trip Description: Planetary Science Nighttime Investigation and Observation

Location: Colusa-Sacramento River SRA Colusa 95932
Address City Zip Code

Cost per student: \$ _____ group rate < \$28 per campsite

Cost per adult: \$ _____

Other costs: \$ 300 - Gas, food, misc.

(Include entrance fees, transportation costs, food, etc. if applicable)

TOTAL cost for trip: \$? (Waiting to hear from Kathy in Colusa City Hall (530) 458-4740 ext 106 or Brenda @ the park (530) 844-4362)

Funding Sources: (circle any applicable)

No fee Student Source PTO Student Council

External Source: _____

Fundraising - If circled, please attach Fundraising Plan

Transportation: (circle)

Parent Drivers Bus Walking

Briefly describe the purpose of the trip and how it supports the curriculum, list any goals for the trip:

This overnight camping fieldtrip is designed first and foremost as an activity to observe the stars that compose the Milky Way Galaxy. The FOSS Planetary Science Unit asks students to observe and analyze the objects both inside and outside our immediate solar system.

NGSS: History + Nature of Science: Nature of science = Scientists formulate and test their explanations of nature using observation, experiments, and theoretical analysis, etc.

Field Trip Description and Itinerary E SS1-3: Analyze and Interpret data to determine scale properties of objects in the Solar System.

Field Trip Date: 10/4/2013

Location: Colusa-Sacramento River SRA Phone: (530) 458-4927

City of Colusa = (530) 458-4740 ext 106

Estimated Time

Friday 3:30 pm -
Saturday 11:35am
(20 hrs 5 min)

Activities (See Attached Agenda)

- Knot tying / Obstacle Course Building
- Bird/Insect Observations + Journaling
- Obstacle Course Challenge
- Student Campfire Skills
- Planetary Science Lesson = Constellation Search/Telescope Observations
- Fishing (Catch/Release)
- Star Gazing
- Hiking

Number of Students and Adult Chaperones:

24 students / 5 - 7 Chaperones

Transportation:

Parent / Volunteer Cars

Student's "What to Bring" List:

- Sleeping Bag
- Pillow w/ Pillow Case
- Bug spray
- Sunscreen
- sturdy tennis shoes/boots
- 2 changes of clothes / knitwear material (including socks) (no shorts)
- Sweatshirt / Sacket
- small bathroom kit: toothpaste / toothbrush / comb / personal items
- Deck of cards
- science journal / pencils (4)
- optional = fishing pole w/ bait

Supplies and equipment for staff to bring:

- Cell phone
- First aid kit
- Emergency Cards
- Tents
- Extra Sleeping Bags
- Firewood / lighter / coals
- student list
- map of area
- ropes
- knot tying cards
- telescope
- ice cream ball maker
- cream
- sugar
- flavor (ie. vanilla)
- salt
- binoculars
- extra fishing poles (bait, line, etc)
- Food = (at least 1 vegetarian)
 - hot dogs
 - chips
 - cereal (individual)
 - burritos
 - fruit
 - Milk
 - ketchup
 - ice
 - S'mores (granola crackers, marshmallows, chocolate)
 - marshmallows
 - ice cream
 - bowls / plates
 - napkins
 - coolers (for carrying)
- garbage bags
- compass
- hand sanitizer
- magnifying glasses
- flashlight

Hazard Assessment:

- Sunburn (hiking)
- drowning (river)
- Cuts (fishing)
- rope burn (obstacle course)
- trips and falls (hiking)
- mosquito bites / spider bites
- sudden changes in weather (outdoors)
- burns (campfire)

Emergency Contact:

Catlynn Zaro (530) 717-7157

M. Benz 9/4/13

Overnight Camping Field Trip Proposal

Teacher: Catlynn Zaro

Proposed Date: Friday, October 4, 2013

Location: Colusa-Sacramento River SRA (State Recreation Area)

Purpose: Planetary Science Extension Activity: Constellations Star Gazing/Alignment with Planetary Science/
Day of the New Moon

Standards:

NGSS: History and Nature of Science: Nature of Science: Scientists formulate and test their explanations of nature using observation, experiments, and theoretical and mathematical models, Etc.

ESS 1-3: Analyze and Interpret data to determine scale properties of objects in the Solar System.

Friday Agenda:

3:30 pm: Leave Walden Academy

4:05 pm: Arrive at Colusa-Sacramento River SRA (State Recreation Area) (35 mins/ Hwy 45)

4:05 pm: Set up tents/camping area

Snack Time

4:35 pm: Group Activities:

Knot Tying Tutorial/Obstacle Course Building

Bird/Insect Watching-Pictorial Journaling

(New Moon @ 5:36 pm)

6:00 pm: Team Obstacle Course Challenge (Sunset @ 6:47 pm, full dark by 8:16 pm)

7:00 pm: Dinner/Clean-Up (Card Games or Reading available during dinner)

7:30 pm: Chemical Interactions Mini-Lesson: Making Ice Cream (Kick around ball)

8:20 pm: Campfire

Student Skits: Legend Re-telling (Moon/Star Origin Stories)

Roasting S'mores

Card/Guessing Games

9:00 pm: *Planetary Science Mini-Lesson:*

Constellation Search/ Telescope Activities /Star Gazing

10:00 pm: Lights-out/ Bed-Time

Saturday Agenda:

7:00 am: Wake-up/Breakfast (Sunrise @ 7:08 am, Light visible by 5:39 am)

8:00 am: Site-Clean Up/ Break down tents/ Pack-up

8:30 am: Group Activities-Biology Mini-Lessons

Fishing (Catch and Release)

Hiking/Nature Watching and Journaling

10:30 am: Field trip Closing Activities:

Student Reflective Discussion and Journaling (Morning Meeting)

Snacks

11:00 am: Depart Colusa-Sacramento River State Recreation Area (SRA)

11:35 am: Arrive at Walden Academy/ Parent Pick-up

Walden Academy

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Submit completed form to School Director at least 4 weeks prior to trip. This field trip request is approved with the understanding that proper safe precautions will be observed and that all Walden Academy Board policies will be followed.

Teacher: _____ Provost, Shepherd, Zaro _____ Today's Date: 9 / 5 /13

Total number of students participating: 75

Date of Field Trip: 10/17/13 Departure time: 12:30 PM tentatively Return Time: TBD

Field Trip Description: Lizzie Snider concert sponsored by GCOE – anti-bullying theme

Location: Orland High School football field or Memorial Hall

_____ Address _____ City _____ Zip Code

Cost per student: \$ _____

Cost per adult: \$ _____

Other costs: \$ _____

(Include entrance fees, transportation costs, food, etc. if applicable)

TOTAL cost for trip: \$ _____

Funding Sources: (circle any applicable)

No fee Student Source PTO Student Council

External Source: _____

Fundraising – If circled, please attach Fundraising Plan

Transportation: (circle)

Parent Drivers Bus Walking

Briefly describe the purpose of the trip and how it supports the curriculum, list any goals for the trip:

This is a country music concert that is being sponsored by GCOE for 4th-8th graders. The concert will have an anti-bullying theme.

Field Trip Description and Itinerary

Students and teachers will travel to Orland for an anti-bullying concert.

Field Trip Date: 10/17/13

Location: _____ TBD – possibly Orland High School or Memorial Hall

Phone: _____

Estimated Time Activities

12:30 *Depart Walden*

12:50 *Arrive in Orland*

1:00 *Concert begins*

TBD Leave Orland

TBD Return to Walden

Number of Students and Adult Chaperones:

We will provide 5:1 supervision

Transportation:

Parents or GCOE bus, if available

Student's "What to Bring" List:

Supplies and equipment for staff to bring:

Cell phone

First aid kit

Emergency Cards

Hazard Assessment:

Travel by car/bus.

Emergency Contact:

Teachers' cell phones

Date submitted: 9 / 15 / 13

Date received: 9 / 5 / 13 Administrative signature: Jl. Blinz

Board approved: _____ Board denied: _____

Date of Board's review: / /

Walden Academy

Field Trip Request Form

Submit completed form to School Director at least 4 weeks prior to trip. This field trip request is approved with the understanding that proper safe precautions will be observed and that all Walden Academy Board policies will be followed.

Teacher: All Teachers Today's Date: 9 / 5 / 13

Total number of students participating: Varies

Date of Field Trip: 10/22/13, 2/27/14, 3/31-4/3/14, 5/13/14 Departure

time: TBD Return Time: TBD

Field Trip Description: Glenn County Office of Education Student Events

Location: Willows Memorial Hall, Orland Memorial Hall, Glenn County Fairgrounds, Orland High School Track

Address

City

Zip Code

Cost per student: \$

Cost per adult: \$

Other costs: \$

(Include entrance fees, transportation costs, food, etc. if applicable)

TOTAL cost for trip: \$

Funding Sources: ^{or small fee for bus} (circle any applicable)

No fee

Student Source

PTO

Student Council

External Source:

Fundraising – If circled, please attach Fundraising Plan

Transportation: (circle)

Parent Drivers

Bus

Walking

Briefly describe the purpose of the trip and how it supports the curriculum, list any goals for the trip:

 These events are sponsored by GCOE. We would like permission to participate in these events with other Glenn County Schools. We participated in all of these events last year, except for the track meet, and found them to be engaging and educational for our students.

GLENN COUNTY OFFICE OF EDUCATION
EDUCATIONAL SERVICES

STUDENT EVENTS — 2013-2014

Dates subject to change

SPELLING BEE

Tuesday, October 22, 2013

Willows Memorial Hall

(Grades 5 - 8)

ACADEMIC DECATHLON

Saturday, February 1, 2014

(Grades 9 - 12)

WRITER'S SHOWCASE

Thursday, February 27, 2014

Orland Memorial Hall

(Grades K-12)

STUDENT FILM FESTIVAL

Red Carpet Event — Location TBD

Thursday, March 6, 2014

(Grades 9-12)

NEW
EVENT

ELEMENTARY S.T.E.M. FAIR

March 31—April 3, 2014

Glenn County Fairgrounds - Orland

(Grades K - 8)

ELEMENTARY TRACK MEET

Tuesday, May 13, 2014

Orland High School Track

(Grades 5 - 8)



For further information and to register for these events
Call Educational Services @ 865-1267, Ext. 2107 or
www.glenncoe.org
Glenn County Office of Education

6/13/2013

Field Trip Description and Itinerary

Students and teachers will travel to GCOE events throughout the year to participate in learning challenges with students from other Glenn County schools.

Field Trip Date: 10/22/13, 2/27/14, 3/31-4/3/14, 5/13/14

Location: _____ Locations in Willows and Orland _____

Phone: _____

Estimated Time Activities

Number of Students and Adult Chaperones:

We will provide 5:1 supervision

Transportation:

Student's "What to Bring" List:

Supplies and equipment for staff to bring:

- Cell phone
- First aid kit
- Emergency Cards

Hazard Assessment:

Emergency Contact:

Teachers' cell phones

Date submitted: 9 / 5 / 13

Date received: 9 / 5 / 13 Administrative signature: J. Benz

Board approved: _____ Board denied: _____

Date of Board's review: / /

Walden Academy

Field Trip Request Form

Submit completed form to School Director at least 4 weeks prior to trip. This field trip request is approved with the understanding that proper safe precautions will be observed and that all Walden Academy Board policies will be followed.

Teacher: _____ All Teachers _____ Today's Date: 9 / 5 / 13

Total number of students participating: _____ Varies _____

Date of Field Trip: _____ N/A _____ Departure time: _____ N/A _____ Return Time: _____ N/A _____

Field Trip Description: _____ Walking field trips around our campuses for science investigations or jogging for students to practice running the mile _____

Location: _____
Address City Zip Code

Cost per student: \$ _____

Cost per adult: \$ _____

Other costs: \$ _____

(Include entrance fees, transportation costs, food, etc. if applicable)

TOTAL cost for trip: \$ _____

Funding Sources: (circle any applicable)

No fee Student Source PTO Student Council

External Source: _____

Fundraising – If circled, please attach Fundraising Plan

Transportation: (circle)

Parent Drivers Bus Walking

Briefly describe the purpose of the trip and how it supports the curriculum, list any goals for the trip:

 We would like permission for teachers to take students off-campus for FOSS investigations or to practice running the mile for physical fitness testing. This aligns with our mission to extend learning beyond the classroom.

Field Trip Description and Itinerary

Students and teachers will travel within walking distance from their classrooms for FOSS investigations and/or to practice running the mile.

Field Trip Date: _____

Location: _____ Phone: _____

Estimated Time Activities

Number of Students and Adult Chaperones:

Transportation:

Student's "What to Bring" List:

Supplies and equipment for staff to bring:

Cell phone
First aid kit
Emergency Cards

Hazard Assessment:

Traffic is the biggest hazard. Students will have to be trained for how to behave when they are off the Walden campuses.

Emergency Contact:

Teachers' cell phones

Date submitted: 9 / 5 / 13

Date received: 9 / 5 / 13 Administrative signature: J. Benz

Board approved: _____ Board denied: _____

Date of Board's review: / /

**Walden Academy
Field Trip Request Form**

Submit completed form to School Director at least 4 weeks prior to trip. This field trip request is approved with the understanding that proper safe precautions will be observed and that all Walden Academy Board policies will be followed.

Teacher: Tefs Today's Date: 9/14/13
Total number of students participating: 23
Date of Field Trip: 11/1/13 Departure time: 8:10 Return Time: 12:30
Field Trip Description: Into the Wild/Jack Hanna
Location: Laxson Auditorium, Chico State Campus
Address City Zip Code

Cost per student: \$ 7.00
Cost per adult: \$ 0
Other costs: \$ 0

(Include entrance fees, transportation costs, food, etc. if applicable)

TOTAL cost for trip: \$ 177.00

Funding Sources: (circle any applicable)

No fee Student Source PTO Student Council

External Source: _____

Fundraising – If circled, please attach Fundraising Plan

Transportation: (circle)

Parent Drivers Bus Walking

Briefly describe the purpose of the trip and how it supports the curriculum, list any goals for the trip:

Through education and his informative and entertaining presence, Jack Hanna is able to build an appreciation for animals and our world with students. My goal is to begin planting those seeds of appreciation & the need for conservation of animals & their natural habitat. Units 1 and 2 ~~support~~ in Treasures support this via the embedded curriculum.

Field Trip Date: 11-1-13

Location: Laxson Auditorium Phone: _____

Estimated Time

Activities

8:15 - 9:00

Drive ^{to} park @ Laxson. Line up @ Laxson.

9:00 - 10:30

Performance

10:30 - 12:00

Walk back to cars and if weather

12:00 Drive back

permits, have lunch and play time at Bidwell Park/Caper Acres

Number of Students and Adult Chaperones:

23-25 Students - depending on if we have more students
entroll.

Transportation:

9+ parents

parent vehicles

Student's "What to Bring" List:

Bag lunch

Supplies and equipment for staff to bring:

Cell phone

First aid kit

Emergency Cards

Inhaler for student

Hazard Assessment:

Possible trip or fall

Emergency Contact:

Mrs. Tefs 519-7916

Date submitted: 9 / 16 / 13

Date received: 9 / 16 / 13 Administrative signature: J. Benz

Board approved: _____ Board denied: _____

Date of Board's review: / /

Walden Academy

Field Trip Request Form

Submit completed form to School Director at least 4 weeks prior to trip. This field trip request is approved with the understanding that proper safe precautions will be observed and that all Walden Academy Board policies will be followed.

Teacher: Maben/Donahoo Today's Date: 9/16/13

Total number of students participating: _____

Date of Field Trip: 10/25/13 Departure time: 8:30-8:45 Return Time: 2:30

Field Trip Description: Bishop's Pumpkin Farm

Location: 1415 Pumpkin Ln, Wheatland CA 95692
Address City Zip Code 530-633-2568

Cost per student: \$ 7.50

Cost per adult: \$ 7.50

Other costs: \$ _____

(Include entrance fees, transportation costs, food, etc. if applicable)

TOTAL cost for trip: \$ 7.50 x 26 students = (\$195.00)

Adults will be added TBD

Funding Sources: (circle any applicable)

No fee Student Source PTO Student Council

External Source: _____

Fundraising - If circled, please attach Fundraising Plan

Transportation: (circle)

Parent Drivers Bus Walking

Briefly describe the purpose of the trip and how it supports the curriculum, list any goals for the trip:

This field trip supports our science curriculum. Life Sciences (2) Plants and Animals have predictable life cycles (a) Students know that organisms reproduce their own kind and that the offspring resemble their parents.

Date submitted: 9/16/13

Date received: 9/16/13 Administrative signature: M. Benz

Board approved: _____ Board denied: _____ Date of Board's review: ___/___/___ Walden Academy

Field Trip Description and Itinerary

Leave a copy of this form with the Front Office prior to departure.

Field Trip Date: 10.25.13
Location: Bishop's Pumpkin Farm Phone: 530-633-2568

<u>Estimated Time</u>	<u>Activities</u>
8:30-8:45	Depart From Walden Academy
10:00-10:15	Arrive @ Farm / Check in (Snack)
10:30	Tour of Farm begins (Pumpkin Patch, Hayride, Train Ride, Pig Show, Petting Zoo)
12:30	Tour ends / Lunch
1:00-1:15	Depart Farm
2:30-2:45	Arrive at Walden Academy

Number of Students and Adult Chaperones:

Provide total number and ratio of students per chaperone.

Students (26) Teacher (1) Chaperones (TBD)
6 to 7

Transportation:

State whether by parent cars, district bus or walking.

Parent Cars

Student's "What to Bring" List:

Example: Disposable snack and lunch, warm clothing, rain/outdoor boots, sunscreen, towel, etc.

Snacks / Lunch / Water / Hats

Supplies and equipment for staff to bring:

Cell phone

First aid kit

Emergency Cards

Other examples: Plastic bags for collecting items, hand sanitizer, magnifying glasses, etc.

Hazard Assessment:

List any potential hazards such as trips and falls, bites or poisoning from animals, debris, splinters, sunburn, hypothermia, drowning, sudden inclement weather, etc.

None

Emergency Contact:

Usually the teacher-in-charge - please leave your cell phone or a chaperone's number with the Front Office.



Walden Academy
 408 Pacific Avenue
 Willows, CA 95988
 (530)361-6480

School Director’s Report – September 2013

The mission of Walden Academy is to provide a learning environment that extends beyond the classroom and textbooks and stimulates and nurtures a students' desire to learn. Students are exposed to a learning environment that helps them gain the knowledge, skills, perspectives and practices to be responsible citizens. Natural Resources Education provides an avenue for this development that can engage the students far beyond the classroom.

I. STUDENT ATTENDANCE REPORT: 2013-14 = 99.9%

II. ENROLLMENT DATA:

TK	K	1	2	3	4	5/6	7/8
5	25	23	26	26	24	24	24

Total = 177

III. PARENT & COMMUNITY ENGAGEMENT:

- (1) Walden Academy had a great turnout for Sneak Peek and Back to School Night.
- (2) Walden parents earned many volunteer hours helping us get ready for the new school year.
- (3) TB vaccines are running short throughout the state. This is impacting our new volunteers’ ability to be cleared for classroom help.

V. SPECIAL PROGRAMS/EVENTS/FIELDTRIPS

- (1) Assemblies are being booked for this year. Mike Graf, a local weathercaster, will be visiting in October to talk about writing realistic nonfiction books about our national parks. We are also working on a visit from the NED show, an interactive motivational assembly, for later this month.
- (2) We have received a lot of interest in Rosetta Stone, a foreign language program during enrichment. This program is a response to parent and Board feedback asking for foreign language instruction and more options for enrichment.
- (3) Landry Otterson is teaching music during enrichment this year. She will be starting a

choir that will meet during enrichment time as well.

VI. PERSONNEL

VII. CURRICULUM, INSTRUCTION AND ASSESSMENT

- (1) Our official API was released...and it is 821! We made huge strides in closing the achievement gap (see Appendix A). I made good on my promise to wear a mustache for a week at recess to celebrate the students' achievement.
- (2) We started the year with two minimum days for assessments. Walden's staff is analyzing the data from these assessments and last year's STAR to determine which students will need extra support this year.
- (3) We have an assessment calendar this year for benchmark assessments and DRAs (Developmental Reading Assessment). This calendar will help us to pace our instruction and reteach challenge standards to our students (see Appendix B).

VIII. PROFESSIONAL DEVELOPMENT AND INSERVICE ACTIVITIES

- (1) Walden Academy staff participated in a week of professional development before school started with sessions on FOSS (Full Option Science System) implementation, Mimio interactive whiteboards, and Responsive Classroom.
- (2) Three of our teachers; Ms. Shepherd, Ms. Lausten, and Ms. Zaro; are new to teaching this year and will be participating in BTSA (Beginning Teacher Support and Assessment) through Tehama County Office of Education. Their support providers will be Laurel Hill-Ward, Sera Maben, and Kathy Zabell. This is a two year induction program that will lead to their clear teaching credentials. It is mandated by the state of California for all new teachers.
- (3) Next Wednesday, Walden will join Lake and Capay schools to participate in a small school collaboration. We will be working on the transition to Common Core together. I have been planning the professional development with the principals from Lake and Capay. This opportunity will provide our teacher with grade level partners for planning and collaboration.
- (4) On September 23, we will join teachers from all of Glenn County at a professional development day that is being hosted by GCOE at Willows High School. There will be many workshops on Common Core, technology, writing, and more that teachers can choose from.

IX. FACILITIES

Respectfully submitted,

Mele Benz

Appendix A

Met Growth Targets

Schoolwide:	Yes
All Student Groups:	Yes
All Targets:	Yes

Groups

	Number of Students Included in 2013 API	Numerically Significant in Both Years	2013 Growth	2012 Base	2012-13 Growth Target	2012-13 Growth	Met Growth Target
Schoolwide	91		821	801	A	20	Yes
Black or African American	0	No					
American Indian or Alaska Native	4	No					
Asian	5	No					
Filipino	0	No					
Hispanic or Latino	23	No	790	700			
Native Hawaiian or Pacific Islander	0	No					
White	59	No	839	843			
Two or More Races	0	No					
Socioeconomically Disadvantaged	17	No	820				
English Learners	5	No					
Students with Disabilities	4	No					

Appendix B

Walden Academy 13-14 Assessment Calendar

Assessment	Due Date
<i>Fall Assessments</i>	
Math – Fall Benchmark (grades 1-8)	August 29, 2013
ELA – Fall Benchmark (grades 1-8)	August 29, 2013
Science – Fall Benchmark (grades 5 & 8)	August 29, 2013
DRA for new students (K-8)	October 15, 2013
<i>Winter Assessments</i>	
DRA for returning students (1-8)	December 20, 2013
Math – Pre-CST Benchmark (grades 1-8)	February 14, 2014
ELA – Pre-CST Benchmark (grades 1-8)	February 14, 2014
Science – Pre-CST benchmark (grades 5 & 8)	February 14, 2014
<i>End-of-Year Assessments</i>	
STAR	May 5-16, 2014
DRA for all students (K-8)	June 5, 2014



Business and Development
Specialists for Charter Schools

Walden Academy

Financial Update
September 10, 2013



Agenda

- 2013-14 Current Revenue Forecast
- 2013-14 Current Expense Forecast
- 2013-14 YTD Actuals
- 2013-14 Cash Flow Forecast

- Exhibits
 - Cash Flow
 - August YTD Financials



Current Revenue Forecast: Aug. YTD Update

Revenues have decreased since last month's update, due to SB740, offset by Common Core.

- **Increases to revenue forecast = \$4.4K**
 - CDE published Common Core entitlement, which is \$4.4K higher than our budget (\$200/pupil, based on October 2012 enrollment)

- **Decreases to revenue forecast = \$5.5K**
 - The GCOE lease is less than budgeted, which impacts SB740 revenue
 - GCOE lease is \$7.4K less, SB740 decreases by \$5.5K

Current Revenue Forecast

- **\$18K** less than board approved budget (May)
- **\$1K** less than previous month's forecast

Current Expense Forecast: Aug. YTD Update

Expenses have decreased since last month's update, due to rent expense.

- **Increases to expense forecast = \$0**

- **Decreases to expense forecast = \$7.4K**
 - The Glenn County lease (MOU) is less than budgeted

Current Expense Forecast

- \$41K less than board approved budget (May)
- \$7.4K less than previous month's forecast

2013 – 14 Current Forecast: Aug. YTD Update

		Approved Budget	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)
SUMMARY					
Revenue					
	General Block Grant/Local Control	867,623	985,393	-	117,770
	Federal Revenue	158,315	113,973	-	(44,342)
	Other State Revenues	204,866	113,533	(1,086)	(91,333)
	Local Revenues	15,130	15,130	-	-
	Fundraising and Grants	15,476	15,476	-	-
	Total Revenue	1,261,410	1,243,506	(1,086)	(17,905)
Expenses					
	Compensation and Benefits	678,644	678,766	-	(121)
	Books and Supplies	159,293	126,669	-	32,623
	Services and Other Operating Expenditures	366,645	358,097	7,492	8,547
	Capital Outlay	-	-	-	-
	Total Expenses	1,204,582	1,163,532	7,492	41,050
Operating Income (excluding Depreciation)		56,828	79,974	6,406	23,145
<i>Operating Income (including Depreciation)</i>		56,828	79,974	6,406	23,145
Fund Balance					
	Beginning Balance (Unaudited)	139,018	245,544		
	Operating Income (including Depreciation)	56,828	79,974		
Ending Fund Balance (including Depreciation)		195,846	325,518		
CDE Recommendation (5% of Operating Expenses)		60,229	58,177		

2013 – 14 YTD Actuals

Walden is tracking approximately \$30K ahead of the board approved budget (ahead = more positive).

- **Revenues: \$17.7K slower than board approved budget**
 - Walden has not yet received property tax – EdTec will follow up with districts
- **Expenses: \$48K slower than board approved budget**
 - \$6K Compensation & Benefits: we conservatively started more hourly wages in the August budget, but most will not start until September
 - \$42K Books & Supplies: school is spending slower than planned

YTD Actuals

+ \$30K ahead of board approved budget

[Only impacts timing, not overall forecast]

2013 – 14 YTD Actuals

		Actual YTD	Budget YTD	Variance (YTD less Budget)
SUMMARY				
Revenue				
	General Block Grant/Local Control	39,368	50,346	(10,978)
	Federal Revenue	-	-	-
	Other State Revenues	-	6,804	(6,804)
	Local Revenues	13	-	13
	Fundraising and Grants	-	-	-
	Total Revenue	39,381	57,151	(17,770)
Expenses				
	Compensation and Benefits	63,654	68,170	4,516
	Books and Supplies	15,304	56,906	41,602
	Services and Other Operating Expenditures	51,357	53,948	2,592
	Capital Outlay	-	-	-
	Total Expenses	130,315	179,024	48,710
	Operating Income (excluding Depreciation)	(90,934)	(121,874)	30,940
	<i>Operating Income (including Depreciation)</i>	(90,934)	(121,874)	30,940

Cash Flow Forecast

Given current forecast assumptions, cash flow is still expected to be positive for the remainder of the school year.

- **Changes since last month's update**

- Common Core funds will be disbursed 50% in September and 50% in December

- **Financing**

- The school will renew the Tri Counties line of credit (\$30K) in case a cash need should arise

- Cash Flow
- August YTD Financials

EXHIBITS

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Walden Academy
 Monthly Cash Forecast
 As of most recent monthly close

	2013/14												Forecast	AP/AR
	Actual & Projected													
	Jul Actual	Aug Actual	Sep Projected	Oct Projected	Nov Projected	Dec Projected	Jan Projected	Feb Projected	Mar Projected	Apr Projected	May Projected	Jun Projected		
Beginning Cash	184,541	188,907	189,303	56,934	95,462	70,770	52,309	59,132	169,239	170,376	177,506	166,245		
Revenue														
General Block Grant	-	39,368	91,796	100,168	60,482	60,482	100,168	103,787	85,253	86,799	27,043	27,043	985,393	203,002
Federal Income	-	-	-	2,486	2,486	2,486	2,486	94,082	2,486	2,486	2,486	2,486	113,973	-
Other State Income	-	-	14,500	-	-	14,500	-	6,364	1,157	-	41,364	-	113,533	35,648
Local Revenues	13	-	1,500	1,513	1,513	1,513	1,513	1,513	1,513	1,513	1,513	1,513	15,130	-
Fundraising and Grants	-	-	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	15,476	-
Total Revenue	13	39,368	109,344	105,715	66,029	80,529	105,715	207,294	91,957	92,346	73,954	32,590	1,243,506	238,650
Expenses														
Compensation & Benefits	14,970	48,684	84,418	62,014	61,770	61,770	63,720	62,014	62,014	59,948	59,948	37,497	678,766	-
Books & Supplies	1,075	14,229	70,737	4,514	4,514	4,514	4,514	4,514	4,514	4,514	4,514	4,514	126,669	-
Services & Other Operating Expenses	29,224	22,133	33,709	25,026	25,026	27,073	25,026	25,026	26,993	23,454	23,454	19,194	358,097	52,759
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	45,269	85,045	188,864	91,554	91,310	93,357	93,260	91,554	93,521	87,916	87,916	61,205	1,163,532	52,759
Operating Cash Inflow (Outflow)	(45,256)	(45,677)	(79,520)	14,161	(25,281)	(12,828)	12,455	115,740	(1,564)	4,430	(13,962)	(28,616)	79,974	185,891
Revenues - Prior Year Accruals	95,279	36,874	(18,749)	30,000	6,221	-	-	-	-	-	-	-	-	-
Expenses - Prior Year Accruals	-	17,826	(18,323)	-	-	-	-	-	-	-	-	-	-	-
Accounts Receivable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	(42,222)	623	(10,144)	-	-	-	-	-	-	-	-	-	-	-
Summerholdback for Teachers	(14,558)	(9,250)	2,701	2,701	2,701	2,701	2,701	2,701	2,701	2,701	2,701	(6,850)	-	-
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	-	-	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	-	-	-	-	-
Capital Leases Payable	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure & Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Balance Sheet Changes	11,123	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Cash	188,907	189,303	56,934	95,462	70,770	52,309	59,132	169,239	170,376	177,506	166,245	130,779		

Walden Academy

Budget vs. Actuals
As of most recent monthly close

	Actual	Budget vs. Actual			Budget						
	Aug	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Budget Remaining	Forecast Remaining
SUMMARY											
Revenue											
General Block Grant/Local Control	39,368	39,368	50,346	(10,978)	867,623	985,393	985,393	-	117,770	828,255	946,025
Federal Revenue	-	-	-	-	158,315	113,973	113,973	-	(44,342)	158,315	113,973
Other State Revenues	-	-	6,804	(6,804)	204,866	114,620	113,533	(1,086)	(91,333)	204,866	113,533
Local Revenues	-	13	-	13	15,130	15,130	15,130	-	-	15,117	15,117
Fundraising and Grants	-	-	-	-	15,476	15,476	15,476	-	-	15,476	15,476
Total Revenue	39,368	39,381	57,151	(17,770)	1,261,410	1,244,592	1,243,506	(1,086)	(17,905)	1,222,029	1,204,125
Expenses											
Compensation and Benefits	48,684	63,654	68,170	4,516	678,644	678,766	678,766	-	(121)	614,990	615,112
Books and Supplies	14,229	15,304	56,906	41,602	159,293	126,669	126,669	-	32,623	143,989	111,365
Services and Other Operating Expenditures	22,133	51,357	53,948	2,592	366,645	365,589	358,097	7,492	8,547	315,288	306,741
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	85,045	130,315	179,024	48,710	1,204,582	1,171,024	1,163,532	7,492	41,050	1,074,267	1,033,218
Operating Income (excluding Depreciation)	(45,677)	(90,934)	(121,874)	30,940	56,828	73,568	79,974	6,406	23,145	147,762	170,907
<i>Operating Income (including Depreciation)</i>	(45,677)	(90,934)	(121,874)	30,940	56,828	73,568	79,974	6,406	23,145	147,762	170,907
Fund Balance											
Beginning Balance (Unaudited)	200,288	245,544	245,544		139,018	245,544	245,544				
Operating Income (including Depreciation)	(45,677)	(90,934)	(121,874)		56,828	73,568	79,974				
Ending Fund Balance (including Depreciation)	154,611	154,611	123,671		195,846	319,112	325,518				
CDE Recommendation (5% of Operating Expenses)					60,229	58,551	58,177				

Walden Academy

Budget vs. Actuals
As of most recent monthly close

Detail	Actual	Budget vs. Actual				Budget					
	Aug	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Budget Remaining	Forecast Remaining
Enrollment Breakdown											
K					30	30	30				
1					22	22	22	-	-		
2					25	25	25	-	-		
3					25	25	25	-	-		
4					22	22	22	-	-		
5					12	12	12	-	-		
6					13	13	13				
7					16	16	16				
8					9	9	9	-	-		
9					-	-	-	-	-		
10					-	-	-	-	-		
11					-	-	-	-	-		
12					-	-	-	-	-		
Enrollment Summary											
K-3					102	102	102	-	-		
4-6					47	47	47	-	-		
7-8					25	25	25	-	-		
9-12					-	-	-	-	-		
Total Enrolled					174	174	174				
ADA %											
K-3					95%	95%	95%				
4-6					95%	95%	95%				
7-8					95%	95%	95%				
9-12					95%	95%	95%				
Average					95%	95%	95%				
ADA											
K-3					96.9	96.9	96.9				
4-6					44.7	44.7	44.7				
7-8					23.8	23.8	23.8				
9-12					0.0	0.0	0.0				
Total ADA					165.3	165.3	165.3				
REVENUE											
General Purpose Entitlement											
8012 Education Protection Account	-	-	-	-	-	176,582	176,582	-	176,582	-	176,582
8015 Charter Schools General Purpose Entitlement - State	39,368	39,368	32,111	7,257	519,374	464,932	464,932	-	(54,442)	480,006	425,564
8096 Charter Schools in Lieu of Prop. Taxes	-	-	18,235	(18,235)	348,249	343,879	343,879	-	(4,370)	348,249	343,879
Placeholder Local Control Funding Formula	-	-	-	-	-	-	-	-	-	-	-
	39,368	39,368	50,346	(10,978)	867,623	985,393	985,393	-	117,770	828,255	946,025
8100 Federal Revenue											
8296 Federal REAP SRSA	-	-	-	-	22,377	22,377	22,377	-	-	22,377	22,377
8298 Implementation Grant	-	-	-	-	135,938	91,596	91,596	-	(44,342)	135,938	91,596
SUBTOTAL - Federal Income	-	-	-	-	158,315	113,973	113,973	-	(44,342)	158,315	113,973

Walden Academy

Budget vs. Actuals
As of most recent monthly close

	Actual	Budget vs. Actual				Budget						
		Aug	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance		Budget Remaining	Forecast Remaining
									(Previous vs. Current Forecast)	(Budget vs. Current Forecast)		
8300	Other State Revenues											
8545	-	-	-	-	56,614	62,325	56,763	(5,562)	149	56,614	56,763	
8550	-	-	-	-	2,384	2,314	2,314	-	(70)	2,384	2,314	
8560	-	-	-	-	25,456	25,456	25,456	-	-	25,456	25,456	
8592	-	-	5,937	(5,937)	69,095	-	-	-	(69,095)	69,095	-	
0	-	-	868	(868)	6,422	-	-	-	(6,422)	6,422	-	
8593	-	-	-	-	20,993	-	-	-	(20,993)	20,993	-	
8594	-	-	-	-	23,902	24,524	29,000	4,476	5,098	23,902	29,000	
	SUBTOTAL - Other State Income	-	-	6,804	(6,804)	204,866	114,620	113,533	(1,086)	(91,333)	204,866	113,533
8600	Other Local Revenue											
8676	-	-	-	-	15,130	15,130	15,130	-	-	15,130	15,130	
8699	-	13	-	13	-	-	-	-	-	(13)	(13)	
	SUBTOTAL - Local Revenues	-	13	-	13	15,130	15,130	15,130	-	-	15,117	15,117
8800	Donations/Fundraising											
8802	-	-	-	-	15,476	15,476	15,476	-	-	15,476	15,476	
	SUBTOTAL - Fundraising and Grants	-	-	-	15,476	15,476	15,476	-	-	15,476	15,476	
TOTAL REVENUE	39,368	39,381	57,151	(17,770)	1,261,410	1,244,592	1,243,506	(1,086)	(17,905)	1,222,029	1,204,125	

Walden Academy

Budget vs. Actuals
As of most recent monthly close

	Budget vs. Actual										
	Actual				Budget vs. Actual			Budget			
	Aug	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Budget Remaining	Forecast Remaining
EXPENSES			-								-
Compensation & Benefits											
1000 Certificated Salaries	-										
1100 Teachers Salaries	33,440	33,440	28,617	(4,823)	385,791	385,793	385,793	-	(2)	352,351	352,353
1101 Teacher - Stipends	-	-	-	-	15,000	15,000	15,000	-	-	15,000	15,000
1103 Teacher - Substitute Pay	-	-	-	-	12,917	12,917	12,917	-	-	12,917	12,917
1300 Certificated Supervisor & Administrator Salaries	6,915	13,413	13,413	0	80,480	80,480	80,480	-	-	67,067	67,067
SUBTOTAL - Certificated Employees	40,355	46,853	42,030	(4,823)	494,188	494,190	494,190	-	(2)	447,335	447,337
2000 Classified Salaries											
2100 Classified Instructional Aide Salaries	26	26	1,105	1,079	22,102	22,102	22,102	-	-	22,076	22,076
2400 Classified Clerical & Office Salaries	1,630	2,821	7,498	4,676	44,987	44,987	44,987	-	-	42,166	42,166
2905 Other Classified - After School	-	-	518	518	10,358	10,358	10,358	-	-	10,358	10,358
SUBTOTAL - Classified Employees	1,656	2,847	9,121	6,274	77,447	77,447	77,447	-	-	74,599	74,599
3000 Employee Benefits											
3100 STRS	-	-	-	-	-	-	-	-	-	-	-
3200 PERS	-	-	-	-	-	-	-	-	-	-	-
3300 OASDI-Medicare-Alternative	3,046	3,634	3,752	119	44,105	43,863	43,863	-	242	40,471	40,229
3400 Health & Welfare Benefits	646	3,702	4,125	423	16,500	16,500	16,500	-	-	12,798	12,798
3500 Unemployment Insurance	538	538	487	(51)	4,953	4,874	4,874	-	79	4,415	4,336
3600 Workers Comp Insurance	836	4,123	6,738	2,616	19,435	19,436	19,436	-	(0)	15,312	15,313
3700 Retiree Benefits	-	-	1,916	1,916	22,017	22,456	22,456	-	(439)	22,017	22,456
3800 PERS Reduction	-	-	-	-	-	-	-	-	-	-	-
3900 Other Employee Benefits	1,607	1,957	-	(1,957)	-	-	-	-	-	(1,957)	(1,957)
SUBTOTAL - Employee Benefits	6,673	13,954	17,019	3,065	107,010	107,129	107,129	-	(119)	93,056	93,175

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Walden Academy

Budget vs. Actuals

As of most recent monthly close

	Budget vs. Actual											
	Actual				Budget vs. Actual				Budget			
	Aug	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Budget Remaining	Forecast Remaining	
4000	Books & Supplies											
4100	9,863	10,910	22,572	11,662	56,429	23,806	23,806	-	32,623	45,519	12,896	
4200	-	-	8,164	8,164	20,410	20,410	20,410	-	-	20,410	20,410	
4300	267	267	-	(267)	10,582	10,582	10,582	-	-	10,315	10,315	
4315	32	32	248	216	2,732	2,732	2,732	-	-	2,699	2,699	
4320	-	-	2,800	2,800	3,500	3,500	3,500	-	-	3,500	3,500	
4330	51	51	440	389	4,840	4,840	4,840	-	-	4,789	4,789	
4335	2,223	2,223	2,200	(23)	5,500	5,500	5,500	-	-	3,277	3,277	
4340	-	-	64	64	700	700	700	-	-	700	700	
4346	44	72	191	119	2,100	2,100	2,100	-	-	2,028	2,028	
4410	-	-	6,000	6,000	15,000	15,000	15,000	-	-	15,000	15,000	
4420	1,749	1,749	8,000	6,251	20,000	20,000	20,000	-	-	18,251	18,251	
4430	-	-	6,000	6,000	15,000	15,000	15,000	-	-	15,000	15,000	
4720	-	-	227	227	2,500	2,500	2,500	-	-	2,500	2,500	
	14,229	15,304	56,906	41,602	159,293	126,669	126,669	-	32,623	143,989	111,365	
5000	Services & Other Operating Expenses											
5200	398	398	-	(398)	5,750	5,750	5,750	-	-	5,352	5,352	
5305	-	-	-	-	4,500	4,500	4,500	-	-	4,500	4,500	
5450	1,063	5,374	5,470	96	15,912	15,912	15,912	-	-	10,538	10,538	
5515	-	-	2,275	2,275	13,650	13,650	13,650	-	-	13,650	13,650	
5520	-	-	9	9	52	52	52	-	-	52	52	
5535	255	771	2,166	1,395	12,998	12,998	12,998	-	-	12,227	12,227	
5605	217	658	696	38	4,178	4,178	4,178	-	-	3,520	3,520	
5610	5,450	16,840	20,775	3,935	83,100	83,100	75,684	7,416	7,416	66,260	58,844	
5615	-	-	-	-	10,000	10,000	10,000	-	-	10,000	10,000	
5616	-	-	-	-	1,000	1,000	1,000	-	-	1,000	1,000	
5617	-	-	-	-	618	618	618	-	-	618	618	
5803	-	-	-	-	8,189	8,189	8,189	-	-	8,189	8,189	
5806	-	-	-	-	2,251	2,251	2,251	-	-	2,251	2,251	
5809	60	105	71	(34)	426	426	426	-	-	321	321	
5812	6,424	12,848	12,848	0	77,090	75,913	75,837	76	1,253	64,242	62,988	
5820	-	-	-	-	1,500	1,500	1,500	-	-	1,500	1,500	
5824	-	-	-	-	9,431	9,854	9,854	-	(423)	9,431	9,854	
5830	-	-	-	-	12,225	12,225	12,225	-	-	12,225	12,225	
5836	-	-	160	160	300	300	300	-	-	300	300	
5839	-	-	-	-	1,366	1,366	1,366	-	-	1,366	1,366	

Walden Academy

Budget vs. Actuals
As of most recent monthly close

	Budget vs. Actual											
	Actual				Budget				Budget			
	Aug	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Budget Remaining	Forecast Remaining	
5843	-	204	-	(204)	782	481	481	-	301	578	277	
5845	97	97	-	(97)	8,000	8,000	8,000	-	-	7,903	7,903	
5848	-	-	-	-	5,000	5,000	5,000	-	-	5,000	5,000	
5851	250	250	-	(250)	5,000	5,000	5,000	-	-	4,750	4,750	
5857	97	201	473	271	2,837	2,837	2,837	-	-	2,635	2,635	
5860	-	-	-	-	1,051	1,051	1,051	-	-	1,051	1,051	
5861	-	-	-	-	165	165	165	-	-	165	165	
5863	7,200	7,200	1,132	(6,068)	12,450	12,450	12,450	-	-	5,250	5,250	
5865	-	-	-	-	1,200	1,200	1,200	-	-	1,200	1,200	
5872	-	-	-	-	42,905	42,905	42,905	-	-	42,905	42,905	
5877	-	-	-	-	500	500	500	-	-	500	500	
5878	-	-	920	920	2,300	2,300	2,300	-	-	2,300	2,300	
5881	-	5,425	5,400	(25)	5,400	5,400	5,400	-	-	(25)	(25)	
5887	-	-	-	-	4,000	4,000	4,000	-	-	4,000	4,000	
5905	-	-	60	60	360	360	360	-	-	360	360	
5910	-	-	833	833	5,000	5,000	5,000	-	-	5,000	5,000	
5915	-	-	-	-	1,200	1,200	1,200	-	-	1,200	1,200	
5920	323	687	660	(27)	3,960	3,960	3,960	-	-	3,273	3,273	
SUBTOTAL - Services & Other Operating Exp.	22,133	51,357	53,948	2,592	366,645	365,589	358,097	7,492	8,547	315,288	306,741	
6000 Capital Outlay												
6100	-	-	-	-	-	-	-	-	-	-	-	
6200	-	-	-	-	-	-	-	-	-	-	-	
6300	-	-	-	-	-	-	-	-	-	-	-	
6400	-	-	-	-	-	-	-	-	-	-	-	
6410	-	-	-	-	-	-	-	-	-	-	-	
6420	-	-	-	-	-	-	-	-	-	-	-	
6430	-	-	-	-	-	-	-	-	-	-	-	
6500	-	-	-	-	-	-	-	-	-	-	-	
SUBTOTAL - Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL EXPENSES	85,045	130,315	179,024	48,710	1,204,582	1,171,024	1,163,532	7,492	41,050	1,074,267	1,033,218	
6900 Total Depreciation (includes Prior Years)	-	-	-	-	-	-	-	-	-	-	-	
TOTAL EXPENSES including Depreciation	85,045	130,315	179,024	48,710	1,204,582	1,171,024	1,163,532	7,492	41,050	1,074,267	1,033,218	

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2012 to June 30, 2013

CHARTER SCHOOL CERTIFICATION

Charter School Name: Walden Academy
CDS #: 11101160124909.
Charter Approving Entity: Glenn County Office of Education
County: Glenn County
Charter #: 1350

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

<u>For Approving Entity:</u>	<u>For Charter School:</u>
<u>Randy Jones</u> Name	<u>Jennie Bartkowiak</u> Name
<u>Business Services</u> Title	<u>Client Manager, EdTec</u> Title
<u>(530) 934-6575</u> Telephone	<u>(213) 622-5114</u> Telephone
<u>rjones@glenncoe.org</u> E-mail address	<u>jennie@edtec.com</u> E-mail address

To the entity that approved the charter school:

(X) 2012-13 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 42100(b).

Signed: _____ Date: _____
Charter School Official
(Original signature required)

Printed Name: Merrilee Vanderwaal Title: CFO

To the County Superintendent of Schools:

(X) 2012-13 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 42100(a).

Signed: _____ Date: _____
Authorized Representative of
Charter Approving Entity
(Original signature required)

Printed Name: _____ Title: _____

To the Superintendent of Public Instruction:

(X) 2012-13 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to *Education Code* Section 42100(a).

Signed: _____ Date: _____
County Superintendent/Designee
(Original signature required)

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2012 to June 30, 2013

Charter School Name: Walden Academy
CDS #: 11101160124909.
Charter Approving Entity: Glenn County Office of Education
County: Glenn County
Charter #: 1350

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

- Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 7438, 9400-9499, 9660-9669, 9796, and 9797)
- Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. Revenue Limit Sources				
State Aid - Current Year	8011			0.00
Education Protection Account State Aid - Current Year	8012	158,500.77		158,500.77
Charter Schools General Purpose Entitlement - State Aid	8015	269,831.81		269,831.81
State Aid - Prior Years	8019	278.00		278.00
Tax Relief Subventions (for revenue limit funded schools)	8020-8039			0.00
County and District Taxes (for revenue limit funded schools)	8040-8079			0.00
Miscellaneous Funds (for revenue limit funded schools)	8080-8089			0.00
Revenue Limit Transfers (for revenue limit funded schools)				
PERS Reduction Transfer	8092			0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	312,702.91		312,702.91
Other Revenue Limit Transfers	8091, 8097			0.00
Total, Revenue Limit Sources		741,313.49	0.00	741,313.49
2. Federal Revenues (see NOTE in Section J)				
No Child Left Behind	8290			0.00
Special Education - Federal	8181, 8182			0.00
Child Nutrition - Federal	8220			0.00
Other Federal Revenues	8110, 8260-8299		416,188.03	416,188.03
Total, Federal Revenues		0.00	416,188.03	416,188.03
3. Other State Revenues				
Special Education - State	StateRevSE			0.00
All Other State Revenues	StateRevAO	111,579.33	54,965.00	166,544.33
Total, Other State Revenues		111,579.33	54,965.00	166,544.33
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	25,117.65		25,117.65
Total, Local Revenues		25,117.65	0.00	25,117.65
5. TOTAL REVENUES				
		878,010.47	471,153.03	1,349,163.50
B. EXPENDITURES (see NOTE in Section J)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	253,776.21	105,874.57	359,650.78
Certificated Pupil Support Salaries	1200			0.00
Certificated Supervisors' and Administrators' Salaries	1300	47,067.73	30,309.73	77,377.46
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		300,843.94	136,184.30	437,028.24
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	7,346.46	21,725.00	29,071.46
Noncertificated Support Salaries	2200			0.00

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2012 to June 30, 2013

Charter School Name: Walden Academy
CDS #: 11101160124909.

Description	Object Code	Unrestricted	Restricted	Total
Noncertificated Supervisors' and Administrators' Salaries	2300			0.00
Clerical and Office Salaries	2400	34,198.71	1,893.45	36,092.16
Other Noncertificated Salaries	2900	13,874.56		13,874.56
Total, Noncertificated Salaries		55,419.73	23,618.45	79,038.18
3. Employee Benefits				
STRS	3101-3102			0.00
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	37,908.94		37,908.94
Health and Welfare Benefits	3401-3402	12,679.05		12,679.05
Unemployment Insurance	3501-3502	7,167.10		7,167.10
Workers' Compensation Insurance	3601-3602	8,021.73		8,021.73
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
PERS Reduction (for revenue limit funded schools)	3801-3802			0.00
Other Employee Benefits	3901-3902	15,993.45		15,993.45
Total, Employee Benefits		81,770.27	0.00	81,770.27
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	2,084.74	80,521.97	82,606.71
Books and Other Reference Materials	4200	0.00	2,824.39	2,824.39
Materials and Supplies	4300	304.79	17,921.78	18,226.57
Noncapitalized Equipment	4400	201.77	122,917.27	123,119.04
Food	4700	1,467.33	25.18	1,492.51
Total, Books and Supplies		4,058.63	224,210.59	228,269.22
5. Services and Other Operating Expenditures				
Subagreements for Services	5100			0.00
Travel and Conferences	5200	17.61	6,131.64	6,149.25
Dues and Memberships	5300	625.00		625.00
Insurance	5400	10,788.17		10,788.17
Operations and Housekeeping Services	5500	15,755.66	178.00	15,933.66
Rentals, Leases, Repairs, and Noncap. Improvements	5600	17,062.13	60,633.97	77,696.10
Professional/Consulting Services and Operating Expend.	5800	153,046.19	19,220.38	172,266.57
Communications	5900	5,338.78	975.70	6,314.48
Total, Services and Other Operating Expenditures		202,633.54	87,139.69	289,773.23
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 for modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Depreciation Expense (for accrual basis only)	6900			0.00
Total, Capital Outlay		0.00	0.00	0.00
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2012 to June 30, 2013

Charter School Name: Walden Academy

CDS #: 11101160124909.

Description	Object Code	Unrestricted	Restricted	Total
Debt Service:				
Interest	7438	350.00		350.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		350.00	0.00	350.00
Total, Other Outgo		350.00	0.00	350.00
8. TOTAL EXPENDITURES		645,076.11	471,153.03	1,116,229.14
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		232,934.36	0.00	232,934.36
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979			0.00
2. Less: Other Uses	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999			0.00
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE (C+D4)		232,934.36	0.00	232,934.36
F. FUND BALANCE, RESERVES				
1. Beginning Fund Balance				
a. As of July 1	9791	16,435.24		16,435.24
b. Adjustments/Restatements to Beginning Balance	9793, 9795			0.00
c. Adjusted Beginning Balance		16,435.24	0.00	16,435.24
2. Ending Fund Balance, June 30 (E+F1c)		249,369.60	0.00	249,369.60
Components of Ending Fund Balance (Modified Accrual Basis) (Optional)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
f. Components of Ending Net Position (Accrual Basis)				
1. Net Investment in Capital Assets	9796			0.00
2. Restricted Net Position	9797			0.00
3. Unrestricted Net Position	9790A	249,369.60	0.00	249,369.60
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	180,456.93		180,456.93
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00

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CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2012 to June 30, 2013

Charter School Name: Walden Academy
CDS #: 11101160124909.

Description	Object Code	Unrestricted	Restricted	Total
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	302,423.81		302,423.81
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	11,122.91		11,122.91
7. Other Current Assets	9340	4,077.00		4,077.00
8. <i>Capital Assets (for accrual basis only)</i>	9400-9499			0.00
9. TOTAL ASSETS		498,080.65	0.00	498,080.65
H. LIABILITIES				
1. Accounts Payable	9500	98,711.05		98,711.05
2. Due to Grantor Governments	9590			0.00
3. Current Loans	9640			0.00
4. Deferred Revenue	9650			0.00
5. <i>Long-Term Liabilities (for accrual basis only)</i>	9660-9669	150,000.00		150,000.00
6. TOTAL LIABILITIES		248,711.05	0.00	248,711.05
I. FUND BALANCE				
Ending Fund Balance, June 30 (G9-H6) (must agree with Line F2)		249,369.60	0.00	249,369.60

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CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2012 to June 30, 2013

Charter School Name: Walden Academy
CDS #: 11101160124909.

J. FEDERAL NO CHILD LEFT BEHIND (NCLB) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL NO CHILD LEFT BEHIND (NCLB) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None	\$ 0.00	0.00	0.00
b. _____			0.00
c. _____			0.00
d. _____			0.00
e. _____			0.00
f. _____			0.00
g. _____			0.00
h. _____			0.00
i. _____			0.00
j. _____			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries 1000-1999	0.00
b. Noncertificated Salaries 2000-2999	0.00
c. Employee Benefits (except 3801-3802) 3000-3999	0.00
d. Books and Supplies 4000-4999	0.00
e. Services and Other Operating Expenditures 5000-5999	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

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CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2012 to June 30, 2013

Charter School Name: Walden Academy

CDS #: 11101160124909.

3. State and Local Expenditures to be Used for Annual NCLB Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2011-12 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis will result in reduction to allocations for covered programs in 2014-15.

a. Total Expenditures (B8)	1,116,229.14
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	416,188.03
c. Subtotal of State & Local Expenditures [a minus b]	700,041.11
d. Less Community Services [J2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less J1 Total]	350.00
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e]	\$ 699,691.11

Walden Academy, Inc.

Employee Handbook

2012-2013

Willows, CA

Website: <http://www.waldenacademy.org>

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WELCOME TO WALDEN ACADEMY

On behalf of the Board of Directors, families and students of Walden Academy, we would like to welcome you to our community of learners in pursuit of an excellent education for all children. At Walden Academy, we believe each one of us has strengths to offer in addition to having areas for growth. We deeply value your commitment to work at Walden Academy and to engage in our collaborative process of learning for all. We are excited to learn and grow with you.

THE MISSION OF WALDEN ACADEMY

The mission of Walden Academy is to provide a learning environment that extends beyond the classroom and textbooks and stimulates and nurtures a students' desire to learn. Students will be exposed to a learning environment that helps them gain the knowledge, skills, perspectives and practices to be responsible citizens. Natural Resources Education will provide an avenue for this development that can engage the students far beyond the classroom.

PURPOSE OF THIS HANDBOOK

This Handbook is designed to help employees get acquainted with Walden Academy (hereinafter referred to as "Walden" or the "School"). It explains some of our philosophies and beliefs, and describes in general terms, some of our employment guidelines. We hope that it serves as a useful reference document for employees throughout their employment at Walden Academy.

Employees should understand, however, that this Handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of the School or its employees. In no way does the Handbook replace any official plan documents (e.g., health insurance, retirement plan, etc.) or insurance contracts, which will govern in all cases. This Handbook supersedes and replaces all previous personnel policies, practices, and guidelines.

Due to the fact that the School is a growing and changing organization, it reserves full discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. The School also reserves the right to interpret any of the provisions set forth in this Handbook in any manner it deems appropriate. As the policies are revised, updated pages will be distributed to you. Please keep your Handbook available and insert the updated material promptly so that your Handbook is current at all times.

No individual other than the Board of Directors has the authority to enter into any employment or other agreement that modifies School policy. Any such modification *must* be in writing.

Employees must sign the acknowledgment form at the end of this Handbook, tear it out, and return it to the School Director. This will provide the School with a record that each employee has received this Handbook.

SECTION 1: EMPLOYMENT

EMPLOYMENT AT-WILL

Except if stated expressly otherwise by employment contract, it is the policy of the School that all employees are considered “at-will” employees of the School. Accordingly, either the School or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment applications, School memoranda or other materials provided to employees in connection with their employment shall require the School to have “cause” to terminate an employee or otherwise restrict the School’s right to release an employee from their at-will employment with the School. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict the School’s right to terminate at-will. No School representative, other than the Board of Directors or its designee, is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with the School that are not consistent with the School’s policy regarding “at will” employment.

This policy shall not be modified by any statements contained in this Handbook or employee applications, School memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices shall create neither an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

EQUAL EMPLOYMENT OPPORTUNITY IS OUR POLICY

The School is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to race, creed, color, religion, national origin, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status. This policy extends to all employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The School then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. The School will identify possible accommodations, if any, that will help eliminate the

limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

CRIMINAL BACKGROUND CHECKS

As required by law, all individuals working or volunteering at the School will be required to submit to a background criminal investigation. No condition or activity will be permitted that may compromise the School's commitment that the safety and the well-being of students takes precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with the School, be convicted of a controlled substance or sex offense, or serious or violent felony, the employee must immediately report such a conviction to the School Director. See Appendix A for more information about Criminal Background Checks.

TUBERCULOSIS TESTING

All employees of the School must submit written proof from a physician of an examination for tuberculosis (TB) within the last sixty (60) days showing that they are free of active TB. The examination for tuberculosis consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. TB examination is a condition of initial employment with the School and the cost of the exam will be borne by the applicant. Food handlers will be required to have annual TB exams.

Documentation of employee and volunteer compliance with TB exams will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

STAFF CLASSIFICATION

The School Director or designee, approved by the Board of Directors, makes employee appointments. It is the intent of Walden to clarify the definition of employment classification so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Each employee is designated as either Non-Exempt or Exempt from federal and state wage and hour laws.

Exempt Employees:

Exempt employees are employees compensated for the performance of a job instead of by the hours worked, and therefore are not paid overtime for hours in excess of 8 hours in a work day. Exempt employees are not covered by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) or similar state wage and hour laws.

Non-Exempt Hourly Employees:

Non-exempt hourly employees are paid for time worked and are eligible for overtime pay according to the law of the state in which they work. Non-exempt employees are covered by the minimum wage and overtime provisions of the FLSA and applicable state laws.

Regular-Full time employees are those hourly (classified) employees working no less than 40 hours per week or full-time teachers (certificated). Regular-Full time employees are eligible for health benefits to be paid by Walden, subject to any caps. If benefits exceed the cap, the employee will be responsible to pay the difference through payroll deductions.

Regular-Part Time employees are those hourly (classified) employees or part-time teachers (certificated) working less than 40 hours per week. Regular-Part Time employees who work 30 hours or more per week are eligible for health benefits paid by Walden at a prorated amount. The employee must pay the balance if he or she desires coverage. This share will be deducted automatically from the employee's payroll check once the employee has signed a payroll deduction agreement.

"Substitutes" are employees who work on an hourly basis and on call basis to fill a temporary need.

CERTIFICATION - TEACHING STAFF

Walden's teachers are required to hold a current California Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold. Walden intends to comply with the federal No Child Left Behind Act as applicable to the School and will seek to hire certificated employees that hold a Cross-cultural, Language and Academic Development (CLAD) certification.

CLASSIFIED STAFF, SUBSTITUTES, AND CONSULTANTS

Walden's classified, other teaching and non-teaching staff, substitutes, and consultants will demonstrate the abilities necessary to effectively carry out their responsibilities as further specified in applicable job specifications.

SECTION 2: EMPLOYMENT STANDARDS

Employees are required to adhere to the requirements for employment described in the *Walden Academy Charter Petition, Walden Academy Board Policies & Administrative Procedures*, this Employee Handbook, any applicable employment contract, and any applicable state and federal laws.

EMPLOYEE CODE OF CONDUCT

Employees are expected to conduct themselves at all times in a manner consistent with the highest standards of personal character and professionalism, with children, parents, prospective parents, co-workers and the community.

Attitudes are the most important facet of each employee's presentation of the School to the public. We must be courteous, tactful, and pleasant at all times, treating the most unpleasant people as well as we treat our most pleasant ones. No staff member is expected to take abuse from anyone. Abusive treatment should be referred to the School Director immediately.

EMPLOYEE DISHONESTY

While the Charter School is an at-will employer and as such, no cause need be provided to support a release from employment, employee dishonesty will not be tolerated. Specifically, employee dishonesty has the potential to be the most costly crime loss category facing an organization. To effectively control employee theft losses, the emphasis must be on preventing the losses from happening rather than reducing the amounts of the losses. To this end, the School will conduct full background checks on all employees to avoid hiring employees with the propensity for, or history of, dishonesty.

Some employees genuinely do not know what constitutes employee dishonesty. Employee dishonesty can range from an employee pilfering office supplies for personal use to a financial officer stealing millions through elaborate accounting frauds. The following activities are a partial list of actions that constitute employee dishonesty:

- Forgery. Signing school checks or endorsing a School check for personal use.
- Pilfering office supplies and converting them to personal use.
- Embezzlement. Conversion of school funds for personal use. This can range from using petty cash for personal use to complicated purchasing/billing/payables or human resource creation-of-fictitious-employees scams involving thousands of dollars.
- Abusing the School's sick leave policies to obtain personal time off while not ill or injured.
- Abusing the School's time clock policies by having someone clock in or out for you.
- Over billing expense accounts.
- Charging personal expenses on Walden credit cards.

Employees are encouraged to report suspicions or proof of employee dishonesty by others to the School Director and/or the Board of Directors. Investigations of such matters will be handled discretely but thoroughly. Dishonest employees, regardless of the amount involved, can be prosecuted for criminal offense as well.

ANTI-HARASSMENT

In order to provide a productive and pleasant working environment, it is important that we at Walden Academy maintain an atmosphere characterized by mutual respect. Accordingly, harassment in the workplace by co-workers or third parties will not be tolerated.

In general, harassment includes verbal, physical, and visual harassment; retaliation and creating or maintaining an intimidating or hostile work environment. Walden prohibits all types of harassment which is based on race, color, national origin, sex, political affiliation, ancestry, age, religion, creed, sex, sexual orientation, medical condition, physical or mental disability, marital status, citizenship status, military service status, or other basis protected by law. Employees, Students, Parents, Families & all who visit Walden will comply with these standards of conduct. The School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

SEXUAL HARASSMENT

The Walden Academy Board of Directors affirms as its policy that sexual harassment of or by any employee shall not be tolerated. The Board considers sexual harassment to be a major offense which may result in disciplinary action up to and including dismissal of the offending employee.

Every employee has a right to a work environment that is free from all types of unlawful discrimination, including sexual harassment. Prompt, appropriate action may help to avoid, or at least minimize, the incidence of sexual harassment. Supervisors are responsible to ensure that unlawful discrimination, including sexual harassment, does not occur in the program(s) for which they are responsible. Therefore, they are responsible to ensure that employees are aware of the Board's policy.

Orientation programs and annual training of employees shall:

1. Communicate that sexual harassment will not be tolerated and that those engaging in such harassment will be subject to disciplinary action, up to and including dismissal.
2. Inform employees of the proper channels for raising complaints or concerns about harassment.
3. Make clear that it is the Board's intent that allegations of sexual harassment be thoroughly investigated, with sensitivity towards the alleged victim and the alleged harasser, and in a manner that protects the right to confidentiality of all persons involved.

Sexual harassment consist of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission of the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Employees and students are expected to

act in a positive and professional manner and to contribute to a productive School environment that is free from harassing or disruptive activity. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the School Director. See Appendix B for the "Harassment Complaint Form." See Appendix C for the general "Complaint Form."

It is unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her against another individual. Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation, filing of a complaint or reporting sexual harassment.

The School will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation. While in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities.

ATTENDANCE AND PUNCTUALITY

The students and families of Walden Academy count on the attendance and punctuality of Walden employees. These are important qualities necessary for success of the School. Employees are expected to work their full scheduled work day unless otherwise agreed upon between the employee and his/her supervisor. If an employee anticipates a need for time off, the employee should request leave time from his/her supervisor as soon as possible.

Being late without advance permission for two (2) or more days in a two (2) month period is considered excessive. It is the employee's responsibility to notify an administrator if the employee will be late, even if it is a few minutes. Supervision of students and course material will need to be covered. Frequent absence or tardiness decreases the employee's effectiveness on the job, effects morale and decreases co-workers' job efficiency since they must cover for an absent or tardy employee. Tardiness and excessive absenteeism may result in disciplinary action, up to and including termination of employment.

If a non-exempt employee is late for reporting to work, the employee's supervisor may, at his or her discretion, arrange for the employee to make up the time lost.

Any employee who is unable to report for work must notify office staff as soon as possible before the start of each scheduled workday that they will be out. The School Director must approve arrangements for long-term substitutes.

If an employee fails to report to work for three (3) days or more without notification to the School, Walden Academy may consider that that employee has abandoned his or her employment and has voluntarily terminated the employment. This provision does not create any contractual relationship between Walden and its employees, and Walden Academy further reserves its right to terminate an employee at will at any time, with or without cause.

If an employee is absent for medical reasons for more than five (5) working days, the employee must, on return, provide the School with a physician's statement certifying the medical basis for the absence and stating that the employee is able to return to work.

DRUG, ALCOHOL, VIOLENCE AND SMOKE-FREE ENVIRONMENT

Walden Academy is committed to providing an environment free of drugs, alcohol, violence, or tobacco in order to promote a safe environment that is conducive to maintaining good health and high standards of learning.

Bringing onto school premises, possessing, using, or being under the influence of intoxicating beverages or drugs while on school premises or at any school-sanctioned activity is prohibited and will result in disciplinary action. Walden Academy makes no allowance for violation of school policies regarding violence, drugs, alcohol, and smoking. Employees violating any of these policies will be subject to disciplinary action, up to and including termination.

Smoking is prohibited on school premises.

ITEMS PROHIBITED AT SCHOOL

State law expressly prohibits explosives, knives, firearms, or imitation firearms, weapons or other dangerous objects, tobacco, alcohol, and other controlled substances from school grounds, including vehicles parked on school premises. Possession of any of these items will lead to disciplinary action, up to and including termination.

CONFIDENTIAL INFORMATION - REGARDING STUDENTS

All information relating to students including, names, addresses, contact numbers, and progress information is confidential information, and may not be shared with unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files.

Please note: The release of unauthorized confidential information may result in immediate dismissal and the filing of criminal charges. When in doubt, check with an administrator before releasing information.

CONFLICT OF INTEREST

Employees are obligated to conduct business within guidelines that prohibit actual or potential conflict of interest, as defined by Walden policy. Such a conflict occurs when an employee is in a position to influence a decision that may result in a personal gain for the employee or for a relative as a result of Walden's business dealings. For purposes of this policy, a relative is any person who is related by blood, adoption, or marriage.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms; however, if such employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that such be disclosed so that safeguards can be established to protect all parties.

CHILD NEGLECT AND ABUSE REPORTING

The Walden Academy Board recognizes the importance of protecting the total well-being and safety of each student. The Board affirms its position by supporting the regulations of the California Penal Code and the California Education Code, which define the requirement of Walden employees to be trained annually in child abuse identification and reporting.

Any employee who knows or reasonably suspects a child has been the victim of child abuse or neglect is required to report the instance to a child protective agency. Child abuse is broadly defined as “a physical injury that is inflicted by other than accidental means on a child by another person.” School employees are required to report instances of child abuse when the employee has a “reasonable suspicion” that child abuse has occurred. Reasonable suspicion arises when the facts surrounding the incident or suspicion could cause another person in the same situation to suspect child abuse.

Certificated employees and classified employees trained in child abuse identification and reporting shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within thirty-six (36) hours of the telephone report. The reporting duties are individual and cannot be delegated to another individual. (Penal Code 11166)

WHISTLEBLOWER POLICY

The School requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution. All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action.

PERSONAL APPEARANCE

Personal appearance of employees shall be one that emanates pride and professionalism to correspond with the position held. Neatness and cleanliness are absolutely necessary at all times. Walden employees should at minimum adhere to the Dress Code set forth for Walden students in the *Walden Academy Family Handbook*. Walden's professional image, as well as its atmosphere is maintained, in part, by the image that each employee presents to students and parents. If employees have any questions about what constitutes proper attire within the classroom, please consult with the School Director or designee.

SECTION 3: EMPLOYEE WAGES AND HOURS

EMPLOYMENT AGREEMENT

Unless specifically indicated in an employment agreement, all employment at Walden Academy is at-will. At-will employees and the employer have the right to terminate employment at any time, with or without advance notice, and with or without cause. Individual job descriptions and compensation are specified in the Employment Agreement.

Employees may also be demoted or disciplined and the terms of their employment may be altered at any time, with or without cause, at the discretion of Walden Academy. Walden reserves the right to decrease or eliminate an employee's salary, hours or work year based upon, among other things, program demand, change in program direction, restructuring, or if it is deemed to be in the best interest of the program by the School Director and ratified by the Board of Directors.

Employees may be given employment for a specified term based on the discretion of Walden Academy. However, such term and conditions of that employment relationship shall be specifically enumerated in a contract for employment.

OVERTIME PAY

Employees who work in hourly positions, which are subject to overtime pay, will be compensated for overtime work consistent with all applicable state and federal laws. Overtime work must have prior approval by the School Director, or designee and submitted on an extra hourly timesheet on the last day of the month.

COMPENSATORY TIME

Compensatory time off may be authorized by the School Director should the classified employee mutually agree to utilize compensatory time off in lieu of time worked as overtime. The classified employee and his/her supervisor shall mutually agree as to when the compensatory time will be utilized. This shall be recorded and available for review by the employee. Such compensatory time shall be paid at the rate of time-and-one-half for each hour of overtime.

Compensatory time off may be used with 48 hours advance supervisory approval except that no approval may be given if use will result in requiring other personnel to work on a relief overtime basis. Compensatory time earned shall not exceed a cap of 20 hours in a school year. Compensatory time is to be utilized within the school year in which it is earned. In the event that compensatory time cannot be scheduled within the school year, the employee shall be paid the compensatory time off in June of each year.

HOLIDAYS

The following ten days designated below are observed as paid holidays for regular full-time and regular part-time employees:

New Year's Day	Labor Day
Martin Luther King's Birthday	Veteran's Day
President's Day	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

When a holiday falls on Sunday, the next day, Monday is observed as a holiday. When a holiday falls on Saturday, the preceding Friday will be observed as a holiday.

These holidays may not be accrued by an employee.

To be eligible for holiday pay, employee must be regularly scheduled to work on the day on which the holiday falls, and the employee must have been on pay status both before and after each holiday.

When a classified employee is "required" to work on any of the above legal or local holidays, he/she shall be paid compensation or given compensatory time, for such work in addition to the regular pay received for the holiday, at the rate of one and one-half (1-1/2) time his/her regular rate of pay. The employee shall have the option of selecting the form of holiday compensation.

WORK SCHEDULE

Employees are to work in accordance with the work schedule determined by the position and school calendar. Teachers are expected to work all school calendar days. Teachers will also be requested to meet additional days as determined by the School Director to meet the program needs of Walden Academy. Walden Academy requires that all staff allow enough time on campus to meet the need of students, parents and peers before and after school hours. Classified full-time employees are to work eight (8) hours per day and forty (40) hours per week.

Employees must attend annual trainings, including Health & Safety Protocol training and annual in-service, scheduled by the School Director during the year.

Employees must attend all staff meetings during the year. Absences must be arranged ahead of time with the School Director or designee.

PARTICIPATION IN AFTER-HOURS PROGRAMS

Teachers are required to participate in Walden Academy programs, which may be held outside school hours. These include staff meetings, parent-teacher-student conferences, parent meetings, community meetings, certain Board of Directors meetings, trainings, back-to-school night, open house, student camps, or others as directed by the School Director. Teachers will support and participate in field trips, workshops and other learning activities that include students on their caseload.

REGULAR EARLY RELEASE DAY

The primary purpose of the “early release day” is to enable the teaching staff to improve coordination and communication with staff members and to accomplish necessary tasks. Examples of appropriate activities include, but are not limited to the following: record keeping, lesson planning and preparation, staff or parent communication, bulletin board preparation, and communication with special service personnel. Wednesday early release are specifically for collaboration with other staff members, grade level meetings, and school wide staff meetings. The school may schedule other shortened days as needed.

MEAL & REST PERIODS

Teachers shall have a regular forty (40) minute free lunch period each day. However, on days of inclement weather, the uninterrupted, duty free period shall be no less than thirty (30) minutes. Full-time classified employees shall have a lunch period of no less than one-half (1/2) hour. Each employee shall receive a fifteen (15) minute paid break after 3 1/2 hours of consecutive service. Rest periods are not cumulative and can't be used to extend a lunch period or to leave work early.

PAYROLL

Employees are paid monthly. If a check issue date falls on a Saturday, Sunday, or a legal holiday, paychecks will be issued on the last working day prior.

All federal, state, and social security taxes, if applicable, will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to Walden Academy and to fill out a new W-4 form.

Federal and state law requires Walden Academy to withhold the following taxes from an employee's wages:

1. *Federal Income Tax Withholding*: The amount varies with the number of exemptions the employee claims and, of course, the gross pay amount.
2. *State Income Tax Withholding*: The same factors, which apply to federal withholdings, apply to state withholdings.
3. *FICA*: The Federal Insurance Contribution Act, Social Security, (listed on the paycheck as FICA) requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by Walden Academy.
4. *Medicare Taxes*: These taxes are withheld every month and, as with all other taxes, the cumulative amount paid will be listed on the employee's Pay Statement.

Additional, payroll deductions will include employee contributions to retirement accounts and additional medical premiums as designated by the employee.

At the end of the calendar year, a “withholding statement” (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

Pay corrections: While all reasonable precautions are taken to ensure that each employee receives the correct amount of pay, errors can and do occur. In this unlikely event, the discrepancy should be brought to the attention of the appropriate administrator as soon as possible so that the situation can be reviewed and corrections can be made in a timely manner.

All payroll information is confidential and only the Business Services Provider, School Director, and CFO have access to this information. Only the School Director or CFO may acknowledge dates of employment, position, salary and wage information regarding employees for the purposes of credit checks, purchase of homes, etc.

SECTION 4: HEALTH AND WELFARE BENEFITS

HEALTH BENEFITS

Walden Academy will pay a portion of health insurance premiums for current full-time employees and their dependents. If the employee elects medical, dental, and vision benefits, then Walden Academy will contribute \$100 per month for medical, 75% of the cost of the employee's dental, not dependent, and 100% of the cost of the employee's vision premiums. For employees, taking only dental and/or vision, Walden Academy will contribute up to a cap of \$1,200 per year. The employee share of medical, dental, and vision premiums will be deducted from the employee's payroll.

The Health Insurance anniversary date at Walden Academy is October 1. Employees who do not elect health plan coverage when initially eligible will have the opportunity to enroll during the next open enrollment period with an effective health coverage date of October 1 anniversary date.

No staff member will receive paid health benefits following separation from employment. However, employees will be notified when their paid benefits will terminate and that they have the option of continued coverage at their own cost through COBRA.

RETIREMENT BENEFITS

All employees that work for Walden Academy will be eligible to participate in a 403(b) retirement plan through Vanguard. For those employees who work over thirty (30) hours per week, Walden Academy will match the first 5% of the employee's salary contributed to the 403(b) plan. Any stipends or bonuses will be excluded from the calculation of Walden's matching contribution.

SECTION 5: LEAVE

PAID TIME OFF LEAVE

Walden Academy recognizes that employees will need time off for medical and dental appointments, personal business, personal days and illness during the school year. With this in mind, each full-time employee will be entitled to one (1.00) days of PTO for each month in a paid status up to a maximum of eleven (11) PTO days per year. PTO will be prorated for part-time certificated employees, who work over 28 hours per week, on a proportionate basis based upon the hourly assignment of the employee when compared to a full-time employee.

Leave can accrue up to a maximum of twenty-two (22) days of pay. Once this cap is reached, no further leave will accrue until some accrued leave is used. When some accrued leave is used, accrued leave compensation will begin to accrue again. There is no retroactive grant of leave compensation for the period of time the accrued leave compensation was at the cap.

Regular full-time and part-time employees, who work over 30 hours per week, will be eligible for Paid Time Off leave (PTO) according to the following provision.

1. Employees who work or who are in a paid status one-half (1/2) or more of the work days in any month shall receive PTO credit for that month.
2. Employees may carry over his/her unused accumulated PTO beyond the year in which it was earned into the second fiscal year. PTO excess carried over into the second fiscal year must be taken by June 30 of that year or will be paid to the employee at the end of June of that year.
3. When a holiday falls during the scheduled PTO of any employee, the holiday shall not count as a PTO day.
4. All PTO requests must be in writing on the School's "Request for Leave" form, submitted to the employee's supervisor for approval. Approval will be based on Walden Academy operational needs and the burden placed on the School's work force. PTO shall be scheduled so as to fit into the normal work flow of the School.
5. Regular employees separating are entitled to payment of accumulated PTO at the time of separation. The accumulated PTO is added to the normal wages earned.
6. If the employee is absent for five (5) or more consecutive days due to illness, medical evidence of the illness and or medical certification of fitness to return to work satisfactory to WA will be required.

BEREAVEMENT LEAVE

Walden Academy recognizes that the loss of a loved one can be both traumatic and painful, and that there may be a need to attend to important personal matters. All regular full-time and part-time employees shall be entitled to (3) days leave of absence for the death of any member of his/her immediate family. Member of the immediate family is defined to mean husband, wife, grandparent, father, mother, brother, sister, child, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother or sister-in-law, foster parent or foster child, or any relative living in the immediate household of the employee or any person standing in loco parentis. Bereavement leave is not considered hours worked for purposes of calculating overtime pay.

STATE DISABILITY INSURANCE

Certificated and Classified employees are eligible for SDI benefits. Benefits are provided due to non-work related disability. This program is administered by the State of California.

INDUSTRIAL INJURY LEAVE (WORKERS' COMPENSATION)

In accordance with state law, Walden Academy provides workers' compensation benefits to employees who sustain on the job injuries which occur from conduct which arises out of and in the course of employment with Walden Academy.

The workers' compensation benefits that may be provided to an employee include the following:

1. Medical care to cure and relieve the effects of the work-related injury;
2. Temporary disability indemnity for lost wages;
3. Permanent disability indemnity if an employee becomes permanently disabled;
4. Nontransferable job displacement voucher for a state approved/accredited school if the employee cannot return to his/her usual and customary occupation with Walden.

To ensure that the employee receives all workers' compensation benefits to which he or she may be entitled, the employee will need to: (1) immediately report any work-related injury to the School Director or designee, (2) seek medical treatment and follow-up care if required, (3) complete a written Employee's Claim Form and return it to the main office, and (4) provide Walden with medical certification from the employee's healthcare provider regarding the need for workers' compensation disability leave and the employee's ability to return to work from the leave.

Allowable leave for each industrial accident or illness shall be for the number of days of temporary disability, but not to exceed the maximum working days allowed under Walden's Worker's Compensation Policy. Allowable leave shall not be accumulated from year to year. The leave shall commence on the first day of absence. Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.

When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him/her for the same illness or injury.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from workers' compensation leave, the employee will be reinstated to his/her same position held at the time the leave began or to an equivalent position if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. If the employee's same position is not available upon the employee's return to work, an employee's return to work will depend on job openings existing at the time of his or her scheduled return. Additionally, an employee's return will depend on his or her qualifications for any existing openings.

If, after returning from workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, Walden Academy obligations to the employee may include reasonable accommodation, as governed by applicable disability law.

Employees who are injured in a work-related incident will be referred to a physician designated by Walden Academy for medical treatment unless, prior to a work-related injury, Walden Academy has received from the employee written notice that the employee wishes to be treated by his or her own physician.

The Walden Academy designated physician for work-related injuries will treat employees who do not designate their own physician, for at least thirty (30) days. Employees may seek treatment from their own physician after thirty (30) days should they so desire.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. The law requires that Walden Academy notify its workers compensation carrier of any concerns of false or fraudulent claims.

Walden Academy has a duty to report potential workers' compensation fraud to their workers' compensation insurance company. It is unlawful to make or present any knowingly false or fraudulent material statements for the purpose of obtaining any compensation. Fraud is punishable by imprisonment in county jail for one year, or in a state prison for two, three or five years, or by a fine not exceeding one hundred fifty thousand dollars (\$150,000) or double the value of the fraud, whichever is greater, or by both that imprisonment and fine. Additional civil penalties may also be in order.

FAMILY CARE AND MEDICAL LEAVE

This policy explains how Walden Academy complies with the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"), both of which require Walden Academy to permit each eligible employee to take up to 12 workweeks of FMLA leave in any 12-month period for the birth or adoption of a child, the employee's own serious illness or to care for certain family members who have a serious illness. For purposes of this policy, all leave taken under FMLA or CFRA will be referred to as "FMLA leave."

Employee Eligibility Criteria

To be eligible for FMLA leave, the employee must have been employed by Walden Academy for the last 12 months and must have worked at least 1,250 hours during the 12-month period immediately preceding commencement of the FMLA leave.

Events That May Entitle An Employee To FMLA Leave

The 12-week FMLA allowance includes any time taken (without pay) for any of the following reasons:

1. To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude 12 months after the birth, adoption, or

placement. If both parents are employed by Walden Academy, they will be entitled to a combined total of 12 weeks of leave for this purpose.

2. Because of the employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions which is covered by Walden Academy's separate pregnancy disability policy).
3. To care for a spouse, child or parent with a serious health condition.
4. A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves: (1) inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or (2) continuing treatment by a health care provider.

Amount of FMLA Leave Which May Be Taken

1. FMLA leave can be taken in one or more periods, but may not exceed 12 workweeks total for any purpose in any 12-month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve of the employee's normally scheduled workweeks. For a full-time employee who works five eight-hour days per week, "twelve workweeks" means 60 working and/or paid eight-hour days.
2. The "12 month period" in which 12 weeks of FMLA leave may be taken is the 12 month period immediately preceding the commencement of any FMLA Leave.

Pay During FMLA Leave

1. An employee on FMLA leave because of his or her own serious health condition must use all accrued personal time off at the beginning of any otherwise unpaid FMLA leave period.
2. An employee on FMLA leave for child care or to care for a spouse, parent, or child with a serious health condition may use any or all accrued paid time off at the beginning of any otherwise unpaid FMLA leave.
3. All FMLA leaves are unpaid leaves.
4. The receipt of personal time off pay, State Disability Insurance, or paid family leave benefits will not extend the length of the FMLA leave. Personal time off pay accrues only if the employee is in a paid status one-half or more of the work days in the month.

Health Benefits

The provisions of Walden Academy's various employee benefit plans govern continuing eligibility during FMLA leave, and these provisions may change from time to time. The health benefits of employees on FMLA leave will be paid by Walden Academy during the leave at the same level and under the same conditions, as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA leave is granted, Walden Academy will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

Service Time

An employee on FMLA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA leave will return with the same amount of service time he or she had when the leave commenced.

Medical Certifications

1. An employee requesting FMLA leave because of his or her own or a relative's serious health condition must provide medical certification from the appropriate health care provider. Failure to provide the required certification in a timely manner (within 15 days of the leave request) may result in denial of the leave request until such certification is provided.
2. If Walden Academy has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, Walden Academy may request a second opinion by a health care provider of its choice (paid for by Walden Academy). If the second opinion differs from the first one, Walden Academy will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
3. Recertification's are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertification's can result in termination of the leave.

Procedures for Requesting and Scheduling FMLA Leave

1. An employee should request FMLA leave by completing a Request for Leave form, which can be obtained from Walden Academy, and submitting it to the School Director. An employee asking for a Request for Leave form will be given a copy of Walden Academy's then-current FMLA leave policy.
2. Employees should provide not less than 30 days notice or such notice as is practicable, for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her spouse, child, or parent. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA leave was an emergency or was otherwise unforeseeable.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt Walden Academy's operations.
4. If FMLA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, parent or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary as determined by the health care provider of the person with the serious health condition.
5. If FMLA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two weeks, except that Walden Academy will grant a request for FMLA leave for this purpose of at least one day but less than two weeks' duration on any two occasions.
6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.

7. In most cases, Walden Academy will respond to an FMLA leave request within two days of acquiring knowledge that the leave is being taken for an FMLA-qualifying reason and, in any event, within ten days of receiving the request. If an FMLA leave request is granted, Walden Academy will notify the employee in writing that the leave will be counted against the employee's FMLA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work

1. Upon timely return at the expiration of the FMLA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA leave.
2. When a request for FMLA leave is granted to an employee, Walden Academy will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
3. Before an employee will be permitted to return from FMLA leave taken because of his or her own serious health condition, the employee must obtain a certification from his or her health care provider that he or she is able to resume work.
4. If an employee can return to work with limitations, Walden Academy will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from Walden Academy.

Employment During Leave

An employee on FMLA leave may not accept employment with any other employer without Walden Academy's written permission. An employee who accepts such employment will be deemed to have resigned from employment at Walden Academy.

PREGNANCY DISABILITY LEAVE

This policy explains how Walden Academy complies with the California Pregnancy Disability Act, which requires Walden Academy to give each female employee an unpaid leave of absence of up to four (4) months, as needed, for the period(s) of time a woman is *actually disabled* by pregnancy, childbirth, or related medical conditions.

Employee Eligibility Criteria

To be eligible for pregnancy disability leave, the employee must be actually disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

Events That May Entitle An Employee to Pregnancy Disability Leave

The four-month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
2. The employee needs to take time off for pre-natal care.

Duration Of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five eight hour days per week, four months means 88 working and/or paid eight hour days of leave entitlement based on an average of 22 working days per month for four months. Pregnancy Disability Leave runs concurrently with FMLA leave.

Pay During Pregnancy Disability Leave

1. An employee on Pregnancy Disability Leave must use all accrued personal time off at the beginning of any otherwise unpaid leave period.
2. The receipt of personal time off pay or disability insurance benefits will not extend the length of pregnancy disability leave.
3. Personal time off pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

Health Benefits

The provisions of Walden Academy's various employee benefit plans govern continued eligibility during Pregnancy Disability Leave and these provisions may change from time to time. When a request for Pregnancy Disability Leave is granted, Walden Academy will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

Service Time

An employee on Pregnancy Disability Leave remains an employee of Walden Academy and a leave will not constitute a break in service. When an employee returns from Pregnancy Disability Leave, she will return with the same amount of service time they had when the leave commenced.

Medical Certifications

1. An employee requesting Pregnancy Disability Leave must provide medical certification from her healthcare provider. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.

2. Recertification's are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertification's can result in termination of the leave.

Requesting And Scheduling Pregnancy Disability Leave

1. An employee should request Pregnancy Disability Leave by completing a Request for Leave form and submitting it to her supervisor. An employee asking for a Request for Leave form will be referred to Walden Academy's then-current Pregnancy Disability Leave policy.
2. Employee should provide not less than thirty (30) days notice, as practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt Walden Academy's operations.
4. Pregnancy Disability Leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
6. In most cases, Walden Academy will respond to a Pregnancy Disability Leave request within two (2) days of acquiring knowledge that the leave qualifies as pregnancy disability and, in any event, within ten (10) days of receiving the request. If a Pregnancy Disability Leave request is granted, Walden Academy will notify the employee in writing and leave will be counted against the employee's Pregnancy Disability Leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return To Work

1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position (at the time reinstatement is requested) or such each means of preserving the job for the employee (such as leaving it unfilled or filling it with a temporary employee) would have substantially undermined Walden Academy's ability to operate the business safely and efficiently. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless there is no comparable position available or a comparable position is available, but filling that position with the returning employee would substantially undermine Walden Academy's ability to operate the business safely and efficiently. A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.
2. When a request for Pregnancy Disability Leave is granted to an employee, Walden Academy will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
3. Before an employee will be permitted to return from a Pregnancy Disability Leave of three days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.

4. If the employee takes FMLA/CFRA leave for reason of the birth of her child at the expiration of her pregnancy disability leave, her right to reinstatement is governed by the Family Care and Medical Leave policy, not by this policy.
5. If the employee can return to work with limitations, Walden Academy will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from Walden Academy.

Employment During Leave

An employee on Pregnancy Disability Leave may not accept employment with any other employer without Walden Academy's written permission. An employee who accepts such employment will be deemed to have resigned from employment with Walden Academy.

INSURANCE COVERAGE CONTINUANCE

When employees are on extended leave, except under FMLA or PDL, Walden Academy does not continue the employee's health insurance coverage. Insurance may be self-paid under COBRA provisions.

MILITARY AND SPOUSAL LEAVE OF ABSENCE

The School shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued paid time off as wage replacement during time served, provided such paid time off accrued prior to the leave.

The School will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

The School shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military

conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

JURY DUTY OR WITNESS LEAVE

Upon notification by a court to report for jury duty, the employee should immediately request jury duty during non-school months. Any employee, when advised of his/her notification of jury duty, receipt of a subpoena to testify in court or appearance necessary in a domestic violence dispute must immediately inform the School Director. All non-exempt, hourly employees will be granted unpaid time off for jury duty and necessary court appearances.

VOTING TIME OFF

Generally, polling times have been set so there is ample time for voting before or after work.

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined.

Under these circumstances, an employee will be allowed a maximum of two (2) hours of unpaid voting leave. When possible, an employee requesting time off to vote shall give the School Director, or designee at least two (2) days notice.

RETURNING FROM LEAVE OF ABSENCE

Employees cannot return from a medical leave of absence without first providing a sufficient doctor's return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give the School Director thirty (30) days notice before returning from leave. Whenever the School is notified of an employee's intent to return from a leave, the School will attempt to place the employee in his former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. If you need further information regarding Leaves of Absence, be sure to consult the School Director.

SECTION 8: THE WORKPLACE

RIGHT TO PRIVACY

Employees should be aware that desks, computers, emails, internet activity sheets, PDA's and other personal spaces provided by Walden Academy are School property, and are subject to search if necessary.

PERSONNEL FILES AND RECORD KEEPING PROTOCOLS

The School Director or his or her designee shall maintain a Confidential Personnel File for each employee. All information in personnel files is strictly confidential, as is all payroll information. Any employee who violates this confidentiality is subject to discipline including discharge.

The Confidential Personnel file will contain all employment related documents, except Criminal Offender Record Information (CORI) related materials and the Employee's I-9 Form. An employee will be provided a copy of all evaluation documents placed in his or her Confidential Personnel File.

Employees must be given notice and opportunity to review and comment on information of a derogatory nature before it is entered or filed in the Confidential Personnel File with limited exceptions as provided by law.

Confidential Personnel Files are protected from unauthorized disclosure to third parties unless in compliance with lawful subpoenas, court orders, or written employee authorization. In the case where an employee will not initial the document (to be placed in his or her Confidential Personnel File), the School Director shall make a notation on the document indicating that the employee has been given a copy of the document and has refused to initial the document.

Employees have the right to inspect their Confidential Personnel Files at reasonable times and at reasonable intervals, but not at a time when the employee is required to render services to the School. With the exceptions noted below, all personnel records related to the employee's performance or to any grievance concerning the employee shall be made available for inspection by the employee. Non-credentialed employees shall have access to any numerical scores obtained as result of written examinations. (Education Code 44031)

The School Director or designee shall not be required to make available to the employee: (Labor Code 1198.5; Education Code 44031)

1. Records relating to the investigation of a possible criminal offense
2. Letters of reference
3. Ratings, reports or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination.

The School Director or designee will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by Walden

Academy's written records. No other employment data, including wage information, will be released without written authorization and release signed by the individual who is the subject of the inquiry.

Each employee is responsible to promptly notify Walden Academy of any changes in personnel data, such as personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in case of emergency, education accomplishments, and credential information. Any other such status reports should be accurate and current at all times.

Employment applications will be kept on file for one year, after which time they will be destroyed. Applications of those hired become part of the personnel file of the employee.

HEALTH AND SAFETY

Each employee is expected to obey safety rules and to exercise caution in work activities. Any employee who notices a dangerous, or potentially dangerous, situation should report it to the main office immediately. We must view our environment with a view to safety for all, in particular for all the children.

SCHOOL FACILITIES

Employees are responsible to maintain a safe, neat and orderly school site. All employees are responsible for cleaning up after themselves at all times in Walden Academy facilities.

Classrooms should be maintained in a neat, orderly fashion. It is the responsibility of the teacher to keep a close check of the condition of all desks and equipment in the room. Broken or faulty equipment should be reported to the office.

The teacher should see that the desks in the classroom are kept free of debris, emptied and washed regularly. At the close of school all teachers are responsible to lock door and windows, turn off lights, lower thermostats. Teachers should also have students place their chairs on the top of their desks at the end of the day.

ACCIDENT/INJURY INCIDENT REPORTING

If an accident or injury occurs on school property, or while conducting Walden Academy business off site, it should be reported on an Incident Report form to be submitted to a supervisor within 24 hours from the time of the incident. As much information as is available at the time about the exact circumstances of the incident should be reported.

USE OF WALDEN ACADEMY E-MAIL AND VOICEMAIL

Walden Academy will permit employees to use its electronic mail and voicemail systems subject to the following:

1. Personal use at breaks or lunch hour.
2. The e-mail system is not to be used in any way that may be disruptive, offensive to others, or harmful to morale. For example, sexually explicit images, ethnic slurs, racial epithets, or anything else that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, religious beliefs or political beliefs shall not be displayed or transmitted.
3. Employees should not attempt to gain access to another employee's personal file of e-mail or voicemail messages without the latter's express permission.
4. Walden Academy staff will not enter an employee's personal e-mail files or voicemail unless there is a legitimate business need to do so. Walden Academy retains a copy of all passwords; passwords unknown to Walden Academy may not be used. System security features, including passwords and delete functions, do not neutralize Walden Academy's ability to access any message at any time. Employees must be aware that the possibility of such access always exists.

PHONE CALLS

Personal telephone calls should be made and received during non-teaching times. Personal calling cards should be used for long distance personal calls. Such telephone calls should be kept as short as possible (e.g. 3 minutes or less). Walden Academy expects that cell phones will be turned on a silent/meeting answer mode while employees are on the job.

SECTION 9: DISCIPLINE AND TERMINATION OF EMPLOYMENT

Since employment at Walden Academy (unless otherwise expressly specified) is at will, both the employee and Walden Academy have the right to terminate employment at will, with or without cause or advance notice.

Our School's rules of conduct are based on mutual respect, common courtesy, sound judgment, responsibility, professionalism and business accountability. Personal and professional integrity is, of course, expected of all employees. Without altering the at-will nature of the employment relationship, Walden Academy may terminate or suspend the employment of any employee or engage in any other disciplinary actions (e.g. suspension with or without pay, demotion, etc.), if the School Director determines that the employee has failed to fulfill his or her duties and responsibilities and/or has failed to demonstrate the responsibility outlined in these personnel policies and the job description or for any lawful reason.

MISCONDUCT SUBJECT TO DISCIPLINE UP TO AND INCLUDING DISMISSAL

The following violations are considered misconduct and will result in disciplinary action up to and including termination of employment. Since it is impossible to enumerate every act or omission, which would justify the imposition of disciplinary action, the list is not intended to be all-inclusive. The following do not affect an employee's at-will employment. (All rules are subject to revisions by Walden Academy).

- Unexcused absence and/or lack of punctuality.
- Release of confidential information without authorization.
- Possession of or reporting to work while under the influence of alcohol, narcotics, and/or other controlled substances.
- Theft.
- Willful destruction of property.
- Conviction of a felony or conviction of a misdemeanor, which makes the employee unfit for the position.
- Falsification, fraud, or omission of pertinent information when applying for a position.
- Any willful act that endangers the safety, health or well-being of another individual.
- Any act of sufficient magnitude to cause disruption of work or gross discredit to the School.
- Misuse of School property or funds.
- Possession of firearms, or any other weapon, while acting within the course of your employment with the School.
- Acts of discrimination or illegal harassment based on gender, ethnicity, or any other basis protected by state or federal law.
- Failure to comply with the School's safety procedures.
- Insubordination.
- Failure to follow any known policy or procedure of Walden Academy, or gross negligence, which results in a loss to Walden Academy.
- Violations of federal, state, or local laws affecting the organization or your employment with the organization.
- Unacceptable job performance.
- Dishonesty.

NON-DISCLOSURE OF PERSONNEL INFORMATION

Reasons for involuntary terminations are privileged information and are treated confidentially. Anyone disclosing such information inappropriately is subject to disciplinary action, up to and including termination of employment.

No one without a managerial “need to know” is to discuss personnel information.

Inquiries regarding an employee who has been terminated, or otherwise left the employment of Walden Academy, should be referred to the School Director, or designee.

RESIGNATION

Employees are free to resign without repercussion or retaliation. Although Walden Academy does not require notice from a resigning employee, as employees are at-will unless otherwise agreed, Walden Academy would appreciate thirty (30) day notice. However, Walden Academy may ask an employee to leave immediately when necessary. Any accrued and unpaid compensation shall be provided as required under the law.

SALARY AND BENEFITS IN THE EVENT OF TERMINATION

In the event of termination of employment, employees shall be entitled only to the prorated salary and benefits earned through the last date of actual service or as specified in the employee’s employment contract. If you are participating in the medical and/or dental plan, you will be provided information on your rights under COBRA.

SECTION 10: DISPUTE RESOLUTION PROCESS

Misunderstandings and problems arise from time to time in any situation. Work situations can be stressful. To provide the best possible working conditions for employees, an honest and open atmosphere in which any problem, complaint, suggestion, or question receives a timely, respectful response is required. Employees and the administration should have, and display, mutual respect for each other at all times.

These dispute resolution procedures serve to provide employees, who have a grievance concerning conditions of employment, with a procedure to have the concern or complaint heard first by the School Director and then the Hearing Panel appointed by the Walden Academy Board of Directors if satisfactory resolution is unattainable. In the event the grievance involves the School Director, the President of the Board of Directors will act in the same capacity as the School Director as described below.

A “grievance” or “concern” is defined as any feeling of dissatisfaction or injustice in connection with one’s employment situation, which is brought to the attention of the School Director, or designee. If an employee disagrees with the established rules on conduct, policies, procedures, or practice; they can express this concern through the *Problem Resolution Procedure* outlined herein. No employee will be penalized, formally or informally, for voicing a grievance or complaint with Walden Academy in a reasonable, business-like manner, or for using these procedures.

The School Director is the official representative between the staff and the Board of Directors. The School Director or designee must be accessible and ready to hear suggestions and grievances. Walden Academy cannot act on any problem unless it is aware of it, so grievances must be aired as soon as possible.

Not every problem can be resolved to all parties’ satisfaction, and only through understanding and discussion of problems can employees and the administration develop confidence in each other. This confidence is important to the smooth, effective operation of Walden Academy. The School will strive to provide such an atmosphere at all times. Employees are encouraged to offer positive and constructive criticism, and to take the following steps if they believe that a condition of employment or a decision affecting them is unjust or inequitable.

PROBLEM RESOLUTION PROCEDURE

1. When a problem first arises, the aggrieved party should discuss the matter with a supervisor, rather than fellow employees. This discussion should take place in a timely fashion shortly after the incident occurs, three (3) working days. If the problem is not resolved at this level the grievance should be brought to the School Director or designee.
2. The School Director or designee responsible for resolution of the grievance will review the issue and any relating policies. If the problem cannot be resolved informally through discussion or meeting, the grievance shall be reduced to writing by the aggrieved party and submitted to the School Director or designee within three (3) working days. The grievant should specify the problem to the fullest extent possible and any remedies sought.
3. Following any necessary investigation, the School Director shall prepare a written response to the grievant no later than ten (10) working days from the date of receipt of the grievance. If

additional time is required for good cause, then the grievant will be notified of the delay and of the expected time of receipt of the written response.

4. If no satisfactory solution can be reached, the grievant may request to meet with the Walden Academy Board of Directors' Hearing Panel. This appointed panel will consist of a Board member, a parent representative and a member of the Walden Academy staff. The request for this meeting shall be in writing and must include any and all documentation related to the grievance, along with any solutions that have been proposed by either the grievant or the School Director or designee. The request for the meeting is to be delivered to the Walden Academy Board of Directors President by the School Director within seven (7) days before the next regularly scheduled meeting, so that the matter may be properly placed upon the agenda.
5. The Walden Academy Board of Directors' Hearing Panel and the School Director will set a date and time for the hearing of any evidence to be presented concerning the grievance. At the hearing, the grievant and a representative of Walden Academy shall have the opportunity to present evidence, both oral and documentary. Within three (3) working days from the date of the hearing, the Hearing Panel shall make a decision on the complaint in writing. This decision will serve as the final decision of Walden Academy.

GRIEVANCES FROM PARENTS, STUDENTS OR COMMUNITY MEMBERS

While parents and students are encouraged to take their concerns or grievances to staff persons most directly involved, they will, at times, feel too uncomfortable to do so. Often parents and students might feel more comfortable sharing their concerns with another staff person. In such cases the staff member receiving the complaint should take the following steps:

1. Determine, if appropriate under the circumstances, whether the grievance may be resolved informally through discussion. Staff members receiving concerns initially should listen objectively, attentively and actively to the parent or student. The staff member may wish to ask supportive questions to help clarify the nature of the concern. Neither agreement nor disagreement with the grievance should be expressed, but rather those staff members receiving grievances should remain neutral.
2. Once the grievant has been able to express his or her concern, if appropriate under the circumstances ask if the grievant would be willing to speak directly to the staff person. If the grievant does not desire this option, ask if he or she would like the assistance of the School Director or staff member's supervisor to help voice the concern and explore possible solutions.
3. If the grievant desires assistance, help the person schedule time with the School Director or supervisor.
4. Alert the School Director, along with the appropriate supervisor and the other staff member of the concern and of your action with regard to seeking resolution.
5. Follow up to make sure action was taken to resolve the problem. If the problem cannot be informally resolved direct the grievant to file a written grievance with the School Director or designee per the policy outlined in the *Walden Academy Family Handbook*.

APPENDIX A: CRIMINAL BACKGROUND CHECKS

A commitment to the safety and well-being of our children is a core value of Walden Academy. No condition or activity will be permitted that may compromise that safety, and the well-being of students takes precedence over all other considerations. While we place great value on the contributions of staff, educators, and volunteers, there are conditions that are incompatible with unescorted access to children. Conditions deemed by the Board to preclude working at Walden Academy include conviction on charges of serious or violent misdemeanors or felonies, particularly those committed against minors or involving abuse or molestation. Walden Academy has therefore adopted a strict policy of prohibiting any individual with such a history from contact with Walden Academy students on school grounds or during field trips or other sanctioned school activities. The Board will adopt a specific list of offenses and offense categories deemed incompatible with work for or at school. To ensure the safety of the students, all individuals working or volunteering at Walden Academy will be required to submit to a background criminal investigation as follows:

Employees

All employees of Walden Academy are required to, (1) disclose any conviction or arrest that is pending adjudication of the offenses charged, and (2) undergo fingerprint criminal background checks through the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) before employment to ensure that they have no arrest or conviction for any serious or violent misdemeanor or felony.

Applicants are required to sign a release for Walden Academy to request the background check and to receive information from the DOJ on an ongoing basis during the term of their employment with Walden Academy. The School Director can conditionally hire an applicant pending completion of the background check, but shall notify the applicant that if he/she fails the criminal background check the offer of employment will be withdrawn.

Employment is contingent upon clearance by the School Director. All employees will be subject to DOJ subsequent arrest notification during the term of their employment with Walden Academy. If Walden Academy receives subsequent notification of an arrest for any serious or violent misdemeanor or felony, the School Director will have discretion as to whether or not to suspend employment until the arrest is adjudicated. All records will be maintained in a strictly confidential manner in compliance with DOJ reporting requirements.

Fingerprint Background Check Evaluation Process

The DOJ carefully screens those individuals who are selected to receive and evaluate Criminal Offender Record Information (CORI) at Walden Academy. The individuals at Walden Academy who have been selected to receive and evaluate CORI data are:

- . The School Director
- . The Board President

Information received by Walden Academy from the Department of Justice (DOJ) will be handled in a strict confidential manner in accordance with DOJ requirements. There are severe penalties for any person who fails to handle records in accordance with DOJ requirements. (Penal Code Sections 11105 and 13300)

Information received from the DOJ results in either a criminal record (CORI) or "No Record". Individuals with no record will be cleared for employment.

Applicant employees' CORI records will be evaluated by the School Director. The School Director at his/her discretion may seek the counsel of the Walden Academy Board of Directors, in closed session, in evaluating a potential employee's CORI for determining suitability for employment.

Applicant volunteers' CORI records will be evaluated by the School Director. The School Director at his/her discretion may seek the counsel of the Walden Academy Board of Directors, in closed session, in evaluating a potential volunteer's suitability for volunteer service at Walden Academy.

After CORI evaluation has taken place and either clearance or denial of application has been determined, all CORI records received from the DOJ will be destroyed.

Applicants will receive confidential notification of the results of their background check.

Those individuals failing their background check can make a one-time appeal to the School Director for reconsideration if he/she feels there has been an error in the review of their record. The decision of the School Director is final.

Subsequent Arrest Notification Service

All employees are subject to "Subsequent Arrest Notification Service" by the DOJ once they have been fingerprinted for Walden Academy. Any time an employee is arrested after their initial background clearance for the school, the DOJ will notify the School Director and send the school the new CORI information.

The School Director will evaluate the CORI information and determine whether it justifies suspension or termination of the individual's employment. At the discretion of the School Director, he/she can seek counsel from the Walden Academy Board of Directors, in closed session, in determining suitability for continued employment.

After CORI evaluation has taken place and a decision has been made regarding the individual's suitability to continue employment, the CORI records received from the DOJ will be destroyed. Applicants will receive confidential notification of their suspension or termination.

Those individuals who are suspended or terminated can make a one-time appeal to the School Director for reconsideration if he/she feels there has been an error in the review of their record. The decision of the School Director is final.

Terminating Employment

Upon termination of employment with Walden Academy, the School Director or his designee will file a "No Longer Interested Notification" form with the DOJ to inform the DOJ that Walden Academy is no longer

interested in receiving criminal history information pertaining to the terminated individual. (Penal Code Section 11105.2)

APPENDIX B: SEXUAL HARASSMENT

SEXUAL HARASSMENT COMPLAINT PROCEDURE

1. Communication of Policy

It is the Board's intent that the Sexual Harassment Policy will be known and understood by all employees and students. This will be accomplished by:

- a. Placing this policy in all Walden Academy policy Handbooks.
- b. Providing copies of this policy to all employees.
- c. Providing copies of this policy, with appropriate instruction, to the School Director and supervisors at Walden Academy.
- d. Providing notification of this policy to students and parents.
- e. Making information and materials available at all times through the School Director.

This complaint procedure does not preempt the employee's right to seek other civil remedies, including but not limited to injunctions, restraining orders, or other orders.

1. Complaints and Resolutions – Employees or Other Adults

Step One – Informal Level

Employees or other individuals who feel aggrieved because of conduct they believe constitutes sexual harassment should directly inform the person engaging in such conduct that such conduct is offensive and must stop. If the matter is resolved at this level, the aggrieved individual is not required to proceed to Step Two. If the matter is not resolved or reoccurs, the aggrieved individual must proceed to Step Two.

Step Two – Formal Level

Within five (5) working days of the alleged incident of sexual harassment, the complainant shall report the incident in writing, using the Sexual Harassment Complaint Form, to the School Director, or the offender's immediate supervisor if the complainant is an employee. A Sexual Harassment Complaint Form may be obtained from the School Director, and a copy of this Form is attached to this Handbook. If the accused is the School Director, the complainant may proceed immediately to Step Four.

Within ten (10) working days after presentation of the complaint, the School Director or immediate supervisor shall investigate the allegations and take appropriate corrective action. A written report, including findings related to the allegations, will be completed.

Step Three – The School Director

If the complaint is not resolved at Step Two above, it shall be stated in writing within five (5) working days of the decision rendered at Step Two, signed by the complainant, and submitted to the School Director as part of this procedure.

The complaint shall minimally provide the following information:

- The name of the individual involved;
- Clearly state the facts causing the complaint;
- Indicate the specific remedy being sought.

Within ten (10) working days after receiving the written complaint, the School Director shall investigate, give a written response to the complainant, and take appropriate action including disciplinary measures.

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Step Four – Walden Academy Board of Directors (Closed Session)

If the complaint is not resolved in Step Three, the complainant may within five (5) working days of receipt of the School Director's written response, appeal to Walden Academy Board of Directors by filing the complaint and the School Director's response, along with any written response of the complainant to the response of the School Director, with Walden Academy Board.

Walden Academy Board shall hear the complaint within ten (10) working days after receipt of any written complaint properly filed with Walden Academy Board and shall render a decision in writing within ten (10) working days after such hearing.

Both the complainant and the accused shall be afforded a full and fair opportunity to present evidence relevant to the facts and to the issues raised by the complainant and may be represented by counsel at the hearing of a complaint by Walden Academy Board.

The complainant shall be furnished a copy of the decision of Walden Academy Board.

The decision of Walden Academy Board shall be final.

Walden Academy, as your employer, must take all reasonable steps to prevent discrimination and unlawful harassment from occurring. Sexual or other unlawful harassment in employment violates Walden Academy's policy and prohibited under Title VII of the Civil Rights Act and the California Fair Employment and Housing Act. Your signature on the "Acknowledgement of Receipt of Employee Handbook" page of the Handbook will signify your receipt and review of the Sexual Harassment policy. Should you have any questions, concerns or suggestions on reporting procedures, please contact your supervisor immediately.

Investigations and No Retaliation

It is unlawful to retaliate or take reprisals in any way against an employee who has articulated a good faith concern about sexual harassment or discrimination against him or her or against another individual. Complainants and witnesses under this policy will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation in the filing of a complaint, acting as a witness, or the reporting of sexual harassment.

All complaints of sexual harassment will be kept confidential and only those persons with a need to know of information or the identity of a complainant will receive such information. Individuals participating in a sexual harassment investigation will be advised that the matter is confidential and that retaliation in any form is prohibited.

HARASSMENT COMPLAINT FORM

It is the policy of the School that all of its employees be free from harassment. This form is provided for you to report what you believe to be harassment, so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment.

If you are an employee of the School, you may file this form with the School Director or Board President.

Please review the School's policies concerning harassment for a definition of harassment and a description of the types of conduct that are considered to be harassment.

The School will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged harasser.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment are taken very seriously by the School both because of the harm caused to the person harassed, and because of the potential sanctions that may be taken against the harasser. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe sexually harassed you or someone else: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Walden Academy Employee Handbook

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

_____ Date: _____
Signature of Complainant

Print Name

Received by: _____ Date: _____

APPENDIX C: COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant Date: _____

Print Name

Received by: _____ Date: _____

**ACKNOWLEDGMENT OF RECEIPT OF WALDEN ACADEMY
EMPLOYEE HANDBOOK**

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE SCHOOL DIRECTOR.

EMPLOYEE NAME: _____

I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of the School's policies and benefits, and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with the School. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the School.

I understand that other than the Board of the School, no person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board has the authority to make any such agreement and then only in writing signed by the Board President.

Employee's Signature

Date: _____

Please sign/date, tear out, and return to the School.

Board Action Item
September 10, 2013

AGENDA ITEM: Deferment of TB Test Requirement for Parent Volunteers

PARTIES INVOLVED: Parent Volunteers, Teaching/Administrative Staff and Students

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

Currently there is a nationwide shortage of the tuberculin skin test antigen. The Local Health Department is no longer able to provide the test and local health agencies, such as the hospital, are either out of the antigen or are rationing their supply for non-routine screenings. Some medical providers may have a few left however the cost is very expensive and these providers may be in another town.

IMPACT ON SCHOOL MISSION, VISION OR GOALS, (IF ANY):

Parent volunteers who are unable to provide proof of a clear TB test are unable to volunteer in their child's classroom or chaperone on field trips. This has a negative impact on the school's vision and mission as parent volunteerism is an important element for successful implementation of these at Walden. We want to be able to provide a vibrant education that extends beyond the classroom to all willows students and their parents.

OPTIONS OR SOLUTIONS:

1. Continue to require clear TB skin test results.
 - a. This may cause cancellation of already scheduled field trips and limit classroom help for teachers.
2. As recommended by the Center for Disease Control, see attachment, we could defer this requirement until the shortage ends which they anticipate to end by the end of October.
 - a. Per the Glenn County Health Department, Director of Health Services, we have one active case of TB in Glenn County. They are currently being treated, live in another town in the county, and are homebound. She considered them to not be a risk at this time.
 - b. In addition to the deferment we could require parents who are unable to meet the TB requirement to complete a brief health questionnaire to serve as a minimal TB screening, see attachment.

RECOMMENDATION:

It is my recommendation that the Board defers the clear TB skin test requirement until the shortage is over and asks that the parents who are unable to comply to complete a brief health questionnaire.

Respectfully submitted: Zuheit Whitney, RN, MSN

Sample TB Health Questionnaire

Due to the recurrent nationwide shortage of the tuberculin skin test antigen and as recommended by the CDC and Glenn County Health Department Walden Academy has agreed to defer the clear TB skin test requirement for parent volunteerism however we are requiring that parents unable to obtain the screening to complete this brief questionnaire and return it to the school's office.

Please indicate yes or no to the following questions:

1. Have you had a bad cough that lasts 3 weeks or longer? Yes No
2. Pain in the chest within the last month? Yes No
3. Coughing up of blood or sputum (phlegm from deep inside the lungs)? Yes No
4. Recently had:
 - Weakness or fatigue Yes No
 - Weight loss Yes No
 - No appetite Yes No
 - Chills Yes No
 - Fever Yes No
 - Sweating at night Yes No
 - Traveled outside the United States Yes No

Signed: _____ Date: _____

Printed Name _____

Thank you for your cooperation. Once your answers are reviewed by the school nurse you will be notified by the school's office as to when you may begin to volunteer for Walden Academy.

This is an official **CDC HEALTH UPDATE**

Distributed via the CDC Health Alert Network
September 04, 2013, 13:00 ET (1:00 PM ET)
CDCHAN-00355

Recurrent Nationwide Shortage of Tuberculin Skin Test Antigen Solutions: CDC Recommendations for Patient Care and Public Health Practice

Summary: In HAN 345 (<http://emergency.cdc.gov/HAN/han00345.asp>), April 2013, CDC reported that TUBERSOL®, a product of Sanofi Pasteur Limited, was in shortage nationwide. Although supplies were restored in early June 2013, TUBERSOL® is in shortage again until at least the middle of October 2013. At the current time, the 5 tuberculin units/0.1 mL, 5 mL (50 tests), multiple dose vials are unavailable. The 5 tuberculin units/0.1 mL, 1 mL (10 tests), multiple dose vials are in limited supply. **This notice updates and supersedes the advice in HAN 345 and advises public health officials, clinicians, and workers in occupational health and infection control about how to adapt testing protocols to the recurrent shortage.**

TUBERSOL® is one of two purified-protein derivative (PPD) tuberculin antigen solutions that are licensed by the United States Food and Drug Administration (FDA). JHP Pharmaceuticals, LLC, manufactures APLISOL®, the other PPD tuberculin product that is licensed by FDA. JHP Pharmaceuticals, LLC, has notified FDA that APLISOL® is on allocation, meaning that historical customers have precedence for buying the product, and APLISOL® is available in restricted quantity. Regional shortages of APLISOL® have been reported since healthcare providers switched from TUBERSOL® to APLISOL®.

Background

Two kinds of immunological methods are used for detecting *Mycobacterium tuberculosis* infection: tuberculin skin tests (TSTs) and interferon- γ release assay (IGRA) blood tests. The indications for using these tests are the same for both methods, although one or the other method is preferred for certain populations (1). When setting testing priorities because of the current shortage of antigen, these preferences may be considered as factors when one of the methods is unavailable. Together, these tests are the only means for detecting latent *M. tuberculosis* infection, and they contribute to diagnosing tuberculosis (TB) disease. When findings such as chest radiography and mycobacterial cultures are sufficient for confirming or excluding the TB diagnosis, the results from a TST or an IGRA blood test might be unnecessary (2). Nevertheless, most TB cases in the United States are diagnosed with a set of findings including results from one of these tests. When TB disease is strongly suspected, specific treatment should be started regardless of results from TST or an IGRA blood test (1,3).

In cross-sectional controlled studies, TUBERSOL® and APLISOL® give similar results for most patients. The agreement between results from a TST and an IGRA blood test or between results from the two commercial IGRA blood tests is lower (1).

Recommendations

CDC recommends any of three general approaches for addressing the shortages of tuberculin skin test antigens:

1. Substitute IGRA blood tests for TSTs. The cost associated with using the blood tests can be greater than the cost of TST because the per-unit cost of the IGRA test materials is greater than for those of TST and, unlike TST, IGRAs entail services external to the point of care in some settings. The blood tests require phlebotomy, preparation of blood specimens, and specific laboratory services for analysis; therefore, these tests are not available in all practice settings. Clinicians who use the IGRA blood tests should be aware that the criteria for test interpretation are different from the criteria for interpreting TSTs (1). IGRAs do not utilize the risk-stratified cut-off measurements that are used for TST. Both IGRA products that are licensed in the United States can give indeterminate results, and one of these can also give borderline results (results between positive and negative). TST does not yield indeterminate or borderline results (1).

2. Substitute APLISOL® for TUBERSOL® for skin testing if APLISOL® is available. In studies, the two products give similar results for most patients. The fixed availability of APLISOL® has created a relative shortage because of increased demand at sites where TUBERSOL® is unavailable, thus limiting the feasibility of this approach.

3. Allocate TSTs to priority usages, such as TB contact investigations, as determined by public health authorities. Priorities can be set in accordance to relative TB risks (4) and local TB epidemiology. A priority strategy might require deferment of testing some persons, and it might require modification of public health rules, regulations, or policies. CDC does not recommend testing persons who are not at risk for TB (4).

Some surveillance programs for TB infection control rely on routine serial TSTs. Switching products or methods might make serial changes in test results difficult to interpret. The apparent conversions of results from negative to positive or reversions from positive to negative could be caused by inherent inter-product or inter-method discordance (1,5). In settings with a low likelihood of TB exposure, the deferment of routine serial testing should be considered in consultation with public health and occupational health authorities.

Updates about the shortages of tuberculin skin test solutions are posted by the FDA Center for Biologics Evaluation and Research at

<http://www.fda.gov/BiologicsBloodVaccines/SafetyAvailability/Shortages/ucm351921.htm>.

References

1. CDC. Updated guidelines for using interferon gamma release assays to detect *Mycobacterium tuberculosis* infection — United States, 2010. *MMWR* 2010;59 (RR-5).

<http://www.cdc.gov/mmwr/PDF/rr/rr5905.pdf>.

2. American Thoracic Society. Diagnostic standards and classification of tuberculosis in adults and children. *Am J Respir Crit Care Med* 2000;161:1376–95.

<http://www.cdc.gov/tb/publications/PDF/1376.pdf>.

3. CDC. Treatment of tuberculosis. *MMWR* 2003;52(RR-11). <http://www.cdc.gov/mmwr/PDF/rr/rr5211.pdf>.

4. CDC. Targeted tuberculin testing and treatment of latent tuberculosis infection. *MMWR* 2000;49(RR-6).

<http://www.cdc.gov/mmwr/PDF/rr/rr4906.pdf>.

5. CDC. Guidelines for preventing the transmission of *Mycobacterium tuberculosis* in health-care settings, 2005. *MMWR* 2005;54(RR-17) <http://www.cdc.gov/mmwr/pdf/rr/rr5417.pdf>.

The Centers for Disease Control and Prevention (CDC) protects people's health and safety by preventing and controlling diseases and injuries; enhances health decisions by providing credible information on critical health issues; and promotes healthy living through strong partnerships with local, national, and international organizations.

Categories of Health Alert Network messages:

Health Alert Requires immediate action or attention; highest level of importance
Health Advisory May not require immediate action; provides important information for a specific incident or situation
Health Update Unlikely to require immediate action; provides updated information regarding an incident or situation
HAN Info Service Does not require immediate action; provides general public health information

##This message was distributed to state and local health officers, state and local epidemiologists, state and local laboratory directors, public information officers, epidemiologists, HAN coordinators, and clinician organizations##

Common Core Budget

Walden

Entitlement	29,000
Certificated Salaries	3,320
Textbooks & Curriculum Materials	10,650
Computers/Technology	9,530
Professional Development	5,500
Total Expenses	29,000



GLENN COUNTY
OFFICE of EDUCATION

TRACEY QUARNE
SUPERINTENDENT

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Board of Education

Janice Cannon
Judith Holzapfel
Eugene Massa
Kathy Perez
Gail Zimmerman

311 S. Villa Ave
Willows, CA 95988
(530) 934-6575
FAX: (530) 934-6654
An Equal Opportunity
Provider

DATE: August 28, 2013
TO: District Apportionment Contacts
FROM: Randy Jones 934-6575 ext. 3050 *RJ*
SUBJECT: Common Core State Standards
Notice of First Apportionment

FISCAL YEAR: 2013-14
ABBREVIATION: Common Core

PURPOSE: Funding is in support of the integration of academic content standards in instruction adopted pursuant to sections 60605.8, 60605.10, 60605.11, and 60811.3 of California education code for kindergarten and grades 1 to 12, for purposes of establishing high-quality instructional programs for pupils.

REVENUE PERCENTAGE: Approximately 50% of LEA entitlement

ANTICIPATED DATE OF RECEIPT OF FUNDS: September 2013

RESOURCE CODE: 7405

INDIRECT RATE: LEA approved rate

GRANT/ENTITLEMENT: Entitlement

OTHER INFORMATION: As a condition of receiving these funds, LEA's must develop and adopt a plan delineating how funds shall be spent. The plan shall be explained in a public meeting of the governing board of the LEA BEFORE its adoption in a subsequent public meeting. Detailed expenditure information is due to the California Department of Education at the end of fiscal year 2014-15.



CALIFORNIA
DEPARTMENT OF
EDUCATION

August 23, 2013

Dear County Superintendents of Schools:

**NOTICE OF THE FIRST APPORTIONMENT FOR THE
COMMON CORE STATE STANDARDS IMPLEMENTATION FUNDS
FISCAL YEAR 2013–14**

This apportionment, in the amount of \$622,006,100, is made from funds provided in Assembly Bill (AB) 86, Section 85 (Chapter 48, Statutes of 2013). Funding is in support of the integration of academic content standards in instruction adopted pursuant to sections 60605.8, 60605.85, 60605.10, 60605.11, and 60811.3 of California *Education Code (EC)* for kindergarten and grades 1 to 12, inclusive, for purposes of establishing high-quality instructional programs for all pupils. This apportionment provides a payment of approximately 50 percent of the 2013–14 entitlements.

School districts, county offices of education, charter schools, and state special schools receiving these funds may encumber the apportioned funds any time during the 2013–14 or 2014–15 fiscal years. As stated in AB 86, Section 85 (d), the local educational agencies (LEAs) shall expend funds for any of the following purposes:

- Professional development for teachers, administrators, and paraprofessional educators or other classified employees involved in the direct instruction of pupils that is aligned to the academic content standards.
- Instructional materials aligned to the academic content standards.
- Integration of these academic content standards through technology-based instruction for purposes of improving the academic performance of pupils, including, but not necessarily limited to, expenditures necessary to support the administration of computer-based assessments and provide high-speed, high-bandwidth Internet connectivity for the purpose of administration of computer-based assessments.

As a condition of receiving these funds, the LEA must develop and adopt a plan delineating how funds shall be spent. The plan shall be explained in a public meeting of the governing board of the LEA before its adoption in a subsequent public meeting. Detailed expenditure information is due to the California Department of Education (CDE) at the end of fiscal year 2014–15. The method and format for this report has yet to be determined.

August 23, 2013

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As stipulated in AB 86, Section 85(b), the CDE is allotting an equal per-pupil amount using prior-year enrollment data. The per-pupil award amounts are estimated at \$200 per pupil using California Longitudinal Public Achievement Data System fall enrollment data as of October 2012 and certified on or before May 24, 2013. Any incremental adjustments to the award amount will be made in the second apportionment in October 2013; however, the CDE does not anticipate large entitlement variations in subsequent apportionments.

Warrants will be mailed to each county treasurer approximately three weeks from the date of this Notice. For standardized account code structure coding, use Resource Code 7405 and Revenue Object Code 8590, All Other State Revenue. Common Core State Standards implementation funds will be subject to the annual audits required by EC Section 41020.

The CDE has sent an e-mail to each county superintendent, addressed to the county's CDEfisc e-mail address, to inform him or her of this apportionment. The e-mail contained a link to the CDE Categorical Programs Web page at <http://www.cde.ca.gov/fg/aa/ca/> where, under the program name, the letter and schedule for this apportionment are posted. The CDE requested that the e-mail be forwarded to all school districts and charter schools in the county.

If you have any questions regarding this program, please contact Barbara Murchison, Program Administrator, Common Core Systems Implementation Office, by phone at 916-319-0387 or by e-mail at BMurchison@cde.ca.gov. If you have any questions regarding this apportionment or the payment process, please contact Karen Almquist, Fiscal Consultant, Categorical Allocations and Management Assistance Office, by phone at 916-327-4406 or by e-mail at KAlmquis@cde.ca.gov.

Sincerely,

Jeannie Oropeza, Deputy Superintendent
Services for Administration, Finance, Technology, and Infrastructure Branch

JO:ksa

Schedule of the First Apportionment for the Common Core State Standards Implementation Funds
Fiscal Year 2013-14

County Code	District Code	Direct Funded Charter Number	Vendor Number	District Name	School Name	Preliminary Entitlement	Current Apportionment (August 2013)
GLENN COUNTY							
11	10116			Glenn County Office of Education		21,600	10,800
11	10116			Glenn County Office of Educal William Finch		24,600	12,300
11	62554			Capay Joint Union Elementary		39,800	19,900
11	62596			Lake Elementary		31,400	15,700
11	62638			Plaza Elementary		26,800	13,400
11	62646			Princeton Joint Unified		40,400	20,200
11	62653			Stony Creek Joint Unified		22,200	11,100
11	62661			Willows Unified		293,400	146,700
11	75481			Oriand Joint Unified		432,600	216,300
11	76562			Hamilton Unified		142,000	71,000
11	10116	1350	S350	Glenn County Office of Educal Walden Academy		29,000	14,500
GLENN COUNTY TOTAL						\$ 1,103,800	\$ 551,900

September 4, 2013

The Honorable Donald Cole Byrd
Superior Court, County of Glenn
526 West Sycamore Street
Willows, CA 95988

RE: 2012-2013 Grand Jury Report

Dear Judge Byrd:

The Glenn County Grand Jury Report for 2012-2013 requires a response from Walden Academy regarding three recommendations the Grand Jury made concerning Walden Academy. The recommendations on the Grand Jury address school safety, facility, and communication issues.

Recommendation One:

“Ensure that any facilities used by Walden Academy meet or exceed all applicable current building code standards.”

Currently, Walden Academy leases space from St. Monica’s Catholic Church, the Glenn County of Education, and a classroom and office space located at 408 Pacific Avenue. Each of these spaces has been deemed safe for classroom use by the City of Willows building inspectors. Thus, our current facilities meet or exceed all applicable current building code standards.

Walden Academy is growing and looking for facilities to house our school in the future. These facilities will be subject to applicable planning and building codes. Thus, any future home will meet or exceed all applicable current building code standards.

Recommendation Two:

“Make efforts to maximize the ability to communicate between all rooms of the present facility, and make absolutely certain the current problem does not exist in any subsequent site for Walden Academy.”

Each Walden Academy classroom has a dedicated phone line for communication. To improve the speed of communication during emergencies, we have implanted an auto-dialer system to alert staff and parents. As Walden Academy looks for a new site, we are planning to improve phone and Internet capability to improve school safety and meet requirements for Common Core assessment.

Recommendation Three:

“Maximize communication between Walden Academy and local emergency services. Establish and formalize emergency procedures between Walden and the appropriate agencies, such as local police and fire services.”

Walden Academy has collaborated with the local police department to create a safe school traffic plan. We have also shared our evacuation plans with the local fire department. Last year, Walden participated in the Fire Safety program provided to elementary students by the Willows Fire Department and the Kiwanis Club's bicycle safety program.

In addition, Walden Academy is participating in the county-wide effort to implement START (School Threat Assessment Response Team). This program aims to create a consistent protocol for preventing school violence throughout Glenn County schools.

Student safety is the number one priority at Walden Academy. To keep our students safe, our staff has participated in CPR and first aid training. We have also participated in professional development provided by Mental Health and Responsive Classroom to nurture our students socially and emotionally, as well as academically.

Respectfully submitted:

Mele Benz, School Director, Walden Academy

Kelly Lawler, Board Chairwoman, Walden Academy

2012 – 2013 GLENN COUNTY GRAND JURY FINAL REPORT WALDEN ACADEMY

I. Purpose:

To examine the functions of Walden Academy, a charter school, to see how it differs from a traditional public school. The Grand Jury received no formal request for this inquiry.

II. Background:

Walden Academy, instituted in 2011, is a relatively new school in the Glenn County community. It is located at 408 Pacific Avenue, Willows, California, on the north side of the intersection of Pacific Avenue and State Highway 162 (Wood Street). The Grand Jury feels that it should examine how the needs of the students are being met, particularly in the area of public safety.

III. Findings:

Question: How is Walden Academy structured that makes it different than a traditional public school?

Answer: Walden Academy operates under a charter granted by the Glenn County Office of Education, which has immediate oversight. The focus of its curriculum is on natural resources. It is governed by a board, the members of which are self-nominated, and elected by the families of the students registered to attend the school, one family, one vote. In addition to the regular board members, there is a member representing the community and one representing the staff.

Question: How is Walden Academy Funded?

Answer: Walden is presently funded by a Federal Block Grant, Federal, State, and Local funds allocated on a per-student basis, and local fund raisers.

Question: What is Walden's average daily attendance?

Answer: Walden averages about 150 students in daily attendance.

Question: Does Walden have meals available to its students? Is there adequate water on site for the students' needs?

Answer: At this stage meals are not made available, although the possibility of providing this service is being considered for the future. An estimated 30% of the student body could qualify for free or reduced meal support. There is water available to the students in drinking fountains, and there are bathrooms on site. There is a handicapped accessible bathroom on the Saint Monica side of the campus.

Question: Does Walden Academy fall under Field Act jurisdiction for building safety standards?

Answer: According to an opinion No. 96-1206, issued by Attorney General Dan Lungren, on March 19, 1997, charter schools are subject to Field Act standards only if that requirement is set forth in their charter petition. Walden Academy did not so specify, and thus would appear to be exempt.

Question: Does Walden Academy have adequate safety policies with respect to fire and other emergency conditions, including intruder alerts?

Answer: Walden has a written emergency preparedness procedures document, a written document for fire and emergency drills, and a written document for lockdown drill and procedure. Walden conducts fire drills monthly and a Fire Marshall's safety inspection has been done.

Question: What are Walden's facilities plans for the future?

Answer: Walden is growing, and the present facility presents some challenges. Walden is actively searching for a different facility that would give them more room and better organization than are possible at the present location.

IV. Conclusions:

Walden Academy is in a state of flux with regard to facilities. Potentially, this has a less than desirable effect on student and staff safety. The academy is presently housed mainly in the education wing of Saint Monica's Catholic Church, with the kindergarten and administrative offices located on the opposite side of Pacific Avenue. The street itself provides safety issues, both with the necessity of students and staff crossing the street and being exposed to traffic, and the simple fact that traffic of all sorts, including tankers loaded with anything from milk to gasoline, and trucks possibly carrying toxics have unsupervised access to and through the center of the campus.

There is neither an integrated bell system, nor an intercom. Walden's administration has policies and procedures which attempt to deal with these shortcomings, but in the Grand Jury's opinion, communications would be severely, perhaps disastrously, hampered in the event of a serious emergency.

V. Recommendations:

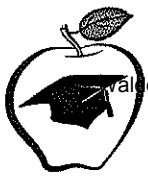
Ensure that any facilities used by Walden Academy meet or exceed all applicable current building code standards.

Make efforts to maximize the ability to communicate between all rooms of the present facility, and make absolutely certain that the current problem does not exist in any subsequent site for Walden Academy.

Maximize communication between Walden Academy and local emergency services. Establish and formalize emergency procedures between Walden and the appropriate agencies, such as local police and fire services.

VI. Response Required:

Walden Academy
Glenn County Office of Education



GLENN COUNTY
OFFICE of EDUCATION

Walden Academy Board Packet 9.8.13

Office of the Superintendent

311 S. Villa Avenue, Willows CA 95988 (530) 934-6575 ♦ FAX (530) 934-6611

www.glenncoe.org ♦ tracevquarne@glenncoe.org

Tracey J. Quarne, Superintendent

August 21, 2013

The Honorable Peter B. Twede, Presiding Judge
Superior Court, County of Glenn
526 W Sycamore St
Willows, CA 95988

RE: 2012-2013 Grand Jury Report

Dear Judge Twede:

The Glenn County Grand Jury Report for 2012-2013 is finalized, requiring a response from the Glenn County Office of Education regarding three (3) recommendations the Grand Jury made concerning The Walden Academy. Prior to responding to the recommendations, it is appropriate to draw your Honor's attention to a statement in the 'Answer' portion of the Grand Jury's discussion on p 32 of the Report under "III. FINDINGS:" In this, the Grand Jury states:

"Answer: Walden Academy operates under a charter granted by the Glenn County Office of Education, which has immediate oversight."

The Walden Academy is an Independent Charter School, authorized by the Glenn County Board of Education, not the Glenn County Office of Education. As an Independent Charter School, Walden Academy is able to operate under a separate non-profit corporation, whose membership consists of parents of students attending Walden Academy. From this membership, a board is elected who has operating authority of the school separate from either the Glenn County Board of Education or the Glenn County Office of Education.

From "Statutory Functions of County Boards of Education and County Superintendents of Schools," California County Superintendents Educational Services Association (CCSESA), March, 2006, p 21 and 22 (enc.), we find the following:

"... if the county board approves the charter, it is the authorizing entity. As such, it retains the power to revoke or renew the charter, has supervisory and oversight responsibilities over the charter school, and is responsible for ensuring that all special education and related services to eligible students are provided pursuant to each student's individualized education program (Education Code § 47605.6, 47607, 47646)."

and:

"Glenn County Office of Education is an Equal Opportunity Provider"

Grand Jury response
August 21, 2013
page two

"County superintendents have authority to monitor and investigate the operations of any charter school located within his or her county based upon written complaints by parents or other information that justifies the investigation (Education Code § 47604.415)."

The Grand Jury is requiring a response from The Walden Academy and The Glenn County Office of Education. Based on the Education Code defining authorization, oversight, and monitoring responsibilities of Charter Schools, the Glenn County Board of Education and the County Superintendent of Schools share in the authorship of this response.

When authorized, the Glenn County Board of Education approved a five (5) year charter; Walden Academy is beginning their third (3rd) year of operation. In this time, Walden has expanded from a beginning enrollment of 75 students to an estimated 175 students in school year 2013-2014. Their initial API (Academic Performance Index) score is an impressive 802, and the parent population remains positively connected to both daily activities and special events. School finances and administrative services have stabilized. The school has been primarily housed in the education wing of the local Catholic Church, and utilizes supplemental classroom space at the Glenn County Office of Education Learning Center South classroom building. The recommendations of the Grand Jury focus on facility and communication issues.

Recommendation One:

"Ensure that any facilities used by Walden Academy meet or exceed all applicable current building code standards."

As previously indicated, Walden's primary home is currently the education wing of the local Catholic Church. This facility houses an active church population, is the home of numerous church and community functions, and is deemed 'safe' by the City of Willows building inspectors. It is the assertion of the County Board of Education and the County Superintendent of Schools the facility "... meets or exceeds all applicable current building code standards."

Walden also uses space to the east of the church across Pacific Avenue that previously housed a federally funded pre-school operated by the Child and Family Services (CAFS) agency of the Glenn County Office of Education. This facility, having met the rather rigid federal standards, and deemed safe by the City of Willows building inspectors, the County Board of Education and the County Superintendent of Schools assert the facility "... meets or exceeds all applicable current building code standards."

The remaining facility Walden utilizes is a single classroom in Learning Center South, a classroom building owned and maintained by the Glenn County Office of Education. This facility is maintained to meet the very rigorous standards established by the California Department of the State Architect (DSA) for District or COE operated K-12 classrooms. It is the assertion by the County Board of Education and the County Superintendent of Schools this facility most certainly "... meets or exceeds all applicable current building code standards."

Recommendation Two:

"Make efforts to maximize the ability to communicate between all rooms of the present facility, and make absolutely certain the current problem does not exist in any subsequent site for Walden Academy."

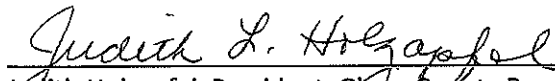
Individual phone lines are in place in each classroom providing for instant communication amongst staff. This is further enhanced with the availability of 'Auto-dialer,' a means of calling all lines to relay emergency messages.

Recommendation Three:

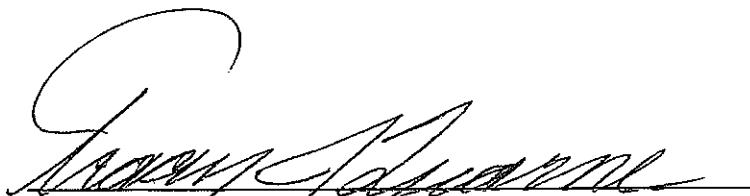
"Maximize communication between Walden Academy and local emergency services. Establish and formalize emergency procedures between Walden and the appropriate agencies, such as local police and fire services."

Walden is participating in the county-wide effort to implement START (School Threat Assessment Response Team), a comprehensive means of preventing school violence. Additionally, Walden has formalized emergency procedures with the Willows Fire Department.

Respectfully submitted:



Judith Holzappel, President, Glenn County Board of Education



Tracey J Quarme, Glenn County Superintendent of Schools

STATUTORY FUNCTIONS OF
COUNTY BOARDS OF EDUCATION &
COUNTY SUPERINTENDENTS OF SCHOOLS

MARCH 1997

By Frank Fekete, Special Counsel to Kern County Superintendent of Schools

REVISED – MARCH 2006

*By Frank Fekete, Special Counsel to Kern County Superintendent of Schools and
Heather Edwards, Girard, Vinson & Trujillo*

*Approved for Publication by the
California County Superintendents Educational Services Association (CCSESA)
General Membership on March 20, 2006*



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The purpose of this writing is to describe the law setting forth the duties and responsibilities of the superintendent and board in the functional areas: (1) Budget and Fiscal Oversight of School Districts; (2) Personnel Matters; (3) Student Programs.

I. GOVERNANCE

The county superintendent and the county board of education have separate duties and responsibilities. This is true whether the superintendent is (as in most counties) separately elected or is (in a few counties) appointed by the board. The interaction between the board and the superintendent is entirely distinct from the relationship of a school district governing board and its employed superintendent. The county superintendent works directly with the school districts in the county to provide support and guidance for their operations. Policy determinations inherent in that relationship are made by the superintendent and the local school boards. The county board of education does not have a role in determining the policies of local school districts.

A wide variety of practices and policies have developed in the various counties to enable the county board and county superintendent to work cooperatively. In those counties where both are duly elected, each is directly accountable to the electorate. Open communication between superintendent and board and mutual sharing of information facilitate the accomplishment of their respective functions.

II. GENERAL DUTIES OF COUNTY BOARDS OF EDUCATION

County boards of education are required to "fix the salary of the county superintendent of schools" (Cal. Const. art. IX, § 3.1(b)). The Attorney General issued an opinion in 1978 stating that county boards of education may not decrease a county superintendent's salary retroactively and thus deprive the superintendent of matured contractual rights for past services rendered (61 Ops. Cal. Atty. Gen. 384, August 24, 1978). However, the Attorney General issued another opinion in 1979 stating that county boards of education have authority to decrease the salary of a county superintendent of schools after the election for the term for which the superintendent was elected (62 Ops. Cal. Atty. Gen. 356, July 11, 1979).

The general duties of the county board of education are set forth in various sections of the Education Code.

Education Code § 1040 states that county boards of education shall:

- (a) Adopt rules and regulations not inconsistent with the laws of this state, for their own government.
- (b) Keep a record of their proceedings.
- (c) Approve the annual budget of the county superintendent of schools before its submission to the county board of supervisors.
- (d) Approve the annual county school service fund budget of the county superintendent of schools before its submission to the Superintendent of Public Instruction.

- (e) Review, as a scheduled agenda item at a regularly scheduled public meeting held pursuant to Article I (commencing with section 1000) of this chapter, the report of the annual audit provided for the county superintendent of schools under Education Code § 41020.

Education Code § 1042 *permits* county boards of education to:

- (a) Adopt rules and regulations governing the administration of the office of the county superintendent of schools.
- (b) Review the county superintendent of schools annual itemized estimate of anticipated revenue and expenditures before it is filed with the county auditor, and make any revisions, reductions, or additions to the estimates that the board deems advisable or proper. The itemized estimate cannot be filed by the superintendent until it has been reviewed and approved by the county board.
- (c) Acquire, lease, lease-purchase, hold and convey real property for the purpose of housing the office and the services of the county superintendent of schools. This power, however, only vests in those county boards of education that have been granted fiscal independence by the county board of supervisors.
- (d) Contract with and employ any persons to provide the board with special services and advice in financial, economic, accounting, engineering, legal, or administrative services.

A county board of education may not appoint outside counsel in addition to in-house counsel to provide unrestricted, independent advice to the board. (86 Ops. Cal. Atty. Gen. 57, April 25, 2003.) However, a county board of education may contract with outside counsel to provide advice to the board when the following circumstances exist:

- (1) In-house counsel has a conflict of interest;
 - (2) In-house counsel has failed to render timely advice in a particular matter;
 - (3) The services being sought are in addition to those usually, ordinarily, and regularly obtained from in-house counsel; and
 - (4) The county board of education desires a second legal opinion from that provided by in-house counsel in a particular matter.
- (e) Fill by appointment a vacancy that occurs during the term of an elected county superintendent of schools.

Other, more specific statutory duties and powers of county boards of education will be addressed in connection with specific functions.

III. PUPIL SERVICES

A. Expulsion Appeals

Pupils who are expelled by a local school district governing board may appeal the expulsion to the county board of education (Education Code § 48919). The county board is required to hold a

hearing whenever the appeal is filed in accordance with the law. County boards have a limited scope of review of these decisions as set forth in Education Code § 48922.

1. Whether the school district board acted without jurisdiction, i.e., time period violations, expulsion not based upon acts specified in the law as forming the basis for expulsion, or expulsion not based on acts related to school activity.
2. Whether the school district board conducted a fair hearing.
3. Whether there was a prejudicial abuse of discretion by the school district governing board, i.e., procedural requirements not met, the decision to expel is not supported by the findings, or the findings are not supported by the evidence.
4. Whether relevant evidence was improperly excluded by the school district board or new evidence that could have reasonably been discovered exists. In either of these instances, the county board may remand the case to the local board for reconsideration or to hold a hearing de novo itself.

Upon the filing of an appeal, the county board of education must conduct a hearing within 20 school days and render a decision within three school days of the hearing (Education Code § 48919). This hearing must be conducted in closed session unless the student requests in writing that the hearing be conducted in a public meeting (Education Code § 48920). Depending on the decision rendered, the county board is required to either remand the matter to the district governing board for reconsideration or adoption of required findings, grant a hearing de novo, or enter an order affirming or reversing the decision of the governing board. (Education Code § 48923).

B. Interdistrict Pupil Transfer Appeals

Current law provides several means to authorize interdistrict attendance of a student who resides in one school district but wishes to attend public school in another district.

1. Interdistrict Attendance Agreements (Education Code §§ 46600, et seq.)

The first, which has been in existence since the mid-1980's related to agreement between two or more school districts for the interdistrict attendance of pupils who are residents of the respective districts; this program is described in Education Code § 46600, et seq. If there is no interdistrict attendance agreement between two districts, a parent may request that one be entered into.

If either of the school districts fails to approve a transfer or fails, upon request, to enter into an agreement within 30 calendar days, the parent may appeal the failure to the county board of education. The county board has the responsibility within prescribed timelines and subject to certain procedures to determine whether the pupil should be permitted to attend and the applicable period of time.

2. District of Choice Program (Education Code §§ 48300, et seq.)¹

¹ Added by Assembly Bill 97 (Chapter 21, Statutes of 2004).

The second program, known as the "District of Choice" program, provides that a school district may, by resolution, elect to accept up to a specified number of students from other districts (Education Code § 48301(a)). The district must select students through a "random, unbiased process" that does not account for academic or athletic performance. However, siblings of students already enrolled in the district are entitled to priority. Students accepted for transfer under the "District of Choice" program are deemed to have fulfilled the residency requirements for school attendance in a district. Thus, no interdistrict agreement is required for the transfer. However, **there is no statutory right to appeal** a denial of a transfer request under the "District of Choice" program. As a result, the county board of education does not have an appellate role; this program, which was enacted in 2004, "sunset" on July 1, 2007.

3. Allen Bill Transfer Program (Education Code § 48204(b))

The third program which authorizes students to attend school in a district other than their "home" district is found in Section 48204 of the Education Code. In this program, known as "Allen Bill Transfers," a student is authorized to attend school in a district where the student's parent(s) works, rather than where the student and parent(s) reside. The district where the parent is employed must agree to this alternative and either district of residence or parental employment may prohibit the transfer if it would negatively affect a desegregation plan. Similar to the "District of Choice" program described above, **there is no statutory right to appeal** a denial of a transfer request under the "Allen Bill Transfer" program. As a result, the county board of education does not have an appellate role. This program is scheduled to "sunset" on July 1, 2007.

IV. GENERAL DUTIES OF COUNTY SUPERINTENDENTS OF SCHOOLS

Education Code § 1240² describes the general statutory duties of the county superintendent. This section was significantly amended by the legislation enacted to implement the settlement of the *Williams, et al v. State of California, et al.* lawsuit. Section 1240 states that county superintendents shall:

- (a) Superintend the schools of his or her county.
- (b) Maintain responsibility for the fiscal oversight of each school district in his or her county.
- (c) (1) Visit and examine each school in his or her county at reasonable intervals to observe its operation and to learn of its problems.

(2) If funds are appropriated to do so, annually present a report to the governing board of each school district, county board of education, and county board of supervisors of his or her county describing the state of the schools that are ranked in deciles 1 to 3, inclusive, of the 2003 base Academic Performance Index (API) including his or her observations while visiting the schools.
 - The county superintendent of Alpine, Amador, Del Norte, Mariposa, Plumas, Sierra, and San Francisco must contract with another county office of education or an independent

² As amended by AB 139 (Chapter 620, Statutes of 2001), SB 550 (Chapter 900, Statutes of 2004), SB 1108 (Chapter 22, Statutes of 2005), AB 831 (Chapter 118, Statutes of 2005), and SB 512 (Chapter 677, Statutes of 2005).

auditor to conduct the required visits and make all reports required in connection with the visits to deciles 1 to 3 schools.

- Visit schools ranked in deciles 1 to 3, inclusive, on the 2003 base API at least annually and the visits must:
 - Minimize disruption to the operation of the school.
 - Be performed by individuals who meet fingerprinting requirements.
 - Consist of not less than 25% unannounced in each county to observe the condition of school repair and maintenance and the sufficiency of instructional materials.
 - The priority objective of these visits is to determine:
 - The sufficiency of textbooks;
 - The condition of facilities that pose an emergency or urgent threat to the health or safety of pupils or staff; and
 - The accuracy of data reported on the school accountability report card with respect to availability of textbooks and instructional materials and the safety, cleanliness, and adequacy of school facilities, including good repair.
 - In determining whether to make a single visit or multiple visits to a decile 1 to 3 school, county superintendents must consider factors such as cost-effectiveness, disruption to the school site, deadlines, and availability of qualified reviewers.
- (d) Distribute all laws, reports, circulars, instructions, and blanks that he or she may receive for the use of the school officers.
- (e) Annually present a report to the governing board of the school district and the Superintendent of Public Instruction regarding the fiscal solvency of any school district with a disapproved budget, qualified interim certification, or a negative interim certification, or that is determined at any time to be in a position of fiscal uncertainty.
- (f) Keep in his or her office the reports of the Superintendent of Public Instruction.
- (g) Keep a record of his or her official acts, and of all the proceedings of the county board of education.
- (h) Enforce the course of study.
- (i) Enforce the use of state textbooks and instructional materials and of high school textbooks and instructional materials regularly adopted by the proper authority in accordance with Section 51050.
- (1) Specifically review schools ranked in deciles 1 to 3, inclusive, on the 2003 base API that are not currently under review by a state or federal intervention program at least annually by the fourth week of the school year.
- A county superintendent in a county with 200 or more schools ranked in deciles 1 to 3, inclusive, on the 2003 base API, may use a combination of visits and written surveys of teachers to determine sufficiency of textbooks and instructional materials. If written

surveys of teachers are used, visit the schools surveyed within the same school year to verify the accuracy of the information reported on the surveys.

- (2) If a county superintendent determines that a school does not have sufficient textbooks or instructional materials:
 - Prepare a report that specifically identifies and documents areas or instances of noncompliance;
 - Within five business days of the review, provide a copy of the report to the school district and forward the report to the Superintendent of Public Instruction;
 - Provide the school district with an opportunity to remedy the deficiency.
 - Ensure remediation of the deficiency no later than the second month of the school term.
 - If the deficiency is not remedied, request the department, with approval by the State Board of Education, to purchase the textbooks or instructional materials necessary to comply with the sufficiency requirement.
- (j) Preserve carefully all reports of school officers and teachers.
- (k) Deliver to his or her successor, at the close of his or her official term, all records, books, documents, and papers belonging to the office, taking a receipt for them, which shall be filed with the State Department of Education.
- (l) Submit two interim reports during the fiscal year to the county board of education in accordance with the following:
 - (1) (The first report shall cover the financial and budgetary status of the county office of education for the period ending October 31.
 - (2) The second report shall cover the period ending January 31.
 - (3) Both reports shall be reviewed by the county board of education and approved by the county superintendent of schools no later than 45 days after the close of the period being reported.
 - (4) As part of each report, certify in writing whether or not the county office of education is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for two subsequent fiscal years.
 - (5) Send copies of each positive, qualified, or negative certification and the report containing such certification to the Superintendent of Public Instruction at the time submitted to the county board of education.
 - (6) Send copies of each qualified or negative certification and the report containing such certification to the Controller at the time submitted to the county board of education.

- (7) Base reports and certifications on standards and criteria for fiscal stability adopted by the State Board of Education and use format and forms prescribed by the Superintendent of Public Instruction.
- (8) Make reports and supporting data available to any interested party upon request.
- (m) When so requested, act as agent for the purchase of supplies for the city and high school districts of his or her county.
- (n) Report to the Commission on Teacher Credentialing the identity of any certificated person who knowingly and willingly reports false fiscal expenditure data relative to the conduct of any educational program if based on information that gives the county superintendent reasonable cause to believe such false information has been reported.

A. Miscellaneous Reporting Duties

The county superintendent is required to:

1. Make reports, when directed by the Superintendent of Public Instruction, showing matters relating to the public schools in his or her county (Education Code § 1243);
2. Annually submit to the Superintendent of Public Instruction a complete report of the attendance credited to the public schools of the county for the school year ending June 30 (Education Code § 1244);
3. Submit additional reports as may from time to time be required by the Superintendent of Public Instruction (Education Code § 1245).

Other, more specific statutory and legal duties and powers of the county superintendent will be discussed in connection with specific functions.

V. THE COUNTY OFFICE OF EDUCATION BUDGET PROCESS AND FISCAL RESPONSIBILITIES

A. Fiscally Independent vs. Non-Fiscally Independent Counties

County education agencies are of two types: Those which are fiscally independent of the county board of supervisors pursuant to Education Code § 1080, and those which are not.

At one time, there was a department or office of education within the government of each county. Education Code § 1080 empowers the county board of supervisors to transfer various functions to the county board of education. These functions are:

1. Approval of the superintendent's estimate of anticipated revenue and expenditures;
2. Allowance of various expenses of the superintendent's office, and;
3. Performance of other educational and recreational duties otherwise required to be performed by the board of supervisors.

Even when these functions are transferred, the expenses for them remain part of the county's general fund budget unless the county board agrees to include them in a "single fund budget." When there is such a single fund budget, the county of office of education is said to be "fiscally independent." Today, the great majority of county offices are fiscally independent.

1. In those counties which are not fiscally independent, there are basically two funds from which expenses of the country board and superintendent are paid:
 - a. The general fund budget of county government which is approved by the board of supervisors (Education Code, § 1510).
 - b. The county school service fund (Education Code, § 1500).
2. In the overwhelming number of counties where fiscal independence has been agreed to, the funds are consolidated into a single county school service fund budget which is forwarded only to the State Superintendent of Public Instruction. The process for adoption is set forth in Education Code § 1620 et seq.
3. Process for Budget Adoption in Fiscally Independent Counties:
 - a. County superintendent of schools submits proposed budget to the county board of education in the form prescribed by the Superintendent of Public Instruction (Education Code §§ 1621, 14050).
 - b. On or before July 1 of each year, the board holds a public hearing on the proposed budget. The hearing must be held prior to adoption by the board and no sooner than three days after the proposed budget is made available for public inspection (Education Code, § 1620).
 - c. On or before July 1, the county board is directed to adopt and approve an annual budget and file the budget with the Superintendent of Public Instruction (Education Code, §§ 1040, 1622(a)). If the county board neglects or refuses to make a county office of education budget, the state will not appropriate any state or federal money to that county office for the fiscal year and appropriate county officials will be notified not to approve warrants issued by the county office of education (Education Code, § 42120).
 - d. On or before September 8, the county board is required to revise the budget to reflect changes made necessary by revised projections of income and expenditures and to file that budget with the Superintendent of Public Instruction, the county board of supervisors, and the county auditor. The same notice provisions applicable to the July 1 adoption apply and the Superintendent of Public Instruction must approve the revisions (Education Code § 1622(c), (d)). As an alternative to this procedure, the county board of education may substitute the procedure found in Education Code § 1622 (e) (1), (2), and (3).
4. Process in Counties That Are Not Fiscally Independent:
 - a. The county superintendent submits a proposed annual budget for approval to the county board of education. The county board must approve the proposed budget prior to submission to the county board of supervisors (Education Code, § 1040, (c)). There is no date specified, but it is generally understood that this adoption will occur on or before July

1. No specific notice requirements are in statute for this adoption, but all the Brown Act notice of meeting requirements would apply to the action of the county board.

b. The process for adoption and approval of the county school service fund budget is identical to the process for adoption and approving the single fund budget in counties that are fiscally independent (Education Code, § 1040(d)). There are currently only three (3) counties in this category: Alpine, San Benito, and San Bernardino.

B. Other Budget Functions of the County Board of Education

The county board is permitted, but not required, to review the county superintendent of school's annual itemized estimate of anticipated revenue and expenditures before it is filed with the county auditor and make any revisions, reductions, or additions it deems advisable and proper (Education Code, §1042 (b)). This itemized estimate is a separate document from the budget.

The county board is required to review two interim financial reports submitted by the superintendent: one for the period ending October 31, and the other for the period ending January 31. Both reports must be reviewed by the board and approved by the county superintendent within 45 days of the close of the reporting period (Education Code § 1240 (l)).

The county board is required to review the report of the annual audit (Education Code § 1040 (e)).

C. Approval of Budget by Superintendent of Public Instruction. Further Review of Disapproved Budget

As noted above, the consolidated budget for fiscally independent counties and the county school service fund budget in non-fiscally independent counties must be submitted to the Superintendent of Public Instruction for examination and determination of compliance by July 1 (Education Code § 1622). The Superintendent of Public Instruction must either approve or disapprove the budget by August 15. If the budget is disapproved, it is returned to the county office of education with recommended revisions and reasons.

On or before September 8, the county board is required to respond to the Superintendent of Public Instruction recommendations. This is done at the same time that revisions are made to the budget to reflect changes in projected income and expenditures that have occurred since July 1. All revisions are then forwarded to the Superintendent of Public Instruction. If the superintendent again refuses to approve the budget; he or she calls for the formation of a budget review committee pursuant to Education Code § 1623. During the subsequent review process, the county office continues to operate on the prior year's budget (Education Code, § 1626).

D. Budget Administration

Once the budget prepared by the county superintendent is adopted by the board, it is submitted by the superintendent to the Superintendent of Public Instruction for approval. Thereafter, administration of the budget is the responsibility of the county superintendent.

No funds may be expended in excess of the total expenditures approved by the Superintendent of Public Instruction without his or her approval (Education Code § 1604). In many counties, major changes in expenditures, such as for budget augmentation, major shifts in spending priorities, and

new programs, are first presented to the county board by the superintendent. The superintendent, however, can spend within major budget categories without further approval. The necessary transfers among budget categories (e.g. object codes) may be made by the superintendent to meet necessary expenses. Budget funds cannot, however, be transferred from the unappropriated fund balance without approval of the county board. In addition, a budget revision by the county superintendent in excess of \$25,000 or a consultant contract for \$25,000 or more is required to be incorporated in the next interim financial report or other board report when the report is submitted to the county board of education for discussion and approval at a regularly scheduled public meeting (Education Code §§ 1280, 1281).³

As noted above, the county superintendent submits to the board for review two interim reports - period ending October 31 and period ending January 31. At the time of these interim reports, the board and public are informed of routine budget transfers and approval is sought from the board for budget revisions (e.g. adjustments to revenue and to total appropriation level).

E. Property Acquisition and Disposal

Subject to the myriad of laws setting forth proper procedures, county boards of education have the power to lease, lease-purchase, hold, and convey real property for the purpose of housing the offices and services of the county superintendent of schools (Education Code § 1042(c)). This power only applies, however, in those counties that have achieved fiscal independence from the county board of supervisors or have secured the right by agreement with the county board of supervisors. The power to acquire property includes the power to do so by eminent domain (Education Code, § 1047).

Authority for purchases and contracts for personal property resides with the county superintendent.

One of the discretionary powers of the county board is to acquire (including lease) and hold or convey real property to house the offices and services of the county superintendent provided that the board of supervisors has transferred the power to allow the expenses of that housing. Education Code § 1605 provides that title to all property purchased by the county superintendent from the county school service fund is in the office of the county superintendent. The general practice is for real property to be held in the name of the county superintendent and county board, and personal property (including equipment) to be held in the name of the superintendent. County boards, by a two-thirds vote, may render city and county ordinances inapplicable to certain school sites. (See Government Code § 53094)

Education Code section 1279⁴ provides a number of requirements for a county superintendent to dispose of personal property. To dispose of any item of personal property worth over \$25,000, the county superintendent must:

1. Obtain an independent valuation of the property;
2. Advertise the property for sale in a newspaper of general circulation within the district, or in any newspaper of general circulation that is regularly circulated in the district.

³ Added by AB 857 (Chapter 838, Statutes of 1999).

⁴ Added by AB 857 (Chapter 838, Statutes of 1999).

3. Bring the matter to the attention of the county board of education for discussion at a regularly scheduled public meeting; and
4. Obtain the approval of the county board of education.

To dispose of any item of personal property worth less than \$25,000, the county superintendent must certify the value of the property in a quarterly report that is submitted to the county board of education for review.

VI. FISCAL ACCOUNTABILITY AND OVERSIGHT OF SCHOOL DISTRICTS

A. All School Districts

County superintendents are required to review and approve school district budgets and ongoing expenditure patterns before they are sent to the California Department of Education (Education Code § 42127⁵). Specifically, county superintendents are required to:

1. Examine the adopted budgets of the districts within his or her jurisdiction to determine whether it complies with the standards and criteria adopted by the State Board of Education and identify any technical corrections that are necessary to bring the budget into compliance with such standards and criteria (Education Code § 42127(c)(1));
2. Determine whether the adopted budget will allow the district to meet its financial obligations during the fiscal year and is consistent with a financial plan that will enable the district to satisfy its multiyear financial commitments (Education Code § 42127(c)(2));
3. Review and consider studies, reports, evaluations, or audits of the school district that contains evidence of fiscal distress under the state standards and criteria and were commissioned by the district, the county superintendent, the Superintendent of Public Instruction, or state control agencies (Education Code § 42127(c)(2));
4. Consider findings by an external reviewer that more than three of the 15 most common Fiscal Crisis and Management Assistance Team (FCMAT) predictors of a school district needing intervention are present (Education Code § 42127(c)(2));
5. If these findings are made, investigate the financial condition of the school district and determine if the district may be unable to meet its financial obligations for the current or two subsequent fiscal years, or should receive a qualified or negative certification (Education Code § 42127.6(a)(1));
6. Either conditionally approve or disapprove a budget that does not provide adequate assurance that the district will meet its current and future obligations, and resolve any problems identified in the referenced studies, reports, evaluations, or audits (Education Code § 42127(c)(2));
7. On or before August 15, approve, conditionally approve, or disapprove the adopted budget for each school district (Education Code § 42127(d));

⁵ Amended by AB 2756 (Chapter 52, Statutes of 2004).

8. On or before August 15, transmit to the governing board of the school district, in writing, recommendations regarding revision of the budget and the reasons for those recommendations including amounts of budget adjustments needed before the budget could be approved (Education Code § 42127(d));
 - a. Note: The county superintendent may assign a fiscal adviser to assist a school district to develop a budget in compliance with the recommended revisions (Education Code § 42127(d));
9. By September 15, develop a budget for any district that does not submit one to the county superintendent as required by August 15 and transmit that budget to the district governing board (Education Code § 42127(d));
10. By September 22, provide a list to the Superintendent of Public Instruction identifying all school districts for which a budget may be tentatively disapproved (Education Code § 42127(f)).
11. Review and comment on any proposed collective bargaining agreement of a qualified or negative certified district to determine if the agreement would endanger the fiscal well-being of the district and notify the district, the county board of education, the district superintendent and governing board, each parent and teacher organization of the district within 10 days (Government Code §§ 3540.2(a), (c));
12. Issue a qualified or negative certification for the district on the next interim report if the district does not adopt all of the revisions needed to meet the costs of a collective bargaining agreement (Cal. Govt. Code § 3547.5(c));
13. Report to the Superintendent of Public Instruction on the financial condition of any school district that is certified as qualified or negative including his or her proposed remedial actions and take all actions necessary (but at least one of the following actions) to ensure that the district meets its financial obligations:
 - a. Assign a fiscal expert, paid for by the county superintendent, to advise the district on its financial problems;
 - b. Conduct a study of the financial and budgetary conditions of the district including a review of internal controls;
 - c. Direct the school district to submit a financial projection of all fund and cash balances of the district as of June 30 of the current year and subsequent fiscal years as he or she requires;
 - d. Require the district to encumber all contracts and other obligations, to prepare appropriate cash flow analyses and monthly or quarterly budget revisions, and to appropriately record all receivable and payables.
 - e. Direct the district to submit a proposal for addressing the fiscal conditions that resulted in the determination that the district may not be able to meet its financial obligations;
 - f. Withhold compensation from members of the governing board and the district superintendent for failure to provide requested financial information;

- g. Assign the Fiscal Crisis and Management Assistance Team (FCMAT) to review issues related to employment of teachers and provide the district with recommendations.

- i. (Education Code § 42127.6(a)(1))

14. Reimburse the Superintendent of Public Instruction for all costs if the SPI assumes the fiscal oversight responsibility of the county superintendent of schools based on a finding that the actions of the county superintendent are not effective in resolving the financial problems of a school district (Education Code § 42127.6(k));

In addition, at any time during the fiscal year, county superintendents may audit, in a timely manner, the expenditures and internal controls of school districts he or she determines to be fiscally accountable (Education Code § 1241.5(a)⁶). Furthermore, at any time during the fiscal year, county superintendents may review or audit the expenditures and internal controls of school districts in his or her county if he or she has reason to believe that fraud, misappropriation of funds, or other illegal fiscal practices have occurred that merit examination (*Id.* at 1241(b)). County superintendents are required to focus such reviews or audits on the alleged fraud, misappropriation of funds, or other illegal fiscal practices and to conduct such reviews or audits in a timely and efficient manner. If the county superintendent determines that there is evidence that fraud or misappropriation has occurred, he or she is required to notify the governing board of school district, the State Controller, and Superintendent of Public Instruction, and the local district attorney (Education Code § 42638).

B. Emergency Loan Districts

County superintendents are also required to provide specific fiscal oversight for districts that receive emergency state loans. The appointment of a State Administrator to an emergency loan district does not remove any statutory rights, duties, or obligations from the county superintendent (Education Code § 41327.2(a)⁷). County superintendents are required submit reports to the Superintendent of Public Instruction, appropriate fiscal and policy committees of the legislature, the Director of Finance, and the Secretary for Education after reviewing the district's budget and interim reports that:

1. Document the fiscal and administrative status of an emergency loan district, particularly in regard to the implementation of the fiscal and management recovery plans.
2. Determine whether the revenue streams to the district appear to be consistent with its expenditure plan, according to the most recent data available at the time of the report.

(Education Code § 41327.2(b))

Such reports are required until six (6) months after all rights, duties, and powers are returned to the school district.

Furthermore, Education Code section 41326(k)⁸ requires the Superintendent of Public Instruction to review the fiscal oversight of any emergency loan district by the county superintendent with

⁶ Amended by Assembly Bill 139 (Chapter 620, Statutes of 2001).

⁷ Added by Assembly Bill 2756 (Chapter 52, Statutes of 2004).

⁸ Added by Assembly Bill 2756 (Chapter 52, Statutes of 2004).

jurisdiction over that district and report his or her findings to the Legislature and the Department of Finance within three months. If the SPI determines that the county superintendent failed to carry out his or her responsibilities for fiscal oversight, the SPI may exercise the oversight authority of the county superintendent for the emergency loan district. Also, if the SPI finds that the county superintendent failed to take into account indicators of fiscal distress, the SPI shall further investigate whether the county superintendent failed to take those indicator into account in other districts with negative or qualified certifications and provide an additional report to the appropriate policy and fiscal committees of the Legislature and the Department of Finance on the fiscal oversight practice of the county superintendent.

VII. THE PERSONNEL FUNCTION

One of the areas that most sharply differentiates the role of county boards of education from school boards in K-12 districts and community colleges is the personnel function, such as identifying needs for personnel, hiring, disciplining, terminating, and engaging in negotiations. The superintendent is the employer charged with the responsibilities of managing personnel (*See*, 72 Ops. Cal. Atty. Gen. 25, March 9, 1989). This includes determining the need for, and creating new positions.

As in K-12 districts, employees of the county superintendent who staff the county office of education are of two types - certificated and classified. Certificated employees are those that are required by state law to have a certificate (credential) issued by the state in order to perform their functions, and classified employees are all the rest. Employees of the county schools are covered by the same collective bargaining laws which cover employees of K-12 districts; however, the superintendent, not the board, is the employer who negotiates with the unions.

The Attorney General issued an opinion in 2002 stating that a county board of education may not meet in closed session under either the "personnel exception" or the "labor negotiations exception" of the Brown Act to consider the appointment, employment, salaries, fringe benefits, evaluation of performance, discipline, or dismissal of certificated or classified employees of the county superintendent of schools since county school employees are employed by the county superintendent and not by the county board of education (85 Ops. Cal. Atty. Gen. 77, April 19, 2002). While opinions of the Attorney General are not controlling statements of law, they are generally given "great weight" by courts in determining the meaning of statutes. *See, e.g., Freedom Newspapers, Inc. v. Orange County Employees Retirement System*, 6 Cal.4th 821, 829 (1993).

A. Certificated Staff Hiring

Numerous statutory references confirm that it is the superintendent and not the board that is the employer of certificated staff. Education Code §§ 1293 and 1294 grant to the superintendent the right to employ certificated employees. The right to employ such persons in categorical programs is found in Education Code § 1294.5.

In a number of program areas, the superintendent, with the approval of the county board, is authorized to provide various services to local school district (For example, Education Code §§ 1703, 1730, 1740, 1750). Once the board grants general approval for those program areas, the superintendent retains sole authority to hire staff within budgetary constraints.

B. Classified Staff Hiring

Education Code § 1311 specifies that classified employees that are employed by the county superintendent of schools are to be employed in accordance with specified code sections applicable to K-12 and community college classified employees. Education Code § 1311 specifies the superintendent as the employer. The state attorney general has published an opinion that this activity vests the responsibility for hiring (and other personnel matters) in the hands of the superintendent and not the county board (72 Ops.Cal. Atty. Gen. 25, March 9, 1989).

C. Certificated and Classified Employee Salary Setting

Subject to the obligation to bargain with exclusive representatives of certain categories of employees, the county superintendent has the authority to set salaries and benefits of all categories of employees. However, the county superintendent may not increase the salary or bonus of any employee of the county office of education by \$10,000 or more unless the matter is brought to the attention of the county board of education for its discussion at a regularly scheduled meeting (Education Code § 1302(a)⁹). In addition, the county superintendent may not increase the retirement benefits of any employee of the county office of education unless the matter is brought to the attention of the county board of education for its discussion at a regularly scheduled meeting *and* the county board approves the increase (Education Code § 13029(b)¹⁰). The salary of the superintendent, however, is set by the county board (Cal. Const. art. IX, § 3.1 (b)).

D. Issuance of Temporary Certificates

If certificated persons meet certain conditions, as specified in Education Code § 44332, the county board of education may issue temporary certificates authorizing payment of salary to teachers or children center personnel whose credentials or permits are being processed. The board is also responsible for revoking the certificates upon notification that the certificate holder does not meet the requirements for the credential.

E. Discipline, Dismissal, Layoffs, Evaluations, and Leave

Certificated discipline, dismissal, layoffs, evaluations, and most leaves are within the purview of the county superintendent of schools, again subject to any bargaining obligation that may exist. One exception is sabbatical leaves for certificated employees which are required to be submitted to the board for approval (Education Code, § 1294).

Classified discipline and dismissal are also within the power of the county superintendent subject to the rules and procedures promulgated by a personnel commission (if there is one within the office), the collective bargaining agreement, and state law. The county superintendent is in charge of evaluation and layoffs subject to any collective bargaining agreement.

Education Code § 1295 grants to the county superintendent of schools the power to grant leaves to classified employees "with the approval of the county board of education." However, leave for employee are a mandatory subject of collective bargaining, which is the responsibility of the superintendent as employer. On this subject, one commentator has opined as follows:

⁹ Added by AB 857 (Chapter 838, Statutes of 1999).

¹⁰ Added by AB 857 (Chapter 838, Statutes of 1999).

“The problem posed by county board authority in regard to leaves is that the superintendent alone is empowered to negotiate leave provisions in collective bargaining. I conclude that the only way to harmonize the board’s power with bargained leave policies is to permit the board to grant or deny those leave requests which are left to the employer’s discretion under the contract. Thus, if the superintendent is empowered, but not required to grant a leave, the board may give or withhold approval of a leave the superintendent has decided to grant. The board may not grant a leave which the superintendent has decided to deny.” (Memorandum from Frank J. Fekete, Attorney at Law, to Sonoma County Superintendent of Schools, October 30, 1987 - quoted by permission.)

As mentioned above, boards do have the authority to contract with or employ persons to provide special services to the board, such as legal, financial, engineering, administrative, and economic. In that case, the board has the authority to set their salaries.

F. Credential Monitoring

County superintendents are required to monitor and review school district certificated employee assignment practices as follows:

1. On an annual basis, schools and school districts that are likely to have problems with teacher misassignments and teacher vacancies based on past experience or other available information; and
2. On an annual basis, schools ranked in deciles 1 to 3, inclusive, on the 2003 base Academic Performance Index if those schools are not currently under review through a state or federal intervention program. [Note: If a school has no teacher misassignments or teacher vacancies for two consecutive years, the next review of that school may be completed on a four-year cycle, unless the school is likely to have problems with teacher misassignments and teacher vacancies based on past experience or other available information]; and
3. All other schools on a four-year cycle.

(Education Code § 44258.9(b)¹¹)

In addition, county superintendents are required to investigate school and district efforts to ensure that any credentialed teacher serving in an assignment requiring a certificate or specific training completes the necessary requirements for these certificates or completes the required training. Furthermore, county superintendents are required to submit an annual report to the Commission on Teacher Credentialing summarizing the results of all assignment monitoring and review (*Id.* at § 44258.9(c)).

In the event of a misassignment, county superintendents are required to notify, through the district superintendent, any certificated school administrator responsible for assigning a certificated person to a position for which he or she has no legal authorization of the misassignment and advise him or her to correct the assignment within 30 days (*Id.* at § 44258.9(e)). If the misassignment is not corrected within 30 days, county superintendents are required to notify the Commission on Teacher Credentialing unless the administrator describes in writing to the county superintendent the extraordinary circumstances which make this correction impossible.

¹¹ Amended by Assembly Bill 3001 (Chapter 902, Statutes of 2004).

County superintendents are also required to notify district superintendents which have 5% or more of all certificated teachers in secondary schools misassigned and advise him or her to correct the misassignments within 120 days. If the misassignments are not corrected within 120 days, county superintendents are required to notify the Commission on Teacher Credentialing unless the district superintendent describes in writing to the county superintendent the extraordinary circumstances which make this correction impossible.

At the direction of the Commission on Teacher Credentialing, county boards of education are authorized to conduct hearings, report findings, summarize the evidence, and recommend to the state the revocation or suspension of a credential (Education Code § 44422). However, county boards of education do not have authority to revoke licenses to teach in that county of school teachers, administrators, and other certificated employees employed by the school districts of the county or by the county superintendent of schools (67 Ops. Cal. Atty. Gen. 218, May 30, 1984).

G. Collective Bargaining

Both the Attorney General (as discussed above) and the state Public Employment Relations Board (Alameda County Board of Education, PERB order No. 323, June 30, 1983) have determined that the county superintendent is the sole employer. The conclusion to be drawn from this is that the county superintendent of schools is the sole employer for collective bargaining purposes. Agreements between the superintendent and employee unions are binding contracts and any action that interferes with their performance may constitute an unfair labor practice.

H. Other Personnel Functions

The county superintendent is required to appoint a teacher and open and keep a school if there is sufficient money in a school district's funds to maintain a free school for 175 days of actual teaching if the trustees of the district neglect or refuse to employ a teacher (Education Code § 1256).

VIII. COUNTY PROGRAMS

The following sections briefly describe the programs run by county offices, and the respective roles of the board and superintendent.

A. Regional Occupational Centers and Programs (ROC/Ps)

ROC/Ps are established to provide vocational education opportunities to students. The county superintendent, with the consent of the State Board of Education, has discretionary authority to establish and maintain an ROC/P for vocational education (Education Code § 52301). (ROC/Ps may also be established by school districts under a joint powers agreement, in which case the county superintendent is not involved.) When an ROC/P is established by the county superintendent, the county board is the governing board (Education Code § 52310.5). As such, the board shall review the program every two years for compliance with statutory requirements (Education Code § 52302.3).

The duties of the county superintendent include:

1. Providing necessary transportation for ROC/P students (Education Code § 52311);

2. Acquiring a site and buildings for the ROC/P (Education Code § 52312);
3. Accepting and expending public and private grants for vocational education (Education Code § 52313);
4. Determining the admission of pupils into ROC/P (Educational Code § 52314);
5. Meeting various reporting requirements (Education Code §§ 52324.6, 52321 (a));
6. All the duties of the employer of the employees who provide services to the ROC/P.

In general terms, the county superintendent operates and administers the ROC/P, and the county board acts as the governing board.

B. County School Service Fund Programs and Services

Pursuant to Education Code § 1700 et. seq., the county superintendent is authorized, with approval of the county board, to provide coordination of the educational programs among school districts, and to provide professional and financial assistance to school districts. Once established, the county superintendent is empowered to employ various staff to provide for coordination of services. The types of programs and services that are specified are:

1. Preparation of courses of student and development of curriculum and instructional materials for K-12 schools (Education Code § 1720);
2. Supervision of instruction (Education Code § 1730), supervision of attendance (Educational Code § 1740.), supervision of health (Education Code § 1750), and counseling and guidance services (Educational Code § 1760);
3. Establishment and maintenance of a county school library service (Education Code § 1770), youth conservation and training program (Education Code § 1780), Technical, Agricultural, and Natural Resource School (Education Code § 179.), audio and visual services facilities (Educational Code § 1830), classes or schools for prisoners in the county jail (Education Code § 1900), and emergency schools (Education Code § 1920).

It seems clear that the county superintendent has the authority to determine the necessity of providing such services and programs, and to design a program that will meet the needs of the school districts and their students.

C. County Community Schools

County community schools generally serve those students who have been removed from school districts, whether by expulsion or referral. The county board has the discretionary authority to establish these community schools (Education Code § 1980). Once established, the county superintendent administers the schools, and the county board adopts the curriculum (Education Code §§ 1982, 1983, 1984).

D. Community Day Schools

Community day schools are operated by school districts and county offices of education. Community day schools serve expelled students, students referred by a School Attendance Review Board or probation department, and other high risk youth. Education Code section 48667¹² provides that for purposes of community day schools, county offices of education are deemed to be a school district. Thus, the county board of education has discretionary authority to establish these community day schools (Education Code § 48660).

E. Special Education

The county superintendent may operate special education classes under the SELPA Local Plan and participate in the IEP process in order to develop programs suited to individual needs. Curriculum decisions and proficiency standards are the responsibility of local school districts (Education Code § 56000 et seq.).

F. Juvenile Court Schools

Education Code § 48645.2 states that the "county board shall provide for the administration and operation of juvenile court schools" either "by the county superintendent" or "by contract with the respective governing boards of the school districts in which the juvenile court school is located." Court schools are to be conducted in a manner prescribed by the county board of education to best accomplish the statutory purpose. The board adopts the curriculum and evaluates the educational program (Education Code § 48645.3).

G. Local Child Care and Development Planning Councils

County superintendents of schools, in conjunction with the county board of supervisors, are required to establish local child care and development planning councils that provide a forum for the identification of local priorities for child care and the development of policies to meet the needs identified within those priorities (Education Code § 8499.3).

IX. CHARTER SCHOOLS

A. Establishment of Charter Schools

A county board of education may establish a charter school if:

1. The pupils to be served are pupils who would normally be provided direct education and related services by the county office of education (Education Code § 47605.5)¹³;
2. The petition has been previously denied by a local school district governing board within the county (Education Code § 47605(j)); or
3. The charter provides county-wide services that cannot be provided by a district-approved charter school (Education Code § 47605.6)¹⁴.

¹² Added by Assembly Bill 1845 (Chapter 847, Statutes of 1998).

¹³ Added by AB 544 (Chapter 34, Statutes of 1998).

¹⁴ Added by AB 1994 (Chapter 1058, Statutes of 2002).

In any case, if the county board approves the charter, it is the authorizing entity. As such, it retains the power to revoke or renew the charter, has supervisory and oversight responsibilities over the charter school, and is responsible for ensuring that all special education and related services to eligible students are provided pursuant to each student's individualized education program (Education Code § 47605.6, 47607, 47646).

A charter school petition that has been denied by the governing board of a school district must be received by the county board of education not later than 180 calendar days after the denial. Reviews by a county board of education must be completed within 60 days of receipt, but an extension of up to 30 days is possible if both parties are willing. Any petition received more than 180 calendar days after denial by a district will not be acted upon by the county board of education (5 CCR § 11967). If, upon receipt of the petition, the Board fails to act within 120 days, the petitioner(s) may seek judicial review of the district board's denial (Education Code § 47605(j)(4)).

B. Oversight of Charter Schools

County superintendents have authority to monitor and investigate the operations of any charter school located within his or her county based upon written complaints by parents or other information that justifies the investigation (Education Code § 47604.4¹⁵). In addition, beginning January 1, 2006, county superintendents have authority to review or audit the expenditures and internal controls of any charter school in his or her county, in a timely manner, if he or she has reason to believe that fraud, misappropriation of funds, or other illegal fiscal practices have occurred that merit examination (Education Code § 1241.5(c)¹⁶). The county superintendent must report the findings and recommendations to the governing board of the charter school and provide a copy of the information to the chartering-agency within 45 days.

Education Code section 47604.3 provides county offices of education with general authority to request information from a charter school. Therefore, a county office may request credential information from charter schools under their general authority. However, Education Code section 47605(l) specifically provides for the monitoring of credentials by the authorizing entity. The sections of law that generally provide the county office of education with a role in credential monitoring for districts do not apply to charter schools. Thus, a county office would only have credentialing monitoring responsibility under Education Code section 47605(l) if it were the charter authorizing entity.

Also, Education Code section 47652 provides county offices of education in which a charter-granting agency is located approval authority over the estimated average daily attendance of new charter schools in order for such charter schools to receive advanced apportionment.

X. SCHOOL DISTRICT REORGANIZATION

There is in each county, except a county that is also a city (i.e., San Francisco), a county committee on school district organization (Education Code § 4000). The county committee is the local initiator, coordinator, analyst, facilitator and arbitrator for the reorganization of school districts. It formulates plans, responds to petitions, conducts public hearings, develops and releases information, and analyzes proposals throughout the approval process of reorganization. For petitions for

¹⁵ Added by AB 1994 (Chapter 1058, Statutes of 2002).

¹⁶ Added by SB 430 (Chapter 357, Statutes of 2005).

transfers of territory, where state approval is not required, the county committee gives final approval or disapproval (Education Code §§ 35709, 35710), subject only to appeal to the State Board of Education (Education Code §§ 35710.5, 35711). The county committee also establishes or rearranges governing board trustee areas as required (Education Code § 1000).

In many counties, the county board of education serves as the county committee on school district organization by order of the State Board of Education (Education Code § 4021).

County superintendents have authority to provide assistance in connection with school district reorganizations through the services of the county committee on school district organization. For example, county superintendents may employ personnel to (1) conduct research in connection with the activities of the county committee, and (2) develop systems, procedures, and methods for applying such research findings to improve the effectiveness of those activities (Education Code § 1943). County superintendents also have authority to:

1. Provide information, coordination, and guidance to potential petitions for reorganization and to other parties about the petition process;
2. Provide procedural advice and counseling;
3. Provide information and assistance for community meetings, information and briefing sessions;
4. Provide for coordination of media and community relations;
5. Assist with processing and evaluation of multiple petitions to reorganize one or more school districts by ensuring compliance with all requirements and timelines and applying evaluation criteria;
6. Assist newly organized school districts to ensure smooth transitions with minimum disruption to students and staff and to provide advisory and consulting expertise in various areas.

(Education Code § 35700.1)

In addition, county superintendents are required inquire and ascertain whether the boundaries of the school districts and community college districts in his or her county are definitely and plainly described in the records of the county board of supervisors, and to keep a full and correct transcript of the boundaries in his or her office (Education Code § 2600).

XI. THE PERMISSIVE EDUCATION CODE

Education Code § 35160 provides “school districts” with permissive authority to:

“initiate and carry on any program, activity, or may otherwise act in any manner which is not in conflict with or inconsistent with, or preempted by, any law and which is not in conflict with the purposes for which school districts are established.”

Education Code § 35160.2 states that “for the purposes of § 35160, “school district shall include county superintendents of schools and county boards of education.” The Legislature received authority to grant permissive authority to school districts from a Constitutional amendment that specified only “school districts.” Some have questioned whether the Constitutional language

permitted the Legislature to extend the authority to either the county superintendents or county boards of education. To date, no one has challenged this grant of authority and educational agencies have proceeded on the basis that the extension is authorized.

XII. OTHER SERVICES PROVIDED BY COUNTY OFFICES OF EDUCATION

The following represents a sample of some of the other services authorized by law to be provided by county offices of education:

A. Professional Development

County superintendents are authorized to conduct teacher institutes for the professional development of teachers employed by school districts within the county, and to select the speakers and materials to be presented at such institutes (Education Code § 1278, 79 Ops. Cal. Atty. Gen. 109, June 20, 1996). Accordingly, county superintendent may select the speakers and materials to be presented at such teacher institutes conducted for the County offices of education are authorized to offer new teacher induction programs through the Beginning Teacher Support and Assessment (BTSA) program (Education Code §§ 44259(c), 44279.2(c)). County superintendents may establish administrator training and evaluation programs to provide school administrators support and development activities designed to improve clinical supervision skills (Education Code § 44682).

B. Business Services

County superintendents are authorized to provide fiscal, budgetary, and data-processing services through contractual agreements with school districts that have been determined to be fiscally accountable under Education Code Section 42650 (Education Code § 42650). Also, county superintendents may, with the approval of the State Superintendent of Public Instruction, the county board of education, and the county auditor, process payroll for designated school districts within the county (Education Code § 42646).

C. Child Development Programs and Centers

County superintendents may, with approval of the county board of education and the Superintendent of Public Instruction, establish and maintain child development centers and programs (Education Code § 8321).

D. Technology Leadership

County offices of education are authorized to serve as lead agencies to administer the services within each region to provide a range of technology services including staff development and technical assistance to all school districts and county offices of education with each region (Education Code § 51871). County offices of education also play an integral role in coordinating the K-12 High Speed Network which provides high-speed, high-bandwidth Internet access to all county offices of education, school districts, and schools in the state.

E. Regional System of District and School Support

County offices of education provide assistance to identified Program Improvement school districts and schools by reviewing and analyzing all facets of a school's operation, including the design and operation of the instructional program and making recommendations for improving student performance and school operations (Education Code § 52059).

F. Participation in Federal Programs

County superintendents are authorized to: (1) perform acts necessary to receive the benefits and spend funds provided by an act of Congress, and (2) cooperate with, or enter into agreements with, the federal government or any agency thereof, the State Board of Education, school districts, and private or public nonprofit organizations in order to receive the benefits and spend funds provided by the act of Congress (Education Code § 12400).

G. Scholarship Programs

County boards of education are authorized to grant scholarships and monetary awards to county students when it is acting as the governing board of a school district (85 Ops. Cal. Atty. Gen. 167, August 28, 2002).

H. Outdoor Science Education Programs

County superintendents of schools may, with approval of the county board of education, enter into agreements with school district governing boards or private schools to provide outdoor science and conservation education programs to students (Education Code §§ 8764-8765).

I. Services to Migrant Children

The Superintendent of Public Instruction is authorized to contract with county superintendents of schools (or local educational agencies) to provide services to migrant children residing in specified geographical regions (Education Code § 54444).

J. Medi-Cal Administrative Activities (MAA) Program

The Medi-Cal Administrative Activities (MAA) Program, authorized under Welfare and Institution Code Section 14132.47, provides a way for school districts to obtain federal reimbursement for the cost of certain administrative activities necessary for the proper and efficient administration of the Medi-Cal program. Local Educational Consortia (LECs) are defined in law as a local agency that is one of the service regions of the California County Superintendent Educational Services Association (Welf. and Inst. Code § 14132.47(q)(1)). County offices of education serve as lead agencies for the LECs by contracting with the Department of Health Services to operate the program, and providing services for school districts within their respective LEC.

Appendix A

CHRONOLOGY OF THE OFFICES OF THE COUNTY SUPERINTENDENT OF SCHOOLS AND
COUNTY BOARDS OF EDUCATION IN CALIFORNIA

- 1849 Position of county superintendent of schools first established in Article IX of California Constitution as ex officio duty of the county assessor.
- 1852 Office of county superintendent of schools recreated (Common School Act).
- 1856 The office of county superintendent of schools is made elective as a position of county government.
- 1860 Legislature creates county boards of examination (headed by county superintendents).
- 1872 The Legislature authorizes, but repeals in 1874, that a person eligible for city or county superintendent must be a professional teacher and holder of a teacher's certificate. It was not until 1947 that professional requirements were required for county superintendents.
- 1879 New California Constitution established position of county superintendent of schools as elected constitutional office.
- 1881 Legislature created county boards of education (county superintendent and four educators appointed by the county board of supervisors).
- 1915 Responsibility for child welfare and attendance supervision.
- 1917 Responsibility for health and physical education.
- 1933 School finance law establishes three funds to support duties.
- 1939 Legislature authorizes by law the following:
1. The county board of supervisors is permitted to contract with the county superintendent of schools in order to provide health supervision of elementary school buildings and pupils enrolled in any elementary school within the county, carried out by health officers or other employees of the county health department.
 2. County superintendents are given discretion to provide for the education of physically handicapped minors who would otherwise be denied proper educational services.
 3. County superintendents are permitted, with the approval of the county boards of education, to provide for the preparation and coordination of courses of study, and for conducting and coordinating research and guidance activities for elementary and high schools under their jurisdiction.
- 1940 Additional powers granted by statute, including mandates to serve small school districts.

- 1946 Constitutional amendment authorized legislature to prescribe qualifications and fix salaries of county superintendents.
- 1947 County school service fund is created, increasing powers and duties of county superintendent.
- 1955 The Legislature enacts a law establishing elected county boards of education, consisting of five or seven members to be elected at large, and at least one member residing in each of the designated trustee areas determined by the county committee on school district reorganization.
- 1976 Constitutional amendment authorized county voters in non-chartered to choose between an elected or appointed county superintendent¹⁷, and authorizes the county board of education to fix the salary of the county superintendent.
- 1991 Assembly Bill 1200 (Chapter 1213, Statutes of 1991), which took effect on January 1, 1992, redefined and expanded county superintendents' fiscal oversight of school districts responsibilities.
- 2004 Assembly Bill 2756 (Chapter 52, Statutes of 2004), which took effect on June 21, 2004, made significant changes to the school district financial accountability statutes.
- 2004 *Eliezer Williams, et al., v. State of California, et al.* ("Williams") settled resulting in legislative enactments which required county superintendents to conduct annual visits of underperforming schools to review sufficiency of instructional materials, adequacy of school facilities, and verify information on the school accountability report card. County superintendents also required to submit annual reports of such visits to district governing boards, county boards of education, and county boards of supervisors.

¹⁷ In 1976-1977, elections were conducted in all general law counties to determine the method of selecting the county superintendent. In all cases, the county superintendent was to be elected.