

From: Sanchez_Lila
To: "armando.espinoza.10@my.csun.edu"; "edcabil@sbcglobal.net"
Cc: [Higelin Judy](#)
Bcc: [Wilson Dina](#)
Subject: Public Hearing on Charter Revocation for Wisdom Academy for Young Scientists Scheduled October 21, 2014
Date: Monday, October 20, 2014 3:16:00 PM

Dear Mr. Espinoza and Mr. Cabil,

The Public Hearing on the Charter Revocation for Wisdom Academy for Young Scientists is scheduled for Tuesday, October 21, 2014, in the Conference Center of the Los Angeles County Office of Education, Education Center West Building at 12830 Columbia Way in Downey.

The Agenda for the meeting is available at the LACOE website. Please check the agenda for the start time of the meeting. For your convenience the link to the website is included in this email.

<http://www.lacoe.edu/BoardofEducation/BoardAgendasMinutesMeetings.aspx>

Kindly Confirm receipt of this email.

Thank you.

Lila Sanchez

Administrative Assistant

Charter School Office

Los Angeles County Office of Education

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Serving Students ▪ Supporting Communities ▪ Leading Educators



LOS ANGELES COUNTY BOARD OF EDUCATION
12830 Columbia Way, Downey, CA 90242
Phone (562) 922-6128 Fax (562) 940-1727

No. 12:2014-15

The full agenda is accessible through the receptionist at the northeast entrance of the above address. Enclosures to the agenda are available for review in the Board of Education's office during business hours 8:30 a.m. – 5:00 p.m. Any material related to an item on this Board Agenda distributed to the Board of Education is available for public inspection at our Office of Communications, Room EC 103 – LACOE Administrative Offices. Procedures for addressing the Board are in the wall receptacle in the entry to the Board Room and posted on the LACOE Board of Education website. To request a disability-related accommodation under the ADA, please call Ms. Beatrice Robles at (562) 922-6128 at least 24 hours in advance.

Board Meeting
October 21, 2014

2:00 p.m. – LACOE Conference Center (ECW 606)

I. BOARD COMMITTEE MEETINGS

A. Board Curriculum, Instruction and Assessment Committee Meeting – 2:00 p.m.

II. PRELIMINARY ACTIVITIES – 3:00 p.m.

- A. Call to Order
- B. Pledge of Allegiance
- C. Ordering of the Agenda
- D. Approval of the Minutes
 - 1. October 7, 2014

Ms. Braude
Dr. Turrentine
Dr. Delgado
Ms. Braude

III. COMMUNICATIONS: BOARD OF EDUCATION / SUPERINTENDENT / PUBLIC

IV. PRESENTATIONS (none)

V. HEARINGS

A. Public Hearing on Charter Revocation for Wisdom Academy for Young Scientists (WAYS), *Grades K-5*

Ms. Benitez

VI. REPORTS / STUDY TOPICS (none)

VII. CONSENT CALENDAR RECOMMENDATIONS

A. Acceptance of Project Funds No. 4

VIII. CLOSED SESSION

- A. Conference with Legal Counsel – Potential Litigation – One Case Pursuant to Government Code Section 54956.9(b)
- B. Personnel Matter Regarding Superintendent – Pursuant to Government Code Section 54957.6

Ms. Andrade

Ms. Andrade

Los Angeles County Board of Education
Agenda—October 21, 2014
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IX. RECOMMENDATIONS

- Ms. Andrade A. Resolution Regarding Setting of Salary of Los Angeles County Superintendent of Schools
- Dr. Ybarra B. Approval of First Reading Board Policy BP 6162.5 (Student Assessment), BP 5131.62 (Tobacco), BB 9130 (County Board Committees), BP 0200 (Board Priorities for LACOE), BB 9000 (Role of the Board), BP 5148.4 (Parent Engagement in the Head Start and Early Head Start Program), BB 9020 (Board Role – Head Start/Early Head Start Programs) (Enclosure)
- Ms. Braude C. Appointment to California School Boards Association (CSBA) Delegate Assembly and California County Boards of Education (CCBE) Board of Directors

X. INFORMATIONAL ITEMS

- Dr. Delgado A. Governmental Relations
- Ms. Braude B. Board Committee / Liaison Reports
- Dr. Delgado C. Los Angeles County Board of Education Meeting Schedule, Establishment of Meeting Times, Future Agenda Items, Follow up
- Follow up (none)

XI. INTERDISTRICT AND EXPULSION APPEAL HEARINGS (none)

- Ms. Braude **XII. ADJOURNMENT**

**UNAPPROVED
NO. 10:2014-15**

**MINUTES
LOS ANGELES COUNTY BOARD OF EDUCATION
12830 Columbia Way
Downey, California 90242-2890
Tuesday, October 7, 2014**

A Board meeting of the Los Angeles County Board of Education was held on Tuesday, October 7, 2014, in the Los Angeles County Office of Education, LACOE Conference Center, (ECW 606), 12830 Columbia Way, Downey, CA 90242-2890.

PRESENT: Mr. Douglas Boyd, Dr. Ray Reisler, Mr. Thomas A. Saenz, Dr. Jose Zapata Calderon, and Mr. Alex Johnson

UNCOMPENSATED: Dr. Rebecca Turrentine and Ms. Katie Braude

OTHERS PRESENT: Superintendent Dr. Arturo Delgado; Administrative staff; Ms. Beatrice Robles, Senior Executive Assistant

PRELIMINARY ACTIVITIES

CALL TO ORDER

Mr. Saenz called the meeting to order at 3:02 p.m.

PLEDGE OF ALLEGIANCE

Dr. Calderon led the Pledge of Allegiance to the Flag.

ORDERING OF THE AGENDA

Dr. Delgado indicated that the changes to the Board agenda included interdistrict appeal No. 2 had been withdrawn.

It was **MOVED** by Mr. Boyd, **SECONDED** by Mr. Johnson, and **CARRIED** to approve the Board agenda as presented. There were 5 ayes.

APPROVAL OF MINUTES

- **September 9, 2014** – The minutes were approved as presented.
- **September 16, 2014** – The minutes were approved with noted changes and corrections.

COMMUNICATIONS: BOARD / SUPERINTENDENT

Dr. Reisler

- Dr. Reisler said he had follow-up questions to responses received in the Weekly Board Memo on serial meetings / Brown Act and County Committee on Organization.

Mr. Saenz indicated that these items were not agendized and could not be discussed at today's Board meeting.

Mr. Saenz suggested looking for an opportunity to have Board members ask questions and have a dialogue regarding any responses in the Weekly Board Memo sent to the County Board the Friday prior to a Board meeting. This would be for completed follow-ups and would not include any action items for the County Board.

Mr. Boyd asked that we add to the Board Follow-Up Status Report a request to invite LAUSD's Charter School Division to do a presentation for the County Board at a future date.

Dr. Delgado

Dr. Delgado indicated that a new principal has been hired for the Los Angeles County High School for the Arts, Ms. Mitzi Lizarraga. He said that Ms. Lizarraga brings more than 20 years of experience as an arts education leader at some of the nation's top public arts high schools and that her most recent assignment was principal of the San Diego School of Creative and Performing Arts. She was also principal and CEO of the Duke Ellington School of the Arts in Washington D.C. for five years and the director of the Greater Hartford Academy of the Arts in Connecticut for many years. He said that Ms. Lizarraga's first day will be November 3, 2014.

Dr. Delgado wanted to publicly thank Ms. Lisa Sherman-Colt for stepping in as Interim Principal and launching the successful opening of the 2014-15 school year.

Mr. Saenz congratulated and thanked Dr. Delgado and staff for expeditiously finding such a qualified candidate for the principal position.

Dr. Delgado indicated that he had a conversation with CSBA this week regarding the CSBA Appointed Delegate Assembly and said that according to CSBA, only one Board member may be appointed for the CSBA Delegate Assembly and CCBE Board of Directors. Therefore, the County Board will see this item back on the Board agenda next week as an action item.

COMMUNICATIONS: PUBLIC

Dr. Irene Murray addressed the County Board on a personnel matter. She said she was referred by Supervisor Antonovich's office to speak to the County Board.

Mr. Saenz asked that the Office follow up with Supervisor Antonovich's office to let his office know that the County Board of Education has no authority under law over employment/personnel matters at LACOE.

COMMUNICATIONS: ASSOCIATIONS (none)

COMMUNICATIONS: HEAD START POLICY COUNCIL

Mr. Hector Banuelos spoke about "Be a Hero Program," on October 1 and gave an overview of the activities and the male engagement. He said that there was a good turnout of male engagement participation and he will have more information on data for the County Board. He

shared three additional male engagement events with the County Board (PTA Male Engagement Conference: October 24-26, 2014, Atlanta, GA; Fathers and Family Coalition Program: February 17-20, 2015, an L.A. airport hotel; Recognition Dinner, second week in November 2014 at LACOE).

Mr. Saenz thanked Mr. Banuelos for his communication to the County Board.

PRESENTATIONS (none)

HEARINGS

PUBLIC HEARING (4:00 p.m.) ON THE SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS IN EDUCATIONAL PROGRAMS FOR DIVISION OF STUDENT PROGRAMS: I-POLY, LACHSA, CAL-SAFE, AND THE DIVISION OF SPECIAL EDUCATION (10-MONTH SCHOOLS)

Mr. Saenz postponed this item until 4:00 p.m.

REPORTS / STUDY TOPICS

REPORT ON TEXTBOOKS AND INSTRUCTIONAL MATERIALS SUFFICIENCY FOR EDUCATIONAL PROGRAMS (10-MONTH SCHOOLS)

Dr. Cuauhtemoc Avila, Assistant Superintendent, Educational Programs, introduced Ms. Anna Whalen, R & D Analyst for Educational Programs, who presented a report on the textbooks and instructional materials sufficiency for educational programs.

Anna Whalen reported that 100% of LACOE classrooms and school sites in the Educational Programs have achieved textbooks sufficiency. She indicated that there is at least one core textbook in each subject in the classroom and that principals compiled surveys, which indicated that each classroom was textbook sufficiency compliant.

There were no questions from the County Board.

CONSENT CALENDAR RECOMMENDATIONS

ADOPTION OF BOARD RESOLUTION NO. 5: 2014-15, GANN LIMIT

The Superintendent recommended that the County Board approve the 2013-14 Appropriations Limitations Recalculation and 2014-15 Estimated Appropriations Limitation Calculation.

It was **MOVED** by Dr. Calderon, **SECONDED** by Dr. Reisler, and **CARRIED** to approve the Consent Calendar Recommendation, Adopting of Board Resolution No. 5: 2014-15, Gann Limit – approve the 2013-14 Appropriations Limitations Recalculation and 2014-15 Estimated Appropriations Limitation Calculation. There were 5 ayes.

RECOMMENDATIONS

APPROVAL OF THE FY 2014-15 BUDGET TO ACTUALS REPORT WITH BUDGET REVISIONS AS OF SEPTEMBER 18, 2014

The Superintendent recommended that the County Board approve budget revisions to the Fiscal Year 2014-15 budget. The current budget recognizes changes, transfers, and increases to the adopted budget.

It was **MOVED** by Mr. Boyd, **SECONDED** by Dr. Calderon, and **CARRIED** to approve the FY 2014-15 budget to actuals report with budget revisions as of September 18, 2014. There were 5 ayes.

ADOPTION OF BOARD RESOLUTION NO. 6: 2014-15, SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS IN EDUCATIONAL PROGRAMS FOR DIVISION OF STUDENT PROGRAMS I-POLY, LACHSA, CAL-SAFE AND ALL DIVISION OF SPECIAL EDUCATION (10-MONTH SCHOOLS)

Mr. Saenz postponed this item until after the 4:00 p.m. Public Hearing.

ADOPTION OF BOARD RESOLUTION NO. 7: TO RECOGNIZE THE MONTH OF NOVEMBER 2014, AS NATIONAL HOMELESS YOUTH AWARENESS MONTH

The Superintendent recommended that the County Board adopt Resolution No. 7 and further recommended that the County Board recognize the month of November 2014, as National Homeless Youth Awareness Month in order to empower homeless students and families through educational advocacy and support, and promote awareness and greater support for homeless students in schools and the community.

It was **MOVED** by Mr. Johnson, **SECONDED** by Dr. Calderon, and **CARRIED** to adopt Resolution No. 7: to Recognize the month of November 2014, as National Homeless Youth Awareness Month. There were 5 ayes.

APPROVAL OF THE REDEVELOPMENT OVERSIGHT COMMITTEE APPOINTMENT – HAWTHORNE

The Superintendent recommended that the County Board appoint Mr. John Vinke to the Hawthorne Redevelopment Oversight Committee.

It was **MOVED** by Mr. Boyd, **SECONDED** by Dr. Calderon, and **CARRIED** to approve the appointment of Mr. John Vinke to the Hawthorne Redevelopment Oversight Committee. There were 5 ayes.

APPROVAL OF THE REDEVELOPMENT OVERSIGHT COMMITTEE APPOINTMENT – INGLEWOOD

The Superintendent recommended that the County Board appoint Dr. Joe Dominguez to the Inglewood Redevelopment Oversight Committee.

It was **MOVED** by Mr. Johnson, **SECONDED** by Mr. Boyd, and **CARRIED** to approve the appointment of Dr. Joe Dominguez to the Inglewood Redevelopment Oversight Committee. There were 5 ayes.

INFORMATIONAL ITEMS

GOVERNMENTAL RELATIONS

Dr. Delgado spoke about Proposition 47, The Safe Neighborhoods and Schools Act of 2014 and the impact on education. He said that Proposition 47 would redirect funds from prison spending to schools. Dr. Delgado mentioned that about 25% of those savings would be shifted into K-12 programs. He said that there is a lot of controversy around the proposition.

Dr. Delgado said he would be sharing through his weekly communication with the County Board, bills that the Board may want to review and bring to a Board meeting as a recommendation for Approval of a Position Recommendation Report.

Dr. Calderon indicated that this would be a good bill to support. He said that there would be a release of a number of individuals with lesser crimes and who will return to their communities. He said that there needs to be thinking around how training and jobs are created for these individuals so that they can be successful. He said without these types of programs being created, he is concerned that these individuals may go back to prison.

BOARD COMMITTEE/LIAISON REPORTS

Mr. Boyd indicated that the Board Finance Committee meeting was held today.

Dr. Calderon commended Dr. Delgado and staff for the approval of the 80 LCAPS and that there should be an article written on the work and the process that was done.

Dr. Delgado indicated that the success of the LCAP Approvals came about essentially because of the communication between LACOE Offices, including Finance, Student Services, Student Programs, and others, with the 80 school districts and being able to answer questions, resolve issues that arose and doing a lot of follow-up. He said that he is very proud of the staff's work and accomplishments.

On behalf of Dr. Turrentine, Dr. Delgado gave a report to the County Board on the Los Angeles County Education Foundation (LACEF).

He said that the Board had a discussion on the selling or giving back to the Conservancy, the property of Blue Sky Meadows. That property was donated to LACEF. However, over the years, LACEF's ability to maintain the property has been costly to the point that LACEF was losing funding and could not keep up with the maintenance of the property. Therefore, as of the last meeting, the Board approved to give back the property to the Conservancy and all of the responsibilities and liabilities as of the day this item was approved by the LACEF Board. LACEF will continue to be responsible for any cost incurred prior to the approval date.

**LOS ANGELES COUNTY BOARD OF EDUCATION MEETING SCHEDULE,
ESTABLISHMENT OF MEETING TIMES, FUTURE AGENDA ITEMS, FOLLOW-UP**
Dr. Delgado reported on the Board calendar for the October 14, 2014, Board meeting.

Mr. Saenz indicated that he would not be attending the October 14, 2014 Board meeting.

Dr. Calderon asked that the County Board review discussions held during the September 9, 2014, Board Retreat and look at items that need to be included in the Board Follow-Ups.

Dr. Reisler asked that staff review the audio recordings to see if there are any Board Follow-Ups that are missing from the Board Follow-Up Status Report.

(The County Board recessed for ten minutes, 3:42-3:52 p.m.)

INTERDISTRICT AND EXPULSION APPEAL HEARINGS

Jacquelyn S. v. Inglewood Unified School District

The proceedings were conducted in open session to reach a decision on the interdistrict attendance appeal. Ms. Vibiana Andrade, General Counsel, represented the Los Angeles County Board of Education; Dr. Victor Thompson, Director, Student Support Services, Los Angeles County Office of Education, was also present.

The appellant was not present, but represented by her father, Mr. Vicente Serrano. Mr. Stephen McCray, Executive Director, School and Community Relations, represented Inglewood Unified School District. Mr. Alex Quintana provided services as the Spanish interpreter.

Fact-finding was conducted by a designated hearing consultant. A copy of the record, a summary of findings and conclusions, and a recommendation by the hearing consultant were provided to all parties. The representatives addressed the Board and responded to questions from the Board.

Four affirmative votes of the Board are required for an interdistrict appeal to be granted. A roll-call vote was taken. Voting no were Mr. Boyd, Dr. Reisler, Dr. Calderon, and Mr. Johnson. Voting yes was Mr. Saenz. The appeal was denied.

Mr. Saenz held the public hearing at 4:05 p.m.

PUBLIC HEARING (4:00 p.m.) ON THE SUFFICIENCY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS IN EDUCATIONAL PROGRAMS FOR DIVISION OF STUDENT PROGRAMS: I-POLY, LACHSA, CAL-SAFE, AND THE DIVISION OF SPECIAL EDUCATION (10-MONTH SCHOOLS)

The Superintendent recommended that a Public Hearing on the 2014-15 Sufficiency of Textbooks and Instructional Materials in educational programs for division of student programs: I-Poly, LACHSA, Cal-SAFE, and the Division of Special Education (10-month schools) be held on October 7, 2014 at 4:00 p.m.

There were no public speakers to address the County Board on this issue. The Public Hearing was closed at 4:07 p.m.

The County Board returned to the Interdistrict Attendance Appeal Hearings.

~~**Asante M. v. Los Angeles Unified School District – Parent withdrew**~~

~~**Nea M. v. Los Angeles Unified School District – Postponed**~~

ADJOURNMENT

Mr. Saenz adjourned the meeting at 4:07 p.m.

It was **MOVED** by Mr. Boyd, **SECONDED** by Dr. Calderon, and **CARRIED** to adjourn the meeting. There were 5 ayes.

Board Meeting – October 21, 2014

Item V. Hearings

- A. Public Hearing on Charter Revocation for Wisdom Academy for Young Scientists (WAYS), *Grades K-5*

Education Code section 47607(e) provides that no later than 30 days after providing a notice of intent to revoke a school's charter, the chartering authority shall hold a public hearing in the normal course of business on whether evidence exists to revoke the charter.

The Notice of Intent to Revoke was approved by the County Board on September 23, 2014 and provided to the charter school in the manner prescribed by law on September 24, 2014.

Not later than 30 days after the public hearing, the County Board shall issue a final decision to revoke or decline to revoke the charter, unless a 30-day extension is agreed to by the charter school and the County Board.

Board Meeting – October 21, 2014

Item VII. Consent Calendar Recommendations

A. Acceptance of Project Funds No. 4

The Superintendent recommends that the County Board accept the funds for the following project. The Restricted Funding Summary is attached.

<u>Project</u>	<u>Amount Awarded</u>	<u>Funding Period</u>
Partnerships to Improve Community Health	\$ 3,600,000	09/30/2014-09/29/2015

RECEIVED

JUN 03 REC'D



Los Angeles County
Office of Education

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RESTRICTED FUNDING SUMMARY

OFFICE OF THE ASSISTANT SUPERINTENDENT

Instructions: All prospective grants and income contracts are subject to Cabinet review and approval. No grant or income contract is being considered, complete and scan and e-mail to Gerardo_Roberta@lacoed.edu or deliver this form to Grants Development EC-106, or fax to 562-940-1662. Please call 562-922-6112 for further guidance or information.

CHECK AS APPROPRIATE			
<input checked="" type="checkbox"/> Grant	<input type="checkbox"/> Income Contract	<input type="checkbox"/> Other	<input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal
DIVISION/UNIT CIS/SHaPE Programs	PROPOSER Joanie Verderber, Ph.D.	TELEPHONE NUMBER 562-922-6681	
PROJECT TITLE (PER FUNDER) Partners Improving Community Health Partnerships to Improve Community Health			
FUNDING SOURCE Centers for Disease Control and Prevention <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Private <input type="checkbox"/> Other			
ANTICIPATED OR ESTIMATED AMOUNT OF GRANT OR CONTRACT \$3,600,000	DUE DATE 07/22/14	FUNDING PERIOD From 09/30/14 To 09/29/15	
REQUIRED: Maximum indirect cost and/or Administrative Cost (%) Allowed by Funding Agency			
INDIRECT AND/OR ADMINISTRATIVE COST ALLOWED BY THE FUNDER (%) 7.75 %		ATTACH DOCUMENTATION OF INDIRECT AND/OR ADMINISTRATIVE COST TO THIS FORM (E.G. THE PAGE FROM THE GUIDELINES OR CONTRACT) OR INCLUDE A WEB LINK TO THE REFERENCE HERE The approved CDE indirect rate is allowable by the CDC.	

Project Summary

SHaPE Programs will assist small school districts (LAUSD and Long Beach USD are excluded) in developing a Community Action Plan (CAP) to address student health needs related to exposure to smoke, nutrition, physical activity/physical education, and health care. Districts, that have participated or are participating in a SHaPE project, and are located in a census track with 30% or more of the population below the federal poverty line in cities that have 25% or more adults without high school diplomas will be the focus of interventions. Services will be offered to LACOE Educational Programs. All participation will be voluntary.

Consistency with LACOE Strategic Opportunities [please check appropriate box(es)]

- Customer Service to Internal and External Clients
- Fiscal Accountability and Human Resource Management
- School Readiness, 0-5
- Services to Districts and Schools to Increase Student Achievement
- Educational Services for LACOE Students

Potential Benefits

Research data are clear; healthy students learn better and have better school attendance. Increased health will support student achievement, including common core mastery. This project addresses the needs of students and their families, provides services for small districts, and will provide support for LACOE educational programs to meet the federal Wellness Policy requirements.

Collaborators (include collaborators/partners as needed)

Los Angeles County Department of Public Health
Small school districts in LA County, with census tracks 30% below Federal poverty level and 26% or more of adults without a high school diploma, that have participated or are participating in grants with SHaPE Programs, and their community partners (Will not include LAUSD and Long Beach USD.)
LA County Probation Department
Internal partners: Juvenile Court Schools, Special Education, Alternative Education, Student Support Services (Health Services and Parent and Community), and units providing services to ages 0-5.

Other Comments/Considerations

Health happens both in schools and communities. This grant will enable LA County partners to come together using the school as the hub of the community to increase health and healthy options for all community members. The Los Angeles County Department of Public Health recognizes LACOE's unique capacity to provide leadership, technical assistance, and services to school districts. The Los Angeles County Board of Supervisors have previously supported and encouraged health-related programs. This funding supports past and current grants funded through Public Health: RENEW, TRUST, CTG, NEOP.

SIGNATURE OF PROPOSER <i>Joanie Verderber</i>	SIGNATURE OF PROPOSER'S SUPERVISOR (IF APPLICABLE)	DATE 06/03/14
SIGNATURE OF DIVISION DIRECTOR <i>[Signature]</i>		DATE 06/03/14
Grants Development and GPM Use Only		
SIGNATURE OF ASSISTANT SUPERINTENDENT <i>[Signature]</i>	SIGNATURE OF SUPERINTENDENT <i>[Signature]</i>	DATE SIGNED 6-5-14
AMOUNT AWARDED	NOTIFICATION OF FUNDING DATE	BOARD ACCEPTANCE OF FUNDS DATE
<input type="checkbox"/> Project Funding Route Sheet	<input type="checkbox"/> Consent Calendar Recommendation	
<input type="checkbox"/> Part B	<input type="checkbox"/> Part S	Account # Assigned

LOS ANGELES COUNTY OFFICE OF EDUCATION
ACCOUNTING AND BUDGET DEVELOPMENT
Grants Project Management

Proposed Project Summary and Staffing Plan

NAME OF PROJECT Partnerships to Improve Community Health
FUNDING PERIOD September 30, 2014 to September 29, 2017 (1st of 3 years)

PROPOSED BUDGET	PROJECTED REIMBURSABLE	LACOE IN-KIND	LACOE MATCHING	OTHER (i.e. local income)	TOTAL (ROUND)
1000 Certificated Salaries	\$ 462,890	\$ -	\$ 72,257	\$ -	\$ 535,147
2000 Classified Salaries	204,291		10,506		214,797
3000 Employee Benefits	237,435		21,679		259,114
4000 Books and Supplies	383,009				383,009
5000 Other Oper. Exp.	1,908,510		435,558		2,344,068
5700 Cost	186,858				186,858
6000 Equipment					
Documented					
7000 Support Costs	27,789				27,789
SUB-TOTAL (Round Off)	\$ 3,410,782	\$ -	\$ 540,000	\$ -	\$ 3,950,782
Indirect Support **	189,218				189,218
Allocated Support					
7000 Costs					
TOTAL (Round)	\$ 3,600,000	\$ -	\$ 540,000	\$ -	\$ 4,140,000

*Matching funds are identified as the cash outlay for program costs that will not be reimbursed by the funding agency.

** Details of Indirect Support:

INDIRECT SUPPORT	PERCENT	AMOUNT (Subtotal)
Office Standard (Federal Restricted Rate)		
Indirect Requested (Excludes Pass Through)	7.75%	
Maximum Indirect Allowed by Funding Agency	7.75%	

Note: 10% of Grant to Communication (Advertising, Publication, etc.)
10% of Grant to Evaluation (LACDPH contract)
50% of Grant to fund local community entities
Matching 15% of Grant for Year 1, 20% of Grant for Year 2,
Matching 25% of Grant for Year 3

**Total Allocated Support and Indirect must not exceed Federal Restricted Indirect Rate.

Board Meeting – October 21, 2014

Item IX. Recommendations

A. Resolution Regarding Setting of Salary of Los Angeles County Superintendent of Schools

Pursuant to the authority of the Board of Education, under Article IX, Section 3.1(b) of the California Constitution, the Board President recommends that the Superintendent of Schools, Dr. Arturo Delgado's salary and benefits be clarified as set forth in Amendment No. 2 of Resolution No. 28. The Amendment clarifies the Superintendent's base salary.

Board Meeting — October 21, 2014

Item IX. Recommendations

- B. Approval of First Reading Board Policy BP 6162.5 (Student Assessment), BP 5131.62 (Tobacco), BB 9130 (County Board Committees), BP 0200 (Board Priorities for LACOE), BB 9000 (Role of the Board), BP 5148.4 (Parent Engagement in the Head Start and Early Head Start Program), BB 9020 (Board Role – Head Start/Early Head Start Programs) (Enclosure)

The above policies are being revised to update and align LACOE with the CSBA numbering system. LACOE will benefit from CSBA's periodic updates based on changes to the law including Education Code and other applicable statutes, regulations, and court decisions.

Instruction

BP 6162.5(a)

STUDENT ASSESSMENT

LACOE will employ assessment methods designed to meet the needs of all members of the learning community in accordance with applicable laws, regulations, standards, frameworks, research-based best practices, and related documents.

Student enrolled in Los Angeles County Office of Education (LACOE) educational programs shall take all assessments required by the State Board of Education and Education Code. Teachers in LACOE education programs shall administer tests that measure educational progress. All other assessments shall be administered by trained staff in accordance with professional standards.

Legal Reference: 20 USC 1410 et seq.; 34 CFR 300 et seq.; EC 33050 et seq., 35160, 56320 et seq., 60600, 60663; 5 CCR 800 et seq., 1021-1046. SBIX.

Administration of Assessments

- A. LACOE shall not administer any questionnaires, surveys, tests or other similar methods designed to reveal personal data without prior parent/guardian approval.
- B. Performance Assessments
 1. General Requirements
 - a. LACOE staff shall administer all required state performance assessments.
 - b. LACOE staff shall schedule make-up sessions for students who were not present.
 2. Performance Assessment of Individuals with Exceptional Needs
 - a. During the pre-enrollment Request for Services meeting attended by parents/guardians and staff, the individual's priority objectives for instruction shall be identified as part of the Individualized Education Program, according to procedures established by the Division of Special Education and required by applicable state and federal laws and regulations.
 - b. The Individualized Education Program (IEP) shall be reviewed annually and may be reviewed and modified at any time at the request of the parent/guardian or staff member.
 - c. Progress reports shall be made to parents/guardians on appropriate LACOE-approved forms and shall become a part of the individual's mandatory interim record.

BP 6162.5(b)

STUDENT ASSESSMENT (continued)

C. LACOE reserves the right to request a waiver of code provisions regarding assessment and testing, as permitted by law.

Legal Reference: EC 33050 et seq., 35160, 51513, 56320 et seq., 60600 et seq.

If a student is failing a course, the teacher shall arrange a conference with or shall make a written report to the parent/guardian before the 40th school day of the semester. Excessive absences may lead to a failing grade.

D. LACOE reserves the right to withhold the grades, transcripts, and /or diploma of a student who has damaged LACOE or LACOE staff property or who has caused injury to LACOE staff.

Legal Reference: EC 35160, 48904-48905, 49066, 49067.

The County Board recognizes that student assessments are an important instructional and accountability tool. Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in LACOE programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by LACOE to identify and review student achievement goals in LACOE's local control and accountability plan, evaluate LACOE educational programs in order to identify needed improvements.

(cf. 0460 - Local Control and Accountability Plan)
(cf. 0500 - Accountability)
(cf. 2140 - Evaluation of the Superintendent)
(cf. 4115 - Evaluation/Supervision)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6011 - Academic Standards)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6162.52 - High School Exit Examination)
(cf. 6190 - Evaluation of the Instructional Program)

To obtain the most accurate evaluation of student performance, LACOE shall use a variety of measures, including LACOE, state, and/or national assessments. As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, or school site to allow for critical analysis of student needs.

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)

BP 6162.5(c)

STUDENT ASSESSMENT (continued)

In selecting or developing any LACOE assessment, the County Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.

The County Superintendent or designee shall ensure that assessments are administered in accordance with law and the test publisher's directions and that test administration procedures are fair and equitable for all students.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 6162.54 - Test Integrity/Test Preparation)

The County Superintendent or designee shall provide professional development to assist administrators, teachers and paraprofessionals in interpreting and using assessment data to improve student performance and the instructional program.

(cf. 4131 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 4222 - Teacher Aides/Paraprofessionals)

When results of student assessments are published by the state, the County Superintendent or designee may provide supplementary information to assist parents/guardians and the local community in interpreting test results and evaluating school performance.

(cf. 0510 - School Accountability Report Card)

Individual Record of Accomplishment

The County Superintendent or designee shall ensure that each student, by the end of grade 12, has an individual record of accomplishment that includes the following: (Education Code 60607)

1. The results of the state achievement tests administered pursuant to Education Code 60640-60649 or any predecessor assessments
2. The results of any end-of-course examinations taken
3. The results of any vocational education certification examinations taken

(cf. 6178 - Career Technical Education)

BP 6162.5(d)

STUDENT ASSESSMENT (continued)

No individual record of accomplishment shall be released to any person, other than the student's parent/guardian or a teacher, counselor, or administrator directly involved with the student, without the written consent of the student's parent/guardian, or the student if he/she is an adult or emancipated minor. The student or his/her parent/guardian may authorize the release of the record of accomplishment to a postsecondary educational institution for the purposes of credit, placement, or admission. (Education Code 60607)

(*cf.* 5125 - Student Records)

*Legal Reference:**EDUCATION CODE*

313 *Assessment of English language development*

10600-10610 *California Education Information System*

44660-44665 *Evaluation and assessment of performance of certificated employees (Stull Act)*

51041 *Evaluation of educational program*

51450-51455 *Golden State Seal Merit Diploma*

60600-60649 *Assessment of academic achievement, especially:*

60640-60649 *Standardized Testing and Reporting Program*

60800 *Physical fitness testing*

60810-60812 *Assessment of English language development*

60850-60859 *High school exit examination*

60900 *California Longitudinal Pupil Achievement Data System*

CODE OF REGULATIONS, TITLE 5

850-870 *Standardized Testing and Reporting program*

1200-1225 *High School Exit Examination*

UNITED STATES CODE, TITLE 20

9622 *National Assessment of Educational Progress*

*Management Resources:**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*

Key Elements of Testing, 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Teachers' Use of Student Data Systems to Improve Instruction, 2007

WEB SITES

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

California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>

Educational Testing Service: <http://www.ets.org>

U.S. Department of Education: <http://www.ed.gov>

Students

BP 5131.62(a)

TOBACCO

The County Board recognizes the serious health risks presented by tobacco use and desires to ensure that, through adoption of consistent policies, LACOE students are made aware of those risks and, to the extent possible, protected from them. The County Superintendent or designee shall establish a coordinated school health system which includes a comprehensive behavioral health education component that teaches students the knowledge, skills, and attitudes they need in order to lead healthy lives and avoid high-risk behaviors, such as tobacco use.

(cf. 5141.23 - Asthma Management)

The County Superintendent or designee shall provide prevention, intervention, and cessation education, information, activities, and/or referrals to LACOE students and shall ensure consistent enforcement of LACOE policies prohibiting student possession and use of tobacco products.

Prohibition Against Tobacco Use

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of LACOE employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (Education Code 48900, 48901)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited.

These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the LACOE's policy and regulation for addressing the administration of medications on campus. (Education Code 48900)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

BP 5131.62(b)

TOBACCO (continued)**Prevention Instruction**

LACOE shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12 pursuant to Education Code 51202. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which LACOE participates.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

Intervention/Cessation Services

LACOE may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. Such intervention services shall be provided as an alternative to suspension for tobacco possession.

(cf. 1020 - Youth Services)

(cf. 5141.6 - School Health Services)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6164.2 - Guidance/Counseling Services)

Program Planning

LACOE's tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in LACOE schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student populations that are most in need of LACOE services.

(cf. 1220 - Citizen Advisory Councils)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The County Superintendent or designee also shall coordinate LACOE's tobacco-use prevention and intervention program with other LACOE efforts to reduce students' use of illegal substances and to promote student wellness.

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.63 - Steroids)

The County Superintendent or designee shall select tobacco-use prevention programs based on the model program designs identified by the California Department of Education (CDE) and may adapt the model to meet LACOE needs. (Health and Safety Code 104420)

BP 5131.62(c)

TOBACCO (continued)

The County Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity which is known to have received funding from the tobacco industry.

(cf. 1325 - Advertising and Promotion)

(cf. 3290 - Gifts, Grants and Bequests)

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

Program Evaluation

To evaluate the effectiveness of LACOE's program and ensure accountability, the County Superintendent or designee shall biennially administer the California Healthy Kids Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the County Board, and to the CDE if required, the data specified in Health and Safety Code 104450.

(cf. 0500 - Accountability)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6162.8 - Research)

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

Legal Reference (see next page)

BP 5131.62(d)

TOBACCO (continued)*Legal Reference:*EDUCATION CODE48900 *Suspension or expulsion (grounds)*48900.5 *Suspension, limitation on imposition; exception*48901 *Smoking or use of tobacco prohibited*51202 *Instruction in personal and public health and safety*60041 *Instructional materials, portrayal of effects of tobacco use*HEALTH AND SAFETY CODE104350-104495 *Tobacco-use prevention education*119405 *Unlawful to sell or furnish electronic cigarettes to minors*PENAL CODE308 *Minimum age for tobacco possession*CODE OF REGULATIONS, TITLE 176800 *Definition, health assessment*6844-6847 *Child Health and Disability Prevention program; health assessments*UNITED STATES CODE, TITLE 207111-7117 *Safe and Drug-Free Schools and Communities Act*CODE OF FEDERAL REGULATIONS, TITLE 211140.1-1140.34 *Unlawful sale of cigarettes and smokeless tobacco to minors*ATTORNEY GENERAL OPINIONS88 *Ops.Cal.Atty.Gen. 8 (2005)**Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSTUPE *Acceptance of Funds Guidance**Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008**Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003**Getting Results: Part II California Action Guide to Tobacco Use Prevention Education, 2000*WEST ED PUBLICATIONS*Guidebook for the California Healthy Kids Survey*WEB SITESCSBA: <http://www.csba.org>

California Department of Education, Tobacco-Use Prevention Education:

<http://www.cde.ca.gov/ls/he/at/tupe.asp>California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>California Healthy Kids Resource Center: <http://www.californiahealthykids.org>California Healthy Kids Survey: <http://www.wested.org/hks>Centers for Disease Control and Prevention, Smoking and Tobacco Use: <http://www.cdc.gov/tobacco>U.S. Surgeon General: <http://www.surgeongeneral.gov>Policy
adopted:**LOS ANGELES COUNTY OFFICE OF EDUCATION**
Downey, California

Board Bylaws

BB 9130(a)

COUNTY BOARD COMMITTEES

By a majority vote of its members, the County Board may establish committees to consider, investigate, or develop recommendations on matters related to LACOE policy. All committees shall follow the Brown Act. (Government Code 54954).

(cf. 9130.1 – Standing Committees)

Establishment of a County Board committee shall be considered appropriate when a policy matter before the County Board requires study.

When a committee is created, the President of the County Board shall appoint the committee members and chairperson and shall, in compliance with the Brown Act, serve as an ex-officio member of the committee.

Committee membership may include County Board members, office staff, and other persons deemed appropriate by the County Board President. Non-Board members appointed to the committee shall be confirmed by a majority vote of the County Board.

(cf. 1220 - Citizen Advisory Committees)

The duties, responsibilities, anticipated term of committee activity, and the powers of the committee shall be defined by the County Board at the time of establishment of the committee. The committee shall be considered dissolved when its final report has been made, unless the County Board, by majority vote, terminates the committee's activities prior to that time.

Communication of the committee or its members with office staff shall be through the County Superintendent or designee. Communications of the committee or its members to the County Board as a whole shall be made through the committee chairperson or designee.

Open Meeting Laws

County Board committees shall provide public notice of their meetings and conduct these meetings in accordance with state open meeting laws.

Meetings of advisory committees or standing committees for which an agenda is posted at least 72 hours in advance of the meeting pursuant to Government Code 54954.2, shall be considered, for purposes of the Brown Act, as regular meetings of the County Board. (Government Code 54954)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

BB 9130(b)

COUNTY BOARD COMMITTEES (continued)

County Board advisory committees, including ad hoc committees composed solely of less than a quorum of the members of the County Board are not subject to open meeting laws unless they are standing committees that have a continuing subject matter jurisdiction or a meeting schedule established by the County Board. (Government Code 54952)

Standing committees with a continuing subject matter jurisdiction include but are not limited to those responsible for providing advice on budgets, audits, policy and curriculum and instruction at the County Board's request.

When a majority of the members of the County Board attend an open and noticed meeting of a standing committee, the County Board members who are not members of the standing committee shall attend only as observers. (Government Code 54952.2)

The County Superintendent or designee may serve as an advisor to any committee at the discretion of the County Board.

When a County Board committee composed exclusively of County Board members has provided for public comment on an item at a public meeting before or during the committee's consideration of the item, the County Board is not obliged to provide for public comment on the item at a subsequent County Board meeting. Public comment shall be afforded, however, if the County Board determines that the item has been substantially changed since it was heard by the committee. (Government Code 54954.3)

*Legal Reference:*EDUCATION CODE*35010 Control of district; prescription and enforcement of rules**35024 Executive committee**35160 Authority of governing boards**35160.1 Broad authority of school districts*GOVERNMENT CODE*54952 Legislative body, definition**54952.2 Definition of meeting**54954 Time and place of regular meetings; special meetings; emergencies**54954.3 Opportunity for public to address legislative body*ATTORNEY GENERAL OPINIONS*81 Ops.Cal.Atty.Gen. 156 (1998)**80 Ops.Cal.Atty.Gen. 308 (1997)**79 Ops.Cal.Atty.Gen. 69 (1996)*

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0200(a)

BOARD PRIORITIES FOR THE LOS ANGELES COUNTY OFFICE OF EDUCATION

The Los Angeles County Board of Education (County Board) shall be the legal entity charged with the responsibility of establishing the priorities, approving the budget, and evaluating the instructional programs of the Los Angeles County Superintendent of Schools.

It is the intent of the County Board to discharge the duties and meet the responsibilities delegated to it by the Constitution of the State of California, the California Education Code, and the rules and regulations of the State Board of Education.

The County Board shall adopt long-term priorities focused on continuous improvement in student achievement, fiscal solvency, and accountability LACOE-wide.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 9000 - Role of the Board)

Board Priority #1:

LACOE will ensure that all students in Los Angeles County have access to high quality education through its own programs and collaboration with school districts, other agencies, and County Probation.

Board Priority #2:

LACOE will maintain fiscal solvency, target its financial resources toward efficient and effective attainment of organizational goals, and assist Los Angeles County school districts in remaining fiscally solvent.

Board Priority #3:

LACOE will commit continuous attention and evaluation of educational programs that include an annual report measuring outcomes in order to determine recommended revisions that improve the quality of instruction and alignment to all state standards.

Board Priority #4:

LACOE plays a leadership role in identifying and modeling appropriate educational methods and instructional technologies that provide the students in the county with multiple paths to career development in order to succeed in the future.

BP 0200(b)

BOARD PRIORITIES FOR THE LOS ANGELES COUNTY OFFICE OF EDUCATION (continued)**Monitoring and Evaluation**

The County Board shall regularly monitor the progress of LACOE's efforts in achieving its priorities. To that end, the County Superintendent or designee will provide the County Board with the necessary data and analysis to help the County Board evaluate the effectiveness of the LACOE's efforts.

(cf. 0500 - Accountability)
(cf. 6190 - Evaluation of the Instructional Program)
(cf. 9322 - Agenda/Meeting Materials)

*Legal Reference:*EDUCATION CODE

33127-33129 Standards and criteria for fiscal accountability
33400-33407 CDE evaluation of district programs
44660-44665 Evaluation of certificated employees
51002 Local development of programs based on stated philosophy and goals
51020 Definition of goal
51021 Definition of objective
51041 Evaluation of the educational program
52050-52059 Public Schools Accountability Act
64000-64001 Consolidated application process
CODE OF REGULATIONS, TITLE 5
15440-15463 Standards and criteria for fiscal accountability
UNITED STATES CODE, TITLE 20
6311 Accountability, adequate yearly progress
6312 Local educational agency plan

*Management Resources:*CSBA PUBLICATIONS

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2006
Maximizing School Board Governance: Vision, 1996

WEB SITES

CSBA: <http://www.csba.org>
CSBA, Agenda Online:
<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>
California Department of Education: <http://www.cde.ca.gov>

Board Bylaws

BB 9000(a)

ROLE OF THE BOARD

The Los Angeles County Board of Education (County Board) is appointed by the Los Angeles County Board of Supervisors to provide leadership and oversight of the Los Angeles County Office of Education (LACOE). The Transfer of Educational Functions to the Board of Education (Resolution, Board Order No. 7, May 18, 1971) identifies the functions transferred by the Board of Supervisors to the County Board of Education.

(cf. Transfer of Educational Functions to the Board of Education (Resolution, Board Order No. 7, May 18, 1971))

It is the intent of the County Board to discharge the duties and meet the responsibilities delegated to it by the Constitution of the State of California, the California Education Code, and the rules and regulations of the State Board of Education.

1. The County Board shall work with the Los Angeles County Superintendent of Schools (County Superintendent) to fulfill the Office's mission of promoting excellence in education by providing comprehensive educational services to county school districts and communities by:

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)

- a. Reviewing the County Superintendent's progress report

(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 2120 - Superintendent Recruitment and Selection)
(cf. 2121 - Superintendent's Contract)
(cf. 4000 - Concepts and Roles)

- b. Overseeing the development and adoption of policies governing the administration of the Office of the County Superintendent

(cf. 9310 - Board Policies)

- c. Establishing academic expectations and adopting the curriculum and instructional materials for LACOE Educational Programs

(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

- d. Approving the annual budget of the County Superintendent

(cf. 3000 - Concepts and Roles)
(cf. 3100 - Budget)
(cf. 3312 - Contracts)

BB 9000(b)

ROLE OF THE BOARD (continued)

- e. Providing safe, adequate facilities that support LACOE's instructional program

(cf. 3517 - Facilities Inspection)
(cf. 7110 - Facilities Master Plan)
(cf. 7150 - Site Selection and Development)
(cf. 7210 - Facilities Financing)

2. Providing support to the County Superintendent and staff as they carry out the County Board's direction by:

- a. Establishing and adhering to standards of responsible governance

(cf. 9005 - Governance Standards)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9200 - Limits of Board Member Authority)
(cf. 9270 - Conflict of Interest)

- b. Making decisions and providing resources that support County Board priorities and goals
- c. Upholding County Board policies
- d. Being knowledgeable about LACOE and its programs and efforts in order to serve as effective spokespersons

(cf. 9240 - Board Development)
(cf. 9400 - Board Self-Evaluation)

3. Ensuring accountability to the public for the performance of LACOE schools and programs by:

(cf. 2140- Evaluation of the Superintendent)
(cf. 4115 - Evaluation/Supervision)
(cf. 4215 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)

- a. Monitoring and evaluating the effectiveness of policies

BB 9000(c)

ROLE OF THE BOARD (continued)

- c. Monitoring student achievement and program effectiveness in LACOE Educational Programs and requiring program changes as necessary as well as committing to the continuous attention and evaluation of educational programs that include an examination of measurable outcomes in order to determine recommended revisions that improve the quality of instruction and align and conform to all state standards.

(cf. 0500 - Accountability)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

(cf. 6190 - Evaluation of the Instructional Program)

- d. Monitoring and reviewing LACOE finances

(cf. 3460 - Financial Reports and Accountability)

4. Providing community leadership and advocacy on behalf of students, LACOE Educational Programs, and public education in order to build support within the local community and at the state and national levels

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1160 - Political Processes)

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations between Private Industry and the Schools)

(cf. 9010 - Public Statements)

(cf. 9200 - Limits of Authority)

Legal Reference: (see next page)

BB 9000(d)

ROLE OF THE BOARD (continued)

Legal Reference:

EDUCATION CODE

1040-1047 Duties and responsibilities of county boards
1080-1082 Transfer county board of supervisors
5304 Duties of governing board (re school district elections)
12400-12405 Authority to participate in federal programs
17565-17592 Board duties re property maintenance and control
33319.5 Implementation of authority of local agencies
35000 District name
35010 Control of district; prescription and enforcement of rules
35020-35046 Officers and agents
35100-35351 Governing boards, especially:
35160-35185 Powers and duties
35291 Rules
48919 Student expulsion appeals

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance
Professional Governance Standards, November 2000
School Board Leadership: The Role and Function of California's School Boards, 1996

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

The Key Work of School Boards, 2000

WEB SITES

CSBA: <http://www.csba.org>
CSBA Governance Institute: <http://www.csba.org/gi>
National School Boards Association: <http://www.nsba.org>
Los Angeles County Board of Supervisors Resolution:
Resolution Providing for Transfer of Educational Functions to Board of Education
Board Order No. 7, May 18, 1971

Student

BP 5148.4(a)

PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS

Engagement of parents in the Los Angeles County Office of Education (LACOE) Head Start and Early Head Start programs shall be consistent with that identified in 45 Code of Federal Regulations and the 2007 Head Start Act Sec 642(2). The roles and responsibilities of the Los Angeles County Board of Education (County Board), the County Superintendent, Policy Council, and Administration shall adhere to the federal regulations on all governance issues that pertain to Head Start and Early Head Start matters.

I. Shared Decision-Making Policy

To ensure Head Start's success, Congress charges governing bodies of organizations that operate Head Start programs to include members with particular expertise, to exercise specific oversight and leadership functions, and to create a governance system that includes an active role for Policy Council, whose membership includes parents of children enrolled in the program.

The County Superintendent or designee will ensure that a Policy Council composed of parents of children currently enrolled in the Head Start and Early Head Start programs and members of the community is established annually. It may not be dissolved until a successor council is elected and seated. Members of the Policy Council will elect the officers of the Executive Committee. The Chair of the Policy Council is the authorized agent for the Council.

The Executive Committee will work with the Division Director to coordinate Policy Council activities and provide leadership in the areas of decision making and communication and ensure that Policy Council meetings are run in accordance with set bylaws and California's Ralph M. Brown Act.

The Policy Council will work in partnership with the County Board, County Superintendent, and Division Director in policy making or in other decisions about the Head Start and Early Head Start programs. The Policy Council will develop, review, approve or disapprove, and submit to the County Board and County Superintendent decisions on the following policies and procedures:

1. Program recruitment, selection, and enrollment priorities.
2. Applications for funding.
3. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities.
4. The bylaws for the operation of the Policy Council and the annual review of the bylaws.

BP 5148.4(b)

PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)

5. Program personnel policies regarding the employment of workers in the LACOE Head Start and Early Head Start programs.
6. Procedures for electing Policy Council members.
7. Recommendations on the selection of delegate agencies and Early Childhood Education Provides (ECEP) and their service areas.
8. Completion of the Governance, Leadership, and Capacity Screener and providing input to the Governance Capacity Building Plan.

The Policy Council will establish and maintain procedures for:

1. Resolving community complaints about the program. (*reference LACOE Head Start-State Preschool Complaint Procedure*)
2. Written procedures for resolving an impasse between the County Board, County Superintendent, and the Policy Council per CFR1304.50. (*reference Dispute Resolution Procedure*)

II. Community Complaint Resolution Policy in the Head Start, Early Head Start, and State Preschool Programs

Resolution of community complaints in the Head Start, Early Head Start, and State Preschool programs shall be consistent with that identified in 45 Code of Federal Regulations 1304.50 (d)(2)(v), 2007 Head Start Act 642(E), and State Preschool Funding Terms and Conditions. The roles and responsibilities of the County Board of Education, County Superintendent, Policy Council, and Administration shall adhere to the federal and state regulations regarding all community complaint issues that pertain to Head Start, Early Head Start, and State Preschool matters.

In conjunction with the Policy Council, the Head Start-State Preschool Division shall establish and implement a community complaint resolution procedure to provide guidance for receiving, processing, and resolving community complaints. The Division also shall ensure that delegate agencies and (ECEP) have developed procedures for resolving complaints and that these procedures are followed by the delegate agencies and child care partners.

Community complaints shall be resolved as informally as possible and at the lowest level possible. Complaints or concerns at the delegate agency-child care partner level shall be resolved first through their own community complaint procedures. If no resolution is reached, the complaint may be raised to the Head Start-State Preschool Division.

BP 5148.4(c)

PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)

To protect the children and families it serves, the Los Angeles County Office of Education shall reserve the right to suspend, terminate, or amend its procedures in the event that there may be a risk to the health or safety of children, families, staff, or community or a risk to responsible use of grant funds.

III. Policy Council Bylaws**ARTICLE I: Name**

The name of this organization shall be the Los Angeles County Office of Education (LACOE) Head Start Policy Council, hereinafter referred to as Policy Council.

ARTICLE II: Purpose

The purpose of the Policy Council is to serve as a decision- and policy-making body as provided for in 45 Code of Federal Regulations (CFR), Part 1304 and Appendix A: Governance and Management Responsibilities. All program activities shall conform with 45CFR Part 92 and Part 1300 subject to all limitations as may be called for by federal policy and regulations.

ARTICLE III: Membership**SECTION 1: Membership**

Membership consists of current Head Start or Early Head Start Parent Representatives and Community Representatives.

The voting membership of the Policy Council shall be composed of at least 51 percent of current Head Start or Early Head Start Parent Representatives and not more than 49 percent Community Representatives. Not more than 50 percent of the total number of Community Representatives may be former Head Start or Early Head Start parents.

All representatives must be elected annually. Community Representatives must be selected and approved annually.

No grantee or delegate agency staff (or members of their immediate families) may serve on the Policy Council except parents who occasionally substitute for Head Start staff.

1. Current Head Start or Early Head Start Parent Representatives

Current Head Start or Early Head Start parents are parents or legal guardians of children currently enrolled in the Head Start or Early Head Start program.

BP 5148.4(d)

PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)

Current Head Start or Early Head Start Parent Representatives shall be elected at the delegate agency or child care partner (DA/ECEP) level. Each DA/ECEP shall determine how its representatives are selected to serve on LACOE's Policy Council. Each DA/ECEP will elect (2) two representatives from their Policy Committee to serve as voting members on the Policy Council. Representatives must be parents of children currently enrolled in Head Start, Early Head Start, or Family Childcare and represent all program options (center-based, home-based, and Family Child Care). Agencies with an Early Head Start or Family Child Care program are required to send one (1) additional representative. The total number of representatives per agency is not to exceed (3) three.

2. Community Representatives

There are two types of Community Representatives: 1) Former Head Start and Early Head Start Parent Community Representatives, and 2) Local Business Community Representatives.

- A. Former Head Start and Early Head Start Parent Community Representatives are parents or legal guardians of children formerly enrolled in Head Start and Early Head Start programs. Former Head Start and Early Head Start Parent Community Representatives shall attend monthly meetings.
- B. Local Business Community Representatives shall represent major community, civic, or professional organizations that have a concern for children of low-income families and can contribute to the program. Local Business Community Representatives will attend at least four (4) meetings throughout the year.

Community Representatives shall be sponsored by LACOE and will report directly to the Division Director or designated staff. Community Representatives shall reside or work in LACOE's service area. Community Representatives shall take an active role in the function of the Policy Council by attending Policy Council meetings, making decisions about the Head Start or Early Head Start program, mentoring parents, and linking Policy Council members to resources and services within the community.

3. Non-Voting Members

- A. The County Board Liaison to the Policy Council is selected by the County Board. The County Board Liaison represents the County Board and communicates important information to the Policy Council and the County Board regarding the Head Start, Early Head Start, and State Preschool programs.

BP 5148.4(e)

PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)

- B. The Division Director may select a Head Start-State Preschool Mentor for a one-year term, (not to exceed 3 terms). The Mentor may be a former Business Community Representative or a former Head Start or Early Head Start parent who has completed at least a three-year term on the Policy Council. The role of the Mentor is to provide additional guidance to Policy Council members and increase partnerships and community outreach opportunities. The Mentor may be reimbursed from the Policy Council budget for mileage or other allowable expenses approved by the Division.

The following will apply to the Head Start-State Preschool Mentor:

1. Selected by the Division Director.
2. Approved annually by the Policy Council.
3. Report directly to the Division Director.
4. Not hold an officer position.
5. Be a non-voting member of the Policy Council or Policy Council subcommittees.
6. May be a representative to the California Head Start Association Board of Directors.
7. May attend conferences as determined by the Division Director to enhance ability to conduct duties as needed.
8. May participate on interview panels as determined by Division Director when other members are not available.
9. May be reimbursed for mileage and other allowable expenses when attending approved meetings and trainings.

The following are the prerequisites for serving as a Head Start-State Preschool Mentor:

1. Served at least one year on the Executive Committee.
2. Possess strong leadership, advocacy, and communication skills.
3. Represent an organization, preferably in the capacity of a Board member that supports the Head Start program's mission.

BP 5148.4(f)

PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)**SECTION 2: Verification of Membership**

All members including community representatives will be required to sign a Standard of Conduct and Confidentiality Agreement.

An individual will sign a verification to establish eligibility for membership and reimbursement. All verification documents shall be submitted by the third Wednesday of November. Appropriate and applicable verification documentation for each representative is described as follows:

1. Parent Representatives

Representatives shall be elected at their DA/ECEP by November 15 of each year. They shall be considered voting members when the appropriate documents are received by the LACOE Governance Services staff.

Appropriate documents shall include the following:

- A. A completed Verification Form with proper signatures from the DA/ECEP verifying that the representative is a parent of a child currently enrolled in the Head Start or Early Head Start program and the date the Policy Committee elections were held.
- B. A completed Eligibility Form indicating if a representative is eligible for reimbursement for child care and mileage expenses.
- C. A completed Individualized Education Plan (IEP) documentation (if applicable) used to determine a higher childcare reimbursement rate in the amount of \$1 for those families with a child having a special need.

2. Community Representatives

Local Business Community Representatives shall be considered when a completed application form is submitted to the Division Director and the applicant is selected through the LACOE Local Business Community Representative Selection process. If reasonable, a completed Eligibility Form is required for mileage reimbursement. Community Representatives will be required to sign the Standard of Conduct Form.

BP 5148.4(g)

PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)**3. Former Parent Community Representatives**

Parents of children formerly enrolled in Head Start or Early Head Start programs who are interested in applying shall submit a completed application to LACOE. The names of applicants recommended through the LACOE Former Parent Community Representative Selection process will be forwarded to the Division Director and the Policy Council for approval.

A completed Eligibility Form is required for mileage reimbursement. Additional documents may need to be submitted to establish eligibility for child care reimbursement.

SECTION 3: Term of Membership

The Policy Council may not be dissolved until a successor Policy Council is elected and seated. The term of membership is limited to a total of three years combined participation in a policy group at LACOE or the DA/ECEP level from December through December.

SECTION 4: Seating of Members

Representatives and Former Community Representatives will be seated at the December Policy Council meeting. Local Business Community Representatives will be elected and seated throughout the year as necessary.

SECTION 5: Membership Term for a Defunded Agency

The term for a member representing a defunded DA/ECEP ends June 30. Representatives may request to complete their term of office to represent the community as a former Head Start Parent Community Representative if composition percentages allow pending approval by the Division Director and Policy Council.

SECTION 6: Resignation

Members resigning from the Policy Council should do so through their DA/ECEP and LACOE to ensure that a replacement is elected. Resignations will be accepted verbally or in writing to Designated Governance Services Staff.

SECTION 7: Termination for Non-Attendance

Termination of a member will result after two (2) consecutive absences or in accordance with Policy Council Attendance Procedure.

BP 5148.4(h)

PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)**SECTION 8: Administrative Action**

Any member who is involved in one or more of the following inappropriate actions may be subject to removal from the Policy Council and subsequent committees:

1. Misrepresenting the Policy Council.
2. Lewd and/or illegal behavior.
3. Violations of confidentiality.
4. Providing false information on reimbursement claims.
5. Inciting conflict among the members of the Council.
6. Holding unauthorized meetings in violation of the Ralph M. Brown Act.

Removal shall be initiated by the Division Director and processed through the Executive Committee. The following is the process the Executive Committee will follow:

1. Policy Council member will be informed and provided the opportunity to appeal to the members of the Executive Committee and the Division Director within fifteen (15) days of receiving notice of disciplinary action.
2. The Executive Committee and Division Director will make a decision of disciplinary action or removal.
3. Policy Council member will be informed of the decision. If the decision is to remove a member, the Policy Council member will be provided the opportunity to resign.
4. Resignation or removal will be communicated to the Policy Council at the next regular meeting.

Policy Council member in question will not participate in any Policy Council activities, trainings, or meetings until the above process is completed. Members who have been terminated may not be reinstated as a member.

SECTION 9: Policy Council Complaints

Policy Council members who have a complaint regarding a matter under the jurisdiction of the Policy Council related to CFR 1304.50 shall adhere to the following process:

1. Submit complaint in writing to the Policy Council Chairperson, with a copy to the Program Manager of Governance, within ten (10) working days of the occurrence.

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PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)

2. The Policy Council Chairperson will present the complaint to the Executive Committee to discuss and determine a resolution within twenty-five (25) working days.
3. If the complaint is against the Chair, the Vice Chairperson will assume the responsibility. (*reference bylaws for progression of responsibility*)
4. The Policy Council Chairperson or designated officer will communicate the resolution in writing to the complainant within ten (10) working days, with a copy to the Program Manager of Governance and the Division Director.
5. The complainant may appeal to the Division Director within ten (10) working days of response. The Division Director will provide a resolution to the complainant within ten (10) working days. A copy of the resolution will be provided to the Policy Council Chairperson.

Note: Complaints from the community to LACOE are resolved according to the LACOE complaint procedures. Policy Council members who have a complaint against their DA/ECEP shall resolve their complaint at the DA/ECEP level. (*reference LACOE Head Start-State Preschool Complaint Procedure*)

ARTICLE IV: LACOE Orientation and Training of Policy Council Members

LACOE shall provide orientation and training to all newly elected Policy Council representatives in November/December of each year and throughout the year.

ARTICLE V: Reimbursement

Volunteer time spent attending Policy Council meetings, subcommittee meetings, and other approved training will be used as a non-federal share contribution by LACOE.

LACOE takes sole responsibility for determining accuracy, allowability, reasonableness, and valuation of the volunteer time contributed by its Policy Council and subcommittee members.

Policy Council members may be eligible to receive reimbursement in accordance with LACOE reimbursement procedures. (*reference Policy Council Reimbursement Procedure*)

ARTICLE VI: Conflict of Interest

1. Members of the Policy Council shall not have a financial conflict of interest with the Head Start or Early Head Start program.

BP 5148.4(j)

PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)

2. Members of the Policy Council shall not receive compensation for serving on the Policy Council or for providing services to the Head Start or Early Head Start program.

ARTICLE VII: Elections

Elections will be conducted in accordance with the Policy Council Nominating and Election Procedures. (*reference Nominating and Election Procedures*)

No member shall be elected to more than one seat on the Executive Committee. It is recommended that no member sit on more than two (2) committees throughout the year. However, if a committee needs to fill a vacancy and no other Policy Council representative wishes to run for that committee, then a Policy Council member, who is already on two (2) committees, may run for the open position.

Prior to or during the Policy Council meeting, any member wishing to run for an office/position or membership on a committee may deliver a written or verbal Statement of Intent to Governance Services staff. A member who delivers a written Statement of Intent need not be present to be eligible for election.

SECTION 1: Election of Officers

1. The officers shall be elected at the first regularly scheduled Policy Council meeting.
2. To win an election, candidates for the positions of Chairperson, Vice Chairperson, and Treasurer shall be elected by a majority of votes (more than half of the members present and voting). All other positions shall be elected by a plurality (the candidate who receives the highest number of votes).
3. In the event an officer position becomes vacant through resignation or termination, the Policy Council shall conduct an election to fill the position at the regular Policy Council meeting following notification of vacancy.

SECTION 2: Election of Committee Members

All committee members shall be approved by the Policy Council.

1. Committee members shall be elected at the first regularly scheduled Policy Council meeting following the annual training.
2. The number of available positions for each committee will be announced.

BP 5148.4(k)

PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)

3. Nominees who are not elected will be placed on an alternate list. In the event a position becomes vacant, nominees from the list will be offered the position in the order of votes received. If the alternate list has been exhausted, the Policy Council shall conduct an election to fill the position at the regular Policy Council meeting following notification of vacancy.
4. Committees may forward the names of up to two (2) individuals, knowledgeable about the tasks and functions of the committee, as Select Members for Policy Council approval. Select Members are not Policy Council members and do not have voting rights on the Council. The number of Select Members will not affect the number of Policy Council members elected to a committee. Select Members may be reimbursed for mileage when attending their committee meeting or other activities requested by the Division Director or designated staff if eligible.

SECTION 3: Conference Attendance or Travel

1. Policy Council members interested in conferences travel approved by LACOE must have a completed Statement of Intent for Conference Attendance Form on file. Completed Intent Forms will be reviewed by staff to determine if members meet the conference travel criteria.
2. The Division Director may select one or more Policy Council members to attend conferences or trainings according to the pre-approved budget. When possible, Policy Council members who are parents of children currently enrolled in the program will be given priority for conference travel over Former Parent Community Representatives. Local Business Community Representatives may attend local conferences only.
3. The Chairperson will attend the California Head Start conferences. In the event the Chairperson is unable to attend, the Vice Chairperson will attend. In the event the Vice Chairperson cannot attend, an election will be held at the next Policy Council meeting pending timelines. Additional members may attend pending the pre-approved budget.
4. Members of the Education and Transition Committee will have the first opportunity to attend the California State PTA Convention according to the pre-approved budget. In the event that members of the Education and Transition Committee are unable to attend, an election will be held at the next Policy Council meeting pending timelines.
5. An election will be held at the Policy Council meeting for members to attend the PTA Diversity and Inclusion Conference and the California Bilingual Education Conference (CABE) according to the pre-approved budget.

BP 5148.4(l)

PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)

6. All members of the Policy Council will have the opportunity to attend the Annual Parent Involvement Academy according to the pre-approved budget.
7. Members attending conferences shall adhere to all Policy Council bylaws, procedures, and travel protocol. Members who have accepted to attend a conference must notify Governing staff if air travel must be cancelled. A two week advanced notice to cancel must be provided for local travel. Members who do not provide advance notice may not be eligible to attend other conferences for the remainder of the program year.

Conference travel criteria are as follows:

- A. Member shall submit a completed Intent Form to be kept on file.
- B. Conference supports roles and responsibilities of member.
- C. Conference supports family goals and objectives of member.
- D. Member has no outstanding claims or reports.
- E. Member has proper identification (for air travel).
- F. Member has followed travel procedures for prior approved travel.
- G. Member shall attend no more than two conferences per year, unless designated by the Division Director._

ARTICLE VIII: Officers**SECTION 1: Officers of the Policy Council**

The officers of the Policy Council are the Executive Committee and shall consist of the Chairperson, Vice Chairperson, Recording Secretary, Corresponding Secretary, Treasurer, Sergeant-at-Arms, Parliamentarian, and PTA President. These officers shall perform the duties outlined in these bylaws and, as necessary, Robert's Rules of Order. Officers not performing their assigned duties or involved in inappropriate actions may be subject to disciplinary action leading to termination.

SECTION 2: Term of Office

No member of the Policy Council can be elected to more than one (1) officer position. The term of office shall run from the December election to the following December election. Officers may participate in interview panels until newly elected officers have been trained.

BP 5148.4(m)

PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)**SECTION 3: Training of Officers**

Training of newly elected officers will be provided by the appropriate LACOE staff as soon as possible after their election and, as needed, throughout the year.

SECTION 4: Vacancies in Officer Positions

In the event an officer's position becomes vacant through resignation or termination, the Policy Council Chair will appoint a Policy Council member to fill the vacant office until the next Policy Council meeting where a quorum is present and an election for that office can be conducted.

In the event of an officer's temporary absence (no more than one (1) Policy Council meeting absence), the Policy Council Chair may appoint a Policy Council member as a pro temp officer to fill that position.

ARTICLE IX: Duties of the Officers**SECTION 1: Policy Council Officers**

The officers of the Policy Council shall attend mandatory annual training and perform the duties outlined by these bylaws, the Ralph M. Brown Act, and by *Robert's Rules of Order, Newly Revised* (10th Edition). All officers shall be familiar with:

1. The bylaws and procedures of the Policy Council.
2. Federal Head Start regulations (Performance Standards 1304.50, Appendix A, Governance).
3. The Ralph M. Brown Act (California Government Code, Section 54950-54962).
4. *Robert's Rules of Order, Newly Revised (10th Edition)*

SECTION 2: Chairperson (majority of votes)

The Chairperson is the principal authorized agent of the Policy Council and shall:

1. Be a parent of a currently enrolled Head Start or Early Head Start child.
2. Conduct all meetings of the LACOE Policy Council.
3. Preside as Chairperson of the Executive Committee.

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PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)

4. Act as an authorized agent among the Policy Council, the County Board, County Superintendent and the Division Director.
5. Attend the Policy Summit and the California Head Start Association Conference according to pre-approved budget.
6. Call the meeting to order on time, follow the agenda, and clarify the business at hand at all times.
7. Establish a quorum during Executive Committee and Policy Council meetings.
8. Provide leadership to assure that debates are confined to the question at hand and ensure that personal comments are avoided.
9. Remain calm and deal fairly with all sides, regardless of personal opinion.
10. Appoint members to Ad Hoc committees if an election cannot be held.
11. Appoint members to temporarily assume duties of absent officers.
12. Attend mandatory monthly meetings with the Division Director, County Board, and County Superintendent.
13. Provide monthly reports to the Policy Council.
14. Facilitate Public Comment Procedures.
15. Ensure that committees function appropriately by communicating with the committee chairpersons at the regularly scheduled Executive Committee meetings.
16. Reschedule established meeting dates with mutual agreement of the Division Director in accordance with Article VII, Section 1.
17. Act as an ex officio member of committees (non-voting member).
18. Attend the County Board meeting in the absence of the Vice Chair, assuming the roles and responsibilities of the Policy Council Representative to the County Board.

The Chairperson can be reimbursed for child care and mileage to perform his or her role and responsibilities, as directed, in addition to attending Policy Council, Executive Committee, County Board, and County Superintendent meetings.

BP 5148.4(o)

PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)**SECTION 3: Vice Chair** (*majority of votes*)

The Vice Chairperson shall:

1. Assume all duties of the Chair in his or her temporary absence.
2. Serve as Chairperson of the Planning and Development Committee.
3. Serve as the Policy Council Representative to the County Board.
4. Work with staff to prepare a written report regarding County Board and County Superintendent actions and discussions related to Head Start and Early Head Start and present the report at the regularly scheduled Policy Council meeting.
5. Attend monthly meetings with the County Board and County Superintendent in the absence of the Policy Council Chairperson and present a report to the County Board and County Superintendent regarding Policy Council actions, training, special events, etc.
6. Provide assistance to the Corresponding Secretary at his or her request or when deemed necessary by the Chairperson.
7. Communicate with absent representatives to encourage their active participation.
8. Assume the duties of the Corresponding Secretary if the Recording Secretary is absent.
9. Attend the annual California Head Start Association conference in the absence of the Chairperson.
10. Complete any additional duties as assigned by the Policy Council Chairperson.

The Vice Chairperson can be reimbursed for child care and mileage to monitor Policy Council Attendance Policy, as directed, in addition to attending Policy Council, Executive Committee, and County Board and County Superintendent meetings.

SECTION 4: Recording Secretary

The Recording Secretary shall:

1. Receive training prior to the first Policy Council meeting following elections.

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PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)

2. Record the minutes in writing of each Policy Council and Executive Committee meeting and provide his or her notes to the designated Governance staff immediately following the meeting.
3. Verify by signature the approved meeting minutes.
4. Perform other duties as assigned by the Chairperson.

The Recording Secretary can be reimbursed for child care and mileage to prepare minutes, as directed, in addition to attending Policy Council and Executive Committee meetings.

SECTION 5: Corresponding Secretary

The Corresponding Secretary shall:

1. Be responsible for all Policy Council correspondence.
2. Enforce the Policy Council's attendance policy and procedures.
3. Assist LACOE staff with sign-in sheets.
4. Assume all duties of the Recording Secretary in his or her temporary absence.
5. Request assistance from the Vice Chairperson when deemed necessary.
6. Perform other duties as assigned by the Chairperson.

The Corresponding Secretary can be reimbursed for child care and mileage to attend Policy Council and Executive Committee meetings and to assist, as directed, with mailings and develop correspondence and monitor Policy Council Attendance Policy.

SECTION 6: Treasurer (*majority of votes*)

The Treasurer shall:

1. Serve as Chairperson to the Finance Committee.
2. Review, monitor, and present monthly Treasurer's Report, LACOE Budget, Quarterly Cost Summary, and PTA budget to the Policy Council.
3. Act as Chairperson in the absence of Chairperson, Vice Chairperson, and Parliamentarian.

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PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)

4. Perform other duties as assigned by the Chairperson.

The Treasurer can be reimbursed for child care and mileage to review and prepare Treasurer's Report as directed.

SECTION 7: Sergeant-at-Arms

The Sergeant-at-Arms shall:

1. Maintain order as directed by the Chairperson.
2. Lead the Pledge of Allegiance and the moment of silence.
3. Be responsible for counting votes.
4. Perform other duties as assigned by the Chairperson.

SECTION 8: Parliamentarian

The Parliamentarian shall:

1. Be a second-year or third-year Policy Council member.
2. Act as Chairperson in the absence of the Chairperson and Vice Chairperson.
3. Assist in the resolution of potential parliamentary problems.
4. Be well informed on Policy Council Bylaws and assist the Chairperson in interpreting them when necessary.
5. Assist the Chairperson and the Policy Council in interpreting Robert's Rules of Order, the Ralph M. Brown Act, and all other appropriate procedures for conducting meetings.
6. Consult with staff if assistance is needed.
7. Perform other duties as assigned by the Chairperson.

In the event the Parliamentarian is not available, the Program Manager of Governance or delegated staff may provide guidance.

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PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)**SECTION 9: LACOE Parent-Teacher Association (PTA) President/Vice President**

The LACOE PTA President shall:

1. Serve as Chairperson of the Education and Transition Committee.
2. Attend PTA/Head Start collaboration meetings.
3. Attend the quarterly LACOE/District PTA Leadership meetings.
4. Attend the annual California State PTA Convention and report back to the Policy Council.
5. Present a monthly report to the Policy Council on PTA items related to Head Start goals and objectives.

In the absence of the PTA President, the PTA Vice President shall assume the roles and responsibilities of the PTA President.

SECTION 10: California Head Start Association (CHSA) Representative

The Division Director will submit a nomination to CHSA for CHSA Board Member Community Representative. If selected as a member of the CHSA Board, the CHSA Representative will serve a two-year term as defined in the CHSA bylaws. LACOE has no governing authority over the CHSA body. The CHSA Representative may be reimbursed from the Policy Council budget for mileage and other allowable expenses approved by LACOE and the Policy Council. The CHSA Representative shall:

1. Attend CHSA Board meetings and conferences as directed by the Division Director and provide a written and oral report to the Policy Council at the next regularly scheduled meeting.
2. Communicate important information, updates, and changes from CHSA regarding the Head Start and Early Head Start program.
3. Communicate important information regarding the LACOE Head Start Policy Council to CHSA.
4. Advocate for the Head Start and Early Head Start program.

The Head Start Mentor may also serve as the CHSA Representative.

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PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)**ARTICLE X: Policy Council Meetings****SECTION 1: Regular Meetings**

The regular meeting of the Policy Council shall be on the second Tuesday of each month. If that day is a holiday, the meeting shall be rescheduled to another day in the month by the Chair, in agreement with the Division Director. If the Policy Council does not establish a quorum, the Policy Council members in attendance may reschedule the Policy Council meeting at a mutually agreed upon date.

SECTION 2: Regular Meeting in December

The regular meeting in December shall be for a full day for the purpose of electing the officers, committee members, and representatives to special activities. Other business will be conducted if deemed necessary.

SECTION 3: Special Call Meetings

The Division Director may call a Special Call meeting when necessary with notification to the Policy Council Chair or a majority of the Executive Committee. A Special Call meeting may also be called by a majority of the Policy Council. Written notice or telephone contact shall be made to the Policy Council members and posted in the LACOE Office at least 24 hours prior to any Special Call meeting. Special Call meetings shall follow the Ralph M. Brown Act.

SECTION 4: Quorum

Quorum shall be 25 percent of the voting Policy Council members who have a child currently enrolled in the program or are parents of a former Head Start or Early Head Start child.

Local Business Community Representatives are required to attend four (4) meetings per year; therefore, the quorum will be established accordingly.

SECTION 5: Meeting Procedures

Meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised (10th Edition)*. Meetings shall be limited to a reasonable period of time. Upon request or agreement of the Policy Council, staff consultation and input may be given.

The Policy Council uses one of two methods to vote:

1. A show of hands or voting paddle

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PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)

2. Roll call vote (records how each DA/CCP votes)

The Chairperson may vote to make or break a tie.

SECTION 6: Public Comment

There shall be 15 minutes allotted at each meeting for Public Comment. Individuals wishing to address the Policy Council have three minutes to speak. (*reference Public Comment Procedures*)

SECTION 7: Procedures for Hiring LACOE Head Start or Early Head Start Employees

The Executive Committee will participate in the hiring process by serving on selection panel interviews. One member and an alternate will be identified to participate as panelists. In the event the panelist or the alternate is unable to attend, the interviews will be conducted as scheduled and a recommendation will be presented to the Executive Committee to be forwarded to the Policy Council for action.

Members shall temporarily resign from the Policy Council upon applying for employment and being placed on an eligibility list. The chairperson will select an alternate to carry out the responsibilities of an officer until the hiring process is complete. Members who are hired by a Head Start or Early Head Start program shall resign and a new member will be elected.

If the member is not hired, he/she will resume their position as a member or officer.

Policy Council members who have a relative/family member/significant other who is an applicant for a position shall recuse themselves from all activities related to the position vacancy.

SECTION 8: Procedures for Termination of Permanent LACOE Head Start or Early Head Start Employees

Recommendations for the termination of LACOE Head Start or Early Head Start employees will be made by the Division Director and by the Chief Academic Officer. The Executive Committee will review the recommendation for termination and forward the recommendation for the next regularly scheduled Policy Council meeting. The Policy Council shall be provided with the required information needed to approve or disapprove the recommendation, including information regarding policies and procedures.

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PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)

All recommendations for employee terminations shall be in closed session of the Policy Council and will follow the Head Start Personnel Policies Addendum and LACOE Policies. Permanent employees accused of specific complaints or charges or accusations against them requesting that the closed session be held in open session may address the Policy Council during deliberation for no longer than 15 minutes; however, voting will occur in closed session.

All applicants hired will be placed on a probationary period. Upon successful completion of the probationary period, the applicant will become a permanent employee. If an applicant does not pass probation, he or she will be released from employment without any further action required by the Policy Council.

ARTICLE XI: Policy Council Subcommittees**SECTION 1: Policy Council Subcommittees**

The Policy Council shall have the following subcommittees:

1. Executive Committee (nine members). Meetings are held on the fourth Monday of the month and before monthly Policy Council meetings.
2. Education and Transition Committee (nine members). Meetings are held on the fourth Friday of the month.
3. Planning and Development Committee (eight members). Meetings are held on the first Tuesday of the month and as needed.
4. Community Representative Committee (membership consists of Local Business Community Representatives). Meetings are held quarterly.

Refer to committee tasks and functions for committee role, structure, and duties attached.

SECTION 2: Special Call Committee Meetings

1. Special call subcommittee meetings may be called by the Committee Administrative sponsor and the Chairperson and/or by written request from a minimum of three Committee members with the knowledge of the Administrative Sponsor. Special Call meetings require 24 hours' advance notice, written or verbal. Governance staff shall be notified in advance of all meetings.

BP 5148.4(v)

PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)**SECTION 3: Subcommittee Responsibilities**

At the first meeting, usually in January, subcommittee members will receive training. The committee will elect a Vice Chairperson and Recording Secretary and will review the committee tasks and functions and standing rules. Subcommittee meetings are not subject to the Ralph M. Brown Act.

1. Standing rules shall contain attendance and quorum requirements, and meeting dates and time.
2. Recommendations or changes to the committee tasks and functions will be submitted to the Executive Committee. The Executive Committee will review and forward all recommendations to the Policy Council for approval.
3. Committees may request and receive assistance in the performance of their duties from paid consultants or other paid resources, provided pending Policy Council, County Board and County Superintendent approval. Every effort should be made to obtain such services on an in-kind basis first.

SECTION 4: Special or Ad Hoc Committees

1. The Policy Council Chairperson shall appoint or the Policy Council will elect special or Ad Hoc committees for a specific purpose. These committees shall disband upon completion of their task.
2. At the time of formation, the number of members and meetings needed shall be determined.

SECTION 5: Voting

Committees shall vote in accordance with each committee's standing rules.

SECTION 6: Committee Meeting Minutes

1. Approved minutes of each committee meeting shall be submitted to the designated Governance Services staff following the meeting that they are approved.
2. Only approved committee minutes shall be distributed outside the committee.

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PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)**SECTION 7: Recommendations**

Designated LACOE staff will work with the Executive Committee and the Division Director to forward recommendations under the jurisdiction of the Policy Council per 1304.50 to be placed on the Policy Council agenda for approval. A written recommendation, including background information, will be provided to the Policy Council. The Executive Committee and LACOE staff will provide additional information or clarifications for members if needed.

SECTION 8: Head Start Advisory Committees

1. LACOE will determine the number of Policy Council participants to serve on each advisory committee.
2. Policy Council participants will be elected by the Policy Council.
3. Policy Council participants on an advisory committee shall submit a written report and give an oral report to the Policy Council following each meeting of their advisory committee.

ARTICLE XII: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* (10th Edition) shall govern the Policy Council where applicable and are not inconsistent with these bylaws and any special rules of order the Policy Council may adopt.

ARTICLE XIII: Amendment of Bylaws

Members will receive written copies with proposed amendments for a first reading. The first reading shall occur at the meeting prior to voting on the proposed amendment(s).

Amendments to these bylaws shall be approved by a two-thirds vote of established quorum.

All policy amendments shall be approved by the County Board and County Superintendent.

IV. Los Angeles County Board Of Education and Policy Council Dispute Resolution Procedures**SECTION 1: Background**

LACOE, the County Board or its authorized agent and the Council or its authorized agent are encouraged to resolve any dispute arising between them, falling within the scope of 45CFR1304 and Appendix A, amicably and reasonably without resorting to these formal Dispute Resolution Procedures. Disputes regarding personnel issues shall be resolved under

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PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)

LACOE's Policy and are not subject to these procedures. This Dispute Resolution Procedure may be invoked only after all administrative procedures in the Head Start Personnel Policies Addendum have been fully exhausted.

SECTION 2: Definitions

Authorized Agents: The authorized agent for the Los Angeles County Office of Education are the County Board and County Superintendent of Schools (County Superintendent). The County Superintendent may authorize other cabinet members to act as representative in the Dispute Resolution Process as appropriate. The authorized agent for the Los Angeles County Head Start Policy Council shall be the Chairperson.

Dispute Resolution Group: A group comprising seven persons who will meet and confer in good faith to resolve the dispute. At minimum the Chief Academic Officer and a non-executive committee Policy Council member must be included in the group size.

Dispute Statement: A written statement describing in detail the substance of the dispute and the parties' respective positions. Dispute statements will not limit either party's right to identify additional relevant issues at any time or waive, prejudice, or limit either party's rights with respect to any issues.

Impasse: A point where no further progress can be made or agreement reached.

Head Start Personnel Policies Addendum: A document that describes personnel-related practices required by Title 45 Code of Federal Regulations specific to the Head Start program and not addressed in the County Board Policies.

SECTION 3: Procedures for Resolution of Disputes/Impasses

1. Resolution Through Authorized Agents
 - A. Within five (5) working days from the existence of a known dispute at impasse, a Dispute Statement, initiated by either the County Board, the County Superintendent or the Council, will be submitted to the other authorized agents for review.
 - B. The County Board, County Superintendent, and Policy Council, through their respective authorized agents, shall attempt through good faith discussions to resolve the dispute within fifteen (15) working days after receiving the Dispute Statement.
 - C. If parties' respective authorized agents cannot reach a decision after the close of fifteen (15) working days, the agents shall follow the process outlined in Section 3.B: Decision Through Dispute Resolution Group.

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PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)

2. Decision Through Dispute Resolution Group

- A. A Dispute Resolution Group, comprising seven (7) persons, shall meet, deliberate, and resolve the matter in accordance with the procedure set out in this section. The Dispute Resolution Group consist of the following:
- (1) Parties' authorized agents. (County Board, County Superintendent, Council)
 - (2) One panel member selected from the Council's voting membership by the Council's Executive Committee.
 - (3) One panel member selected by the County Board.
 - (4) The Chief Academic Officer of Educational Services
 - (5) One panel member selected in accordance with the procedure described below in Section 3.B.

All panel members should be selected based on their considered fairness and impartiality. The selected panel members may not be paid for rendering services as panel members; however, they may receive travel and child care reimbursement should the party's policies allow for such reimbursement.

- B. The County Board and County Superintendent and the Council's Executive Committee shall have fifteen (15) working days to identify their respective panel members. The six (6) panel members shall then convene within five (5) working days to elect the seventh panel member. The six panel members shall have five (5) working days to select the seventh member from a list of personnel from Orange, Riverside, and San Bernardino County Head Start Grantee agencies. On the last day of the five (5) days, if the panel members have not selected the seventh member, they shall conduct a lottery of the names of personnel from this list. The selection of the seventh member by lottery shall be final.
- C. All seven members of the Dispute Resolution Group shall convene no later than fifteen (15) working days following notification of appointment of all members. In the event a panel member cannot continue participation in the Dispute Resolution Group for any reason, a replacement panel member shall not be provided or allowed. The Dispute Resolution Group shall meet during the subsequent fifteen (15) working days to resolve the dispute and reach a decision. A decision shall be supported by a four-person majority.

BP 5148.4(z)

PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAMS (continued)

Findings

Findings of the Dispute Resolution Group shall be binding upon the County Board, County Superintendent and Policy Council unless review by LACOE's Office of General Counsel indicates that such findings violate federal or state laws.

Board Bylaws

BB 9020(a)

BOARD ROLE – HEAD START/EARLY HEAD START PROGRAMS**Shared Governance**

The Los Angeles County Board of Education and County Superintendent are legally and financially responsible for the oversight of the Los Angeles County Office of Education's Head Start and Early Head Start grant. In addition, pursuant to 45 CFR 1304.50, Program Governance, the County Board and County Superintendent and shares decision-making responsibility and oversight of the Head Start/Early Head Start program with a Head Start Policy Council. According to the intent of the federal regulation, shared governance is the opportunity for parents to participate in making decisions about the program.

Federal guidelines for Head Start programs call for the establishment and maintenance of a Head Start Policy Council. Any Head Start program operated through LACOE shall establish and maintain such a Policy Council. The County Board and County Superintendent shall review and approve the composition of the Policy Council and how members are selected.

To facilitate the shared governance relationship, the County Board will appoint one of its members to serve as liaison to the Head Start Policy Council. This liaison shall ensure that the channels of communication and interaction between the County Board and the Council remain open. The County Board liaison will report to the County Board and to the County Superintendent following attendance at Policy Council meetings.

Information about the Policy Council and its decisions concerning current planning, operational, budgetary, and personnel actions and issues of the Head Start/Early Head Start programs shall be reported to the County Board. County Board minutes shall be available to members of the Policy Council.

Note: PL 110-134 Section 642(c)(1)(c) – Conflict of Interest, members of the County Board shall not have a financial conflict of interest with the Head Start agency (including any delegate agency).

In accordance with the July 15, 2014, "Memorandum of Understanding for the Operation of Head Start Program" approved by the County Superintendent and the County Board, the following apply:

1. The County Board is responsible for approval of the budget, and is recognized as solely responsible for budget adoption and its periodic oversight under applicable federal, state and local laws, and regulations. The County Board is also responsible for the audit, as well as monitoring to correct audit findings governing financial statement and accounting practices.

BB 9020(b)

BOARD ROLE – HEAD START/EARLY HEAD START PROGRAMS (continued)

2. The County Board is responsible for determining whether to apply for Head Start based upon recommendation of the County Superintendent. The County Board is further responsible for approving program evaluation to determine progress in carrying out programmatic goals, including approving self assessment, community assessment, the criteria for recruitment, selection and enrollment and review of school readiness goals in accordance with federal, state and local laws and regulations, and participating with the Policy Council.
3. The County Board and County Superintendent are jointly responsible for funding applications and amendments to funding applications, including terminations and reductions. The County Board will be responsible for approving or disapproving County Superintendent recommendations for terminations and substantial reductions of 20 percent or greater of the total funding award, while the County Superintendent will handle all implementation processes involving the appeal.
4. Once the County Board has approved whether to seek Head Start funding, the County Superintendent will select delegate agencies through the competitive bid process and service areas for such agencies and enter into contracts. The County Superintendent will share information concerning the process to be followed with the County Board, as well as the outcome of the process.
5. The County Superintendent is the employer of all Head Start Program employees, and is recognized as their sole employer for all purposes and under all applicable federal, state and local laws, and regulations.
6. The County Superintendent is and shall be solely responsible for the management and performance of Head Start employees, for all aspects of program planning and implementation of the grant and for the County Superintendent employees' role in implementation and assuring the Program's continuing compliance with the Head Start Act and regulations. The County Superintendent will regularly provide the County Board with information concerning planning and implementation. The County Superintendent will adopt all personnel policies regarding hiring, evaluation, termination, and compensation of agency employees, including decision to hire or terminate Director.
7. The County Board will enact all major policies, including:
 - A. Annual Self Assessment (plan and progress completing program improvements)
 - B. Financial Audit (policy and selection of independent auditor who shall report critical accounting policies and practices to the governing body)
 - C. Code of Conduct and Confidentiality Policies

BB 9020(c)

BOARD ROLE – HEAD START/EARLY HEAD START PROGRAMS (continued)

- D. Procedures for selecting Policy Council members
 - E. Internal Dispute Resolution when there is impasse between the County Board/County Superintendent and Policy Council
 - F. Community Complaint Procedure
 - G. Conflict of Interest Policy
 - H. Standard of Care and Supervision of Children Policy (no tolerance)
8. This Memorandum shall be effective upon execution by the Parties. It shall remain in effect for five years, during the duration of the Head Start grant. It may be terminated upon 90 days prior written notice by either Party. It may be subject to revision in the event that the state Attorney General or the Office of Head Start issues an opinion that would require its revision.

Dispute Resolution Procedures**SECTION 1: BACKGROUND**

LACOE, the County Board or its authorized agent and the Council or its authorized agent, are encouraged to resolve any dispute arising between them, falling within the scope of 45CFR1304 and Appendix A, amicably and reasonably without resorting to these formal Dispute Resolution Procedures. Disputes regarding personnel issues shall be resolved under LACOE's Policy and are not subject to these procedures. This Dispute Resolution Procedure may be invoked only after all administrative procedures in the Head Start Personnel Policies Addendum have been fully exhausted.

SECTION 2: DEFINITIONS

Authorized Agents: The authorized agents for the Los Angeles County Office of Education are the County Board and Superintendent of Schools (County Superintendent). The County Board and County Superintendent may authorize other cabinet members to act as representative in the Dispute Resolution Process as appropriate. The authorized agent for the Los Angeles County Head Start Policy Council shall be the Chairperson.

Dispute Resolution Group: A group comprising seven persons who will meet and confer in good faith to resolve the dispute. At minimum the Chief Academic Officer of Educational Services and a non-executive committee Policy Council member must be included in the group size.

BB 9020(d)

BOARD ROLE – HEAD START/EARLY HEAD START PROGRAMS (continued)

Dispute Statement: A written statement describing in detail the substance of the dispute and the parties' respective positions. Dispute statements will not limit either party's right to identify additional relevant issues at any time or waive, prejudice, or limit either party's rights with respect to any issues.

Impasse: A point where no further progress can be made or agreement reached.

Head Start Personnel Policies Addendum: A document that describes personnel-related practices required by Title 45 Code of Federal Regulations specific to the Head Start program and not addressed in the County Board Policies.

SECTION 3: PROCEDURES FOR RESOLUTION OF DISPUTES/IMPASSES

1. Resolution Through Authorized Agents
 - A. Within five (5) working days from the existence of a known dispute at impasse, a Dispute Statement, initiated by either the County Board, the County Superintendent or the Council, will be submitted to the other authorized agents for review.
 - B. The County Board, County Superintendent, and Policy Council, through their respective authorized agents, shall attempt through good faith discussions to resolve the dispute within fifteen (15) working days after receiving the Dispute Statement.
 - C. If parties' respective authorized agents cannot reach a decision after the close of fifteen (15) working days, the agents shall follow the process outlined in Section 3.B: Decision Through Dispute Resolution Group.
2. Decision Through Dispute Resolution Group
 - A. A Dispute Resolution Group, comprising seven (7) persons, shall meet, deliberate, and resolve the matter in accordance with the procedure set out in this section. The Dispute Resolution Group consist of the following:
 - (1) Parties' authorized agents. (County Board, County Superintendent, Council)
 - (2) One panel member selected from the Council's voting membership by the Council's Executive Committee.
 - (3) One panel member selected by the County Board.
 - (4) The Chief Academic Officer of Educational Services.

BB 9020(e)

BOARD ROLE – HEAD START/EARLY HEAD START PROGRAMS (continued)

- (5) One panel member selected in accordance with the procedure described below in Section 3.B.

All panel members should be selected based on their considered fairness and impartiality. The selected panel members may not be paid for rendering services as panel members; however, they may receive travel and child care reimbursement should the party's policies allow for such reimbursement.

- B. The County Board and County Superintendent and the Council's Executive Committee shall have fifteen (15) working days to identify their respective panel members. The six (6) panel members shall then convene within five (5) working days to elect the seventh panel member. The six panel members shall have five (5) working days to select the seventh member from a list of personnel from Orange, Riverside, and San Bernardino County Head Start Grantee agencies. On the last day of the five (5) days, if the panel members have not selected the seventh member, they shall conduct a lottery of the names of personnel from this list. The selection of the seventh member by lottery shall be final.
- C. All seven members of the Dispute Resolution Group shall convene no later than fifteen (15) working days following notification of appointment of all members. In the event a panel member cannot continue participation in the Dispute Resolution Group for any reason, a replacement panel member shall not be provided or allowed. The Dispute Resolution Group shall meet during the subsequent fifteen (15) working days to resolve the dispute and reach a decision. A decision shall be supported by a four-person majority.

Findings

Findings of the Dispute Resolution Group shall be binding upon the County Board, County Superintendent and Policy Council unless review by LACOE's Office of General Counsel indicates that such findings violate federal or state laws.

Appeal Process for Current or Prospective Head Start/Early Head Start Delegate Agencies

It is LACOE policy to comply with all laws and regulations pertaining to Head Start and Early Head Start. The Head Start Reauthorization of 2007 requires all grantees to provide their delegate agencies (and prospective delegate agencies) with written appeal procedures in the instances described below. This appeal policy applies when LACOE:

1. Fails to act on an application from a current or prospective delegate agency within 30 days;

BB 9020(f)

BOARD ROLE – HEAD START/EARLY HEAD START PROGRAMS (continued)

2. Rejects or substantially rejects a funding application from a current delegate agency within 30 days of receipt;
3. Rejects a funding application from a prospective delegate agency (prospective delegate agencies have no appeal of a substantial reduction as there is no contract or funding with a prospective delegate agency) or;
4. Terminates a contract for services with a current delegate agency during a funded program year.

Legal Requirements

Any reference to Head Start includes Early Head Start unless specifically indicated that the procedure applies only to one or the other program. In no instance does an agency receiving State Preschool (CSPP) or General Child Care (CCTR) funds from LACOE have appeal rights under these procedures.

Standards for terminating a current delegate agency agreement or rejecting a funding application from a current or prospective delegate agency are set out in the Head Start Administrative Regulations, 45 Code of Federal Regulations (CFR) Part 1303 Subpart C – “Appeals by Current or Prospective Delegate Agencies” and in the Head Start-State Preschool Division’s Grantee Instructional Memo (GIM – Ongoing Monitoring) in the case of current LACOE delegate agencies.

Appeals of current or prospective delegate agencies of LACOE procedures for Requests for Qualifications (RFQ) and/or Requests for Proposals (RFP) will follow LACOE Business Operations procedures and are in addition to the appeal process outlined in this Board policy. However, in all cases, a current or prospective delegate must be informed of the right to submit an appeal directly to the Office of Head Start (OHS) if the current or prospective delegate’s application is rejected because of failure to follow LACOE/RFQ/RFP policies and procedures.

However, in all cases, a current or prospective delegate must be informed of the right to submit an appeal directly to the Office of Head Start (OHS) if the current or prospective delegate’s application is rejected because of failure to follow LACOE RFQ/RFP policies and procedures.

The Office of Head Start (OHS) regulations indicate, “a failure to appeal to the grantee regarding its decision to reject an application, terminate an agreement, or failure to act on an application shall bar any appeal to the responsible HHS official”.

These appeal procedures do not apply to any of the following circumstances:

1. Any contract for services other than a current delegate agency;

BB 9020(g)

BOARD ROLE – HEAD START/EARLY HEAD START PROGRAMS (continued)

2. Funding applications from current delegate agencies for cost-of-living allowances (COLA), program improvement funds (PIF), or quality improvement funds (QI);
3. A current delegate agency's contract funding is being reduced by less than 20% of its current funding level;
4. A current delegate agency's funding is being suspended;
5. A current delegate agency's audit and disallowed costs;
6. LACOE-funded California State Preschool (CSPP) or General Child Care (CCTR) programs; or
7. LACOE decision to fund a proposed delegate agency or a current delegate agency in the first year of any future competitive or non-competitive five-year grant award periods from the Office of Head Start.

The procedures for the receipt, announcement, and conduct of any appeal referred to above are located in the Head Start-State Preschool Standard Operating Procedure (SOP) for current or prospective delegate agency appeals.

Procedural Responsibility

In accordance with the July 15, 2014, "Memorandum of Understanding for Operation of Head Start Program," approved by the County Superintendent and the County Board of Education (County Board), the following procedural responsibilities will apply:

1. Selection of delegates: The County Superintendent chooses delegates through competitive bid; selects their service areas; and enters into delegate contracts. The County Superintendent will share information on the process and outcome with the County Board.
2. Failure to act on an application from a current or prospective delegate within 30 days: The County Superintendent implements appeal procedures based on failure to act within 30 days on a current or prospective delegate application.
3. Rejection or substantial rejection of a funding application from a current delegate: The County Superintendent is responsible for rejecting or substantially rejecting a funding application from a current delegate.
4. Rejection of a funding application from a prospective delegate agency: The County Superintendent is responsible for rejecting an application from a prospective delegate agency.

BB 9020(h)

BOARD ROLE – HEAD START/EARLY HEAD START PROGRAMS (continued)

5. Termination of a contract with a current delegate during a program year: The County Board approves or disapproves County Superintendent's recommendations to terminate current delegate contracts.
6. Substantial funding reductions of a current delegate during the course of a program year: The County Board approves or disapproves County Superintendent's recommendations to reduce the total funding award for current delegates by 20 percent or more during the course of a current program year.

The County Superintendent will handle all implementation processes involving any appeal allowed by Head Start law or regulations. Absent specific responsibility as outlined in the "Memorandum of Understanding for Operation of Head Start Program", dated July 15, 2014, the County Superintendent will be responsible for making decisions regarding any appeals and reporting his/her actions to the County Board.

The Division Director, Head Start-State Preschool, ensures compliance with the divisional GIM and SOP relating to the "Appeal Procedures for Current or Prospective Delegate Agencies" in accordance with provisions of 45 CFR Part 1303.20.

The Executive Director, Business and Finance, ensures compliance with all procedures relating to the RFQ and/or RFP processes as to any agency seeking to compete for Head Start funding as a current or prospective delegates.

Initiation of Appeal Procedures for Current Delegates

If, after providing delegates all required assessments, technical assistance, and opportunities to correct deficiencies in a refunding application or its operations, the LACOE Head Start Director determines that rejecting an application or terminating a contract is required, s/he will notify the County Superintendent/designee.

A. Notice to a Current Delegate Agency

The County Superintendent must give prompt, fair, and adequate consideration to applications submitted by a prospective delegate agency to operate Head Start or Early Head Start programs. The failure of the County Superintendent to act and give formal notice of that action within 30 days of receiving an application is deemed as a rejection of the application. (45 CFR Part 1303.20(a))

B. Selection of the LACOE Designated Reviewer

Prior to August 1, the Head Start Director will review the LACOE staff roster for potential "designated reviewers." The Head Start Director will identify a minimum of three current or former LACOE employees or external consultants as designated reviewers. The designated reviewer cannot be a HS-SP Division employee. The list will be submitted to the County Superintendent no later than September 1 of each year for approval.

BB 9020(i)

BOARD ROLE – HEAD START/EARLY HEAD START PROGRAMS (continued)

The designated reviewer must:

1. Be knowledgeable about Head Start/Early Head Start programs, regulations, and legal contracts/grants
2. Have no involvement with the original application rejection
3. Have no personal interest or bias in the matter that may prevent an objective, impartial review all information relevant to this case

The County Superintendent will review, approve and rank the list of potential reviewers. The Head Start Director will schedule a training session for the approved reviewers no later than November 1 of each year. The training will include a review of appeal procedures, the federal regulations, Head Start law, and the current LACOE delegate contract. The training will provide the designated reviewers the timetable for the refunding process including the date(s) applications are due at the Head Start Division office; the cutoff date for LACOE's completed application review, and the deadline for delegates to submit appeals.

C. Appeal of LACOE's Failure to Act on an Application from a Current Delegate

It is LACOE's policy to respond to every application received from a delegate; however, if a delegate does not receive a response from LACOE within the 30-day review period, the agency must adhere to the following actions to appeal LACOE's inaction. 1303.20(a)

If the delegate does not appeal to LACOE, the agency is barred from any appeal to the responsible Health and Human Services (HHS) official. 1303.20(g)

D. Appeal of the Whole or Substantial Rejection of a Refunding Application from a Current Delegate Agency within the 30-Day Review Period

1. The grantee may not reject the application of a delegate based on defects or deficiencies in the application without first: 1303.20(e)
 - A. Notifying the delegate of the defects and deficiencies
 - B. Providing technical assistance for the delegate to correct the defects and deficiencies
 - C. Giving the delegate the opportunity to make appropriate corrections

BB 9020(j)

BOARD ROLE – HEAD START/EARLY HEAD START PROGRAMS (continued)

2. If a delegate receives Notice that its refunding application has been rejected, in whole or substantially, the Notice must provide the reasons for the decision and include a statement that the delegate has a right to appeal the decision within 10 workdays of receiving the Notice. No additional documentation supporting the appeal can be submitted by the delegate after this deadline. The following actions will occur upon sending Notice in anticipation of an appeal. 1303.20(b)
3. The LACOE Head Start Director will notify the County Superintendent (at the time Notice is sent to the delegate of the rejection), of the need to identify a designated reviewer in the event there is an appeal.
 - A. The County Superintendent will notify the County Board through a Board Report of the decision to reject the application.

E. Appeal When the Grantee Terminates a Contract with a Current Delegate Agency

1. The grantee may not terminate the operations of a delegate agency based on defects or deficiencies in the operation of the program without first: 1303.20(e)
 - A. Notifying the delegate agency of the defects and deficiencies
 - B. Providing, or providing for, technical assistance so the delegate can correct defects and deficiencies
 - C. Giving the delegate the opportunity to make appropriate corrections
2. After meeting all of the above requirements, if the delegate agency fails or refuses to make the necessary corrections in its program operations, the LACOE Head Start Director shall notify the County Superintendent of plans to terminate a delegate contract and the need to identify a designated reviewer in the event there is an appeal of LACOE's decision. The County Superintendent will notify the County Board of the decision to terminate the contract.

F. Appeal of the Grantee's Failure to Act on an Application from a Prospective Delegate Agency

If a prospective delegate agency receives no response from LACOE regarding its application within the 30-day review period, the following actions are required if the agency chooses to appeal LACOE's inaction. (45 CFR Part 1303.20(a))

If the prospective delegate agency does not appeal, the agency is barred from any appeal to the responsible Health and Human Services (HHS) official. (45 CFR Part 1303.20(g))

BB 9020(k)

BOARD ROLE – HEAD START/EARLY HEAD START PROGRAMS (continued)

1. The prospective delegate agency may appeal to LACOE in fifteen (15) workdays of the end of the 30-day grantee review period. (45 CFR Part 1303.20(b))
2. Upon receipt of the appeal, LACOE's Head Start Director has two days to prepare a proposed response to the prospective delegate agency. The Head Start Director must send this response to the LACOE designated reviewer in two days for a review and to make necessary revisions for approval by the County Superintendent or designee to formally notify the prospective delegate agency of LACOE's response within the five-day response period. The County Superintendent will notify the County Board of Education of his/her decision regarding the appeal of the prospective delegate agency. (45 CFR Part 1303.20(f))
3. If the grantee rejects the agency's appeal, the prospective delegate agency may submit an appeal to the responsible Health and Human Services (HHS) official, with a copy to LACOE, within 10 workdays after receipt of the grantee's final decision. (45 CFR Part 1303.20(d))
4. The appeal must set forth the grounds for the appeal. (45 CFR Part 1303.20(d))
5. An appeal filed pursuant to a grantee failing to act on a prospective delegate agency's application within the 30-day grantee review period need only contain a copy of the application, the date filed, and any proof of the date the grantee received the application. No additional supporting appeal documentation can be submitted by the prospective delegate agency after the 10-workday deadline in #3 above. (45 CFR Part 1303.20(f))
6. The grantee must provide the responsible HHS official with a response to the prospective delegate agency's appeal within ten (10) workdays of receiving the materials served by the prospective delegate agency. The grantee's response must relate to the items specified by the agency in its appeal to HHS, why the grantee acted properly, and any other facts that support the grantee's position of why action was not taken on the prospective delegate agency's application. (45 CFR Part 1303.21(f))

G. Appeal of the Grantee's Rejection of an Application from a Prospective Delegate Agency within the Thirty (30) Day Review Period

1. If a prospective delegate agency receives Notice that its application has been rejected, the Notice must provide the reasons for the decision and include a statement that the applicant has a right to appeal the decision within 10 work days of receiving the Notice. No additional documentation supporting the appeal can be submitted by the prospective delegate agency after this deadline. The following actions will occur upon sending notice in anticipation of receipt of an appeal from the agency. [1303.20(b)]

BB 9020(1)

BOARD ROLE – HEAD START/EARLY HEAD START PROGRAMS (continued)

2. LACOE's Head Start Director shall notify the County Superintendent at the time rejection notice is sent to the prospective delegate agency of the need to appoint one of the designated reviewers in the event of an appeal. The County Superintendent will notify the Board of Education of the decision to reject an application from a prospective delegate agency.
3. If the prospective delegate agency does not appeal, the agency is barred from any appeal to the responsible HHS official.
4. If an applicant submits an appeal, the grantee has five days to review the written appeal and issue its decision to the prospective delegate agency. The Head Start Director will have two days to prepare a proposed response to the agency's appeal and forward the response to the designated reviewer. [1303.20(f)]
5. The designated reviewer will determine the following, based on a review of all submitted documentation by the prospective delegate agency, which must state:
 - A. Whether, when, and how the grantee advised the prospective delegate agency of alleged defects and deficiencies in the agency's application prior to sending the rejection notice;
 - B. Whether the grantee provided the prospective delegate agency reasonable opportunity to correct the defects or deficiency and the details of the opportunity that was given;
 - C. If the grantee provided or provided for technical advice, consultation, or assistance concerning the correction of the defects and deficiencies;
 - D. The steps or measures undertaken by the prospective delegate agency to correct the defects or deficiencies;
 - E. When and how the grantee notified the agency of its decision, whether the grantee told the prospective delegate agency the reasons for its decision, how the reasons were communicated to the agency and what those reasons were;
 - F. If the agency believes the grantee acted arbitrarily or capriciously, why the agency believes this to be true; and,
 - G. Any other facts supporting the agency's appeal of the grantee's decision.
6. By the end of the fourth day of the five-day appeal review period, the designated reviewer must provide the LACOE County Superintendent or designee with a recommendation to sustain LACOE's initial decision to reject the application, or to uphold the prospective delegate agency's appeal.

BB 9020(m)

BOARD ROLE – HEAD START/EARLY HEAD START PROGRAMS (continued)

7. If the County Superintendent accepts granting the appeal and overturns LACOE's initial decision, LACOE will grant approval of the application with any required modifications to meet all federal, state and local requirements by the prospective delegate agency. The County Superintendent or designee must notify the prospective agency of the decision by the end of the fifth day.
8. If the County Superintendent sustains the earlier rejection of an application, the prospective delegate agency may appeal, in writing, to the responsible HHS official within 10 workdays after receiving the Grantee's final decision to reject the application, with a copy of all appeals documentation submitted simultaneously to LACOE. The County Superintendent will notify the Board of Education of the decision to reject an application from a prospective delegate agency.
9. The prospective delegate agency's appeal must fully set forth the grounds for the appeal. The agency must state:
 - A. Whether, when, and how the grantee provided reasonable opportunity to correct the defects or deficiency,
 - B. The details of the opportunity and if the grantee itself provided, or provided for technical assistance,
 - C. The steps undertaken by the prospective delegate agency to correct the defects or deficiency,
 - D. When and how the grantee notified the prospective delegate agency of its decision,
 - E. Whether the grantee told the prospective delegate agency the reasons for its decision and how such reasons were communicated to the agency and what those reasons were,
 - F. If the prospective delegate agency believes the grantee acted arbitrarily or capriciously and why the agency believes this to be true, and
 - G. Any other facts supporting the prospective delegate agency's appeal of the grantee's decision. If the agency desires the responsible HHS official to hold an informal meeting, the agency must request that informal meeting at the time of its appeal to HHS.
10. The grantee must respond to the prospective delegate agency's appeal to the responsible HHS official within 10 workdays of receipt of the materials served by the delegate agency. The grantee's response must relate to the items specified by the agency in its appeal to HHS (see #9 above), why the grantee acted properly, and any other facts that support the grantee's position. 1303.21(f)

BB 9020(n)

BOARD ROLE – HEAD START/EARLY HEAD START PROGRAMS (continued)**Regulations are Time-Sensitive**

Head Start regulations regarding appeals are extremely time-sensitive and the time frames established in the Head Start-State Preschool GIM and SOP must be followed to avoid any possible “technical” finding by OHS in favor of the appellant for LACOE failure to comply. OHS is compelled to uphold a delegate or LACOE if either party does not meet the time frames.

*Legal Reference:*UNITED STATES CODE, TITLE 206319 *Qualifications for teachers and paraprofessionals*6381-6381k *Even Start family literacy programs*6391-6399 *Education of migratory children*UNITED STATE CODE, TITLE 429831-9852 *Head Start programs*9858-9858q *Child Care and Development Block Grant*CODE OF FEDERAL REGULATIONS, TITLE 451301-1310 *Head Start**Management Resources:*CSBA PUBLICATIONS*Expanding Access to High-Quality Preschool Programs: A Resource and Policy Guide for School Leaders, 2005*U.S. DEPARTMENT OF EDUCATION PUBLICATIONS*Good Start, Grow Smart, April 2002*WEB SITESCSBA: <http://www.csba.org>California Head Start Association: <http://caheadstart.org>California Preschool Instructional Network: <http://www.cpin.us>Child Development Policy Institute: <http://www.cdpi.net>National Institute for Early Education Research: <http://nieer.org>Preschool California: <http://www.preschoolcalifornia.org>U.S. Department of Education: <http://www.ed.gov>

Board Meeting – October 21, 2014

Item IX. Recommendations

- C. Appointment to California School Boards Association (CSBA) Delegate Assembly and California County Boards of Education (CCBE) Board of Directors

On September 23, 2014, the County Board approved the nomination of two Board Members to be appointed to CSBA Delegate Assembly and CCBE Board of Directors. We have been informed by CSBA that only one Board member may serve in the appointment of CSBA Delegate Assembly / CCBE Board of Directors.

The County Board will discuss and consider communication received from CSBA to appoint one representative to the CSBA Delegate Assembly and CCBE Board of Directors.

A current vacancy exists to fill the current two-year term, which ends on March 31, 2016.

Robles_Beatrice

Subject: FW: Memo to Superintendent Delgado
Attachments: DA AppointmentForm_LACOE.PDF; DA Appointed biographical sketch form_LACOE.PDF; Leadership Meeting Schedules 2014.pdf; Leadership Meeting Schedules 2015.pdf; Appointment Memo to replace Rudell Freer- Los Angeles COE.DOCX

From: Lisa Kenney [<mailto:lkenney@csba.org>] **On Behalf Of** Vernon M. Billy
Sent: Thursday, October 09, 2014 3:48 PM
To: Johnson_Adriana
Subject: Memo to Superintendent Delgado

Dear Adriana,

Below is the memo and attached are the materials that Vernon Billy, CEO & Executive Director of CSBA, asked me to send on his behalf to Superintendent Delgado. Please let me know if you have any questions.

Thank you,

Lisa
Lisa Kenney
Executive Assistant
California School Boards Association
916-669-3299
lkenney@csba.org

\\\\\\\\\\\\\\\\

October 8, 2014

MEMORANDUM

TO: Dr. Arturo Delgado, Superintendent and Members of the Los Angeles County Office of Education
FR: Vernon Billy, CEO and Executive Director, CSBA
RE: Appointment of LACOE Board Member to CSBA's Delegate Assembly

As you are aware, for many years your former colleague, Rudell Freer, was appointed by your board to serve as the Region 21 County Delegate to CSBA's Delegate Assembly. Region 21 is comprised of both the Los Angeles Unified School District and the Los Angeles County Office of Education. Rudell's retirement has resulted in a vacancy on both CSBA's Delegate Assembly and CCBE's Board of Directors.

CSBA's Standing Rule 52 (a) (1) states that when there is only one county board within a geographic region, that board may appoint one of its members to the County Delegate position. According to Standing Rule 52, the county Delegate position from the Los Angeles County Board of Education shall be allocated to Region 21. CSBA's governance structure includes 21 geographic regions, each entitled to two Delegates and to one county board member. There are, however, only 18 county Delegates because a single county, Los Angeles, encompasses a total of four regions (21, 22, 23, and

24). It is these 18 county Delegates, who make up CCBE's Board of Directors because in addition to serving on CSBA's Delegate Assembly, Regional County Delegates serve on the California County Boards of Education (CCBE) Board of Directors. Under CCBE's Bylaws, Article V, Section 1,

There shall be a Board of Directors composed of:

- a. The Executive Committee, which will not be counted in the determination of a quorum.
- b. Eighteen (18) delegate assembly members, who represent county boards elected from the CSBA geographic regions.

CCBE was recognized by CSBA as a "section" of CSBA in the 1950s following a major statutory and constitutional revision of county offices of education. CCBE became the entity that provided statewide representation for county board members within the CSBA governance structure. As stated above, CCBE's Board of Directors are not elected separately or under another process. Instead, they are the same individuals who were elected or appointed to CSBA's Delegate Assembly and CCBE's Bylaws provides that these same individuals are to be "Elected from the CSBA geographic regions" to their (CCBE's) Board of Directors. Thus, it is not possible to have a CCBE Director who is not a CSBA Delegate because as stated above, it is from CSBA's Delegate Assembly that CCBE's Directors come from.

CSBA Standing Rule 57 also states: "If there is only one county in the region, that board shall make the appointment to fill the vacancy." The LACOE Board of Trustees is eligible to make a direct appointment to CSBA's Delegate Assembly because it is the only county board in the Region. (There are a number of regions who must elect their county Delegate because there are multiple counties within the region.).

At an upcoming meeting of the LACOE Board, a vote should be taken appointing one member of the Board to CSBA's Delegate Assembly. That person then "automatically" becomes a member of CCBE's Board of Directors by virtue of the fact that he or she is a CSBA County Delegate. No separate action is required by the Board and no additional board member can be appointed because Region 21 has only one County Delegate seat.

You will find attached a memo from CSBA President Josephine Lucey, appointment form, a biographical sketch to be completed by the appointee, as well as meeting dates for the remainder of the year and for next year. Please do not hesitate to contact me should you have any questions. I hope I have adequately addressed the questions the Board may have about this matter.

Thank you.

Attachments



Delegate Assembly Appointment Form

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax 916.371.3407

CSBA Region/Subregion # 21 / _____

The Board of Education of the _____
(School District or COE)

wishes to appoint: _____ to the
(Appointee)

CSBA Delegate Assembly term beginning immediately upon appointment through
March 31, 2016.

- The appointee has consented to this appointment, and
- Attached is the appointee's required one-page, single-sided candidate biographical sketch form and optional one-page, single-sided résumé, or
- The appointee's required one-page, single-sided candidate biographical sketch form and optional one-page, single-sided résumé will be sent by the deadline date.

Board Clerk or Board Secretary (signed)

Date

Board Clerk or Board Secretary (printed)

PLEASE NOTE: The appointment and candidate biographical sketch forms must be returned, faxed to (916) 371-3407 or mailed with U.S.P.S. postmark to CSBA, Attn: Leadership Services, 3251 Beacon Blvd., West Sacramento, CA 95691. Please contact CSBA Leadership Services at (800) 266-3382 should you have any questions. Thank you.



Appointed Delegate Assembly Biographical Sketch Form

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA
95691 | or fax 916.371.3407

Please complete, sign and date this **required one-page** candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state “see résumé” and please do not re-type this form. Any additional page(s) exceeding this **one-page** candidate form will **not** be accepted.

Name: _____	CSBA Region: _____
District or COE: _____	Years on board: _____
Contact Number: _____	E-mail: _____
Are you a continuing Delegate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate?	

CSBA’s Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA’s Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

Your signature indicates your consent to serve as an appointed CSBA Delegate.

Signature

Date



EXECUTIVE COMMITTEE, BOARD OF DIRECTORS & DELEGATE ASSEMBLY 2014 MEETING CALENDAR

(As of 8/20/13)

<u>DATE</u>	<u>DAY(S)</u>	<u>MEETING</u>	<u>LOCATION</u>
JAN 24	FRI	EXECUTIVE COMMITTEE	SACRAMENTO
JAN 25-26	SAT-SUN	BOARD OF DIRECTORS	SACRAMENTO
MAR 21	FRI	EXECUTIVE COMMITTEE	SACRAMENTO
MAR 22-23	SAT-SUN	BOARD OF DIRECTORS	SACRAMENTO
MAY 15	THUR	EXECUTIVE COMMITTEE	SACRAMENTO
MAY 16	FRI	BOARD OF DIRECTORS	SACRAMENTO
MAY 17-18	SAT-SUN	DELEGATE ASSEMBLY	SACRAMENTO
SEPT 26	FRI	EXECUTIVE COMMITTEE	SACRAMENTO
SEPT 27-28	SAT-SUN	BOARD OF DIRECTORS	SACRAMENTO
DEC 11	THUR	EXECUTIVE COMMITTEE	SAN FRANCISCO
DEC 12	FRI	BOARD OF DIRECTORS	SAN FRANCISCO
DEC 13-14	SAT-SUN	DELEGATE ASSEMBLY	SAN FRANCISCO
DEC 14-16	SUN-TUES	ANNUAL CONFERENCE	SAN FRANCISCO

HOLIDAYS (OFFICE CLOSED)

Wednesday, January 1	New Year's
Monday, January 20	Martin Luther King Day
Monday, February 17	Presidents Day
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Tuesday, November 11	Veterans Day Observance
Thursday, November 27	Thanksgiving Day
Friday, November 28	CSBA Holiday
Thursday, December 25	Christmas Day



**EXECUTIVE COMMITTEE, BOARD OF DIRECTORS
&
DELEGATE ASSEMBLY**

2015 MEETING CALENDAR

<u>DATE</u>	<u>DAY(S)</u>	<u>MEETING</u>	<u>LOCATION</u>
FEB 6	FRI	EXECUTIVE COMMITTEE	SACRAMENTO
FEB 7-8	SAT-SUN	BOARD OF DIRECTORS	SACRAMENTO
MAR 27	FRI	EXECUTIVE COMMITTEE	SACRAMENTO
MAR 28-29	SAT-SUN	BOARD OF DIRECTORS	SACRAMENTO
MAY 14	THUR	EXECUTIVE COMMITTEE	SACRAMENTO
MAY 15	FRI	BOARD OF DIRECTORS	SACRAMENTO
MAY 16-17	SAT-SUN	DELEGATE ASSEMBLY	SACRAMENTO
SEPT 25	FRI	EXECUTIVE COMMITTEE	SACRAMENTO
SEPT 26-27	SAT-SUN	BOARD OF DIRECTORS	SACRAMENTO
NOV 30	MON	EXECUTIVE COMMITTEE	SAN DIEGO
DEC 1	TUES	BOARD OF DIRECTORS	SAN DIEGO
DEC 2-3	WED-TH	DELEGATE ASSEMBLY	SAN DIEGO
DEC 3-5	THUR-SAT	ANNUAL CONFERENCE	SAN DIEGO

Board Meeting – October 21, 2014

Item X. Informational Items

A. Governmental Relations

Dr. Delgado will provide an update on Governmental Relations.

Board Meeting –October 21, 2014

Item X. Informational Items

B. Board Committee / Liaison Reports

Board members serving as Committee/Liaison representatives will report on their activities.

Board Meeting — October 21, 2014

Item X. Informational Items

C. Los Angeles County Board of Education Meeting Schedule, Establishment of Meeting Times, Future Agenda Items, Follow up

Board meetings scheduled for 2014-2015 are listed on the following pages. The calendar is presented for discussion, to establish meeting times, and to receive Board members' requests for future agenda items.

This process will facilitate planning for Board meetings.

10/21/2014

**LOS ANGELES COUNTY
BOARD OF EDUCATION
MEETING CALENDAR**

October 21, 2014 – June 30, 2015

<p>OCTOBER 21 2014</p> <p>2:00 Board Curriculum, Instruction and Assessment Committee Meeting</p> <p>3:00 Board Meeting</p> <p>Public Hearing: Public Hearing on Charter Revocation for Wisdom Academy for Young Scientists (WAYS), Grades K-5</p> <p>Consent Rec: Acceptance of Project Funds No. 4</p> <p>Closed Session: <u>Conference with Legal Counsel – Potential Litigation – One Case Pursuant to Government Code Section 54956.9(b)</u></p> <p>Closed Session: Personnel Matter Regarding Superintendent – Pursuant to Government Code Section 54957.6</p> <p>Rec: Resolution Regarding Setting of Salary of Los Angeles County Superintendent of Schools</p> <p>Rec: <u>Approval of First Reading Board Policy BP 6162.5 (Student Assessment), BP 5131.62 (Tobacco), BB 9130 (County Board Committees), BP 0200 (Board Priorities for LACOE), BB 9000 (Role of the Board), BP 5148.4 (Parent Engagement in the Head Start and Early Head Start Program), BB 9020 (Board Role – Head Start/Early Head Start Programs)</u></p> <p>Rec: <u>Appointment to California School Boards Association (CSBA) Delegate Assembly and California County Boards of Education (CCBE) Board of Directors</u></p> <p>Interdistrict Attendance Appeals</p> <ol style="list-style-type: none"> 1. Brielle B. v. Los Angeles USD * 2. Anika K. v. Los Angeles USD * 3. Joshua O. v. Los Angeles USD * 4. Anthony R. v. El Rancho USD * <p>*Pending Appeal Hearing</p> <p>#1000 Schools List</p> <p>AB – AB2444</p>	
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<p>NOVEMBER 4 2014 2:00 Board Finance Committee Meeting 3:00 Board Meeting Presentation: Recognition of Head Start Golden Apple Awards Rec: The County FY 2014-15 Budget to Actuals Report with Budget Revisions Rec: <u>Approval of Second Reading and Adoption of Board Policy BP 6162.5 (Student Assessment), BP 5131.62 (Tobacco), BB 9130 (County Board Committees), BP 0200 (Board Priorities for LACOE), BB 9000 (Role of the Board), BP 5148.4 (Parent Engagement in the Head Start and Early Head Start Program), BB 9020 (Board Role – Head Start/Early Head Start Programs)</u> Interdistrict Attendance Appeals 1. Roy Oporto v. Los Angeles USD (Spanish Interpreter) 2. Dunia C. v. Los Angeles USD (Spanish Interpreter) 3. Ava B. v. Los Angeles USD * 4. Nathalie M. v. Los Angeles USD * 5. Uriah S. v. Los Angeles USD * 6. <u>Jesus G. v. Los Angeles USD *</u> 7. <u>Mariel R. v. Los Angeles USD *</u> 8. <u>Dwayne M. v. Los Angeles USD *</u> 9. <u>Matthew R. v. Los Angeles USD *</u> 10. <u>Rachel R. v. Los Angeles USD *</u> 11. <u>Rafayel S. v. Los Angeles USD *</u> 12. <u>Ashat S. v. Los Angeles USD *</u> Expulsion Appeals 1. Case #1314-007 v. Los Angeles USD (Closed Session)</p>	<p>NOVEMBER 11 (<i>Veteran's Day</i>) 2014 No Meeting</p> <p>NOVEMBER 18 2:00 Board Curriculum, Instruction and Assessment Committee Meeting 3:00 Board Meeting Presentation: <u>Recognition of Head Start Golden Apple Awards</u> Rpt: Williams Legislation 2014 Annual Report on Finding of 2013-14 School Visits and Monitoring (ASM) Rec: Approval of the Single Plans for Student Achievement (Title I) for Educational Programs, Soledad Enrichment Action (SEA) Charter School, and the Group Homes and Foster Family Agencies Served under the Los Angeles County Office of Education Title I Programs</p> <p>*Pending Appeal Hearing #1000 Schools List AB – AB2444</p>
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<p>DECEMBER 2 2014 2:00 Board Finance Committee Meeting 3:00 Board Meeting Rec: The County FY 2014-15 Budget to Actuals Report with Budget Revisions</p> <p>DECEMBER 9 11-1:00 p.m. Board/Cabinet Holiday Luncheon 2:00 Board Audit Committee Meeting 3:00 Board Meeting Rpt: Head Start Certification Health & Safety Screener Rec: First Interim Report on the Financial Condition of the County Office Rec: Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ended June 30, 2014 (Enclosure)</p>	<p>DECEMBER 17 (<i>Wednesday</i>) 2014 2:00 Board Curriculum, Instruction and Assessment Committee Meeting 3:00 Board Meeting</p>
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<p>JANUARY 6 2015 2:00 Board Finance Committee Meeting 3:00 Board Meeting Rec: The County FY 2014-15 Budget to Actuals Report with Budget Revisions</p> <p>JANUARY 13 2:00 Board Curriculum, Instruction and Assessment Committee Meeting 3:00 Board Meeting Rpt: Williams Uniform Complaint Procedure Quarterly Report for Educational Programs, October 1 to December 31, 2014</p>	<p>JANUARY 20 2015 3:00 Board Retreat Study Session: FCMAT Meeting with Joel Montero and Team</p>
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<p>FEBRUARY 3 2015 2:00 Board Finance Committee Meeting 3:00 Board Meeting Presentation: Introduction of Head Start-State Preschool Policy Council Executive Members to the Board of Education Consent Rec/Bd. Res.: Adoption of Board Resolution No. __: National School Counselors Week (SSS) Rec: The County FY 2014-15 Budget to Actuals Report with Budget Revisions</p> <p>FEBRUARY 10 3:00 Board Meeting</p>	<p>FEBRUARY 17 2015 2:00 Board Curriculum, Instruction and Assessment Committee Meeting 3:00 Board Meeting Presentation: Meeting of the Board/Superintendent/Personnel Commission Public Hearing: Disposal of Textbooks and Instructional Materials for Educational Programs School Sites Consent Rec/Bd. Res.: Adoption of Board Resolution No. __: 2014-15, to recognize March ____, 2015 as Week of the School Administrator in Los Angeles County Rec: Approval of Educational Programs 2014-15 Textbooks and Instructional Materials Disposal List</p>
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<p>MARCH 3 2015 2:00 Board Finance Committee Meeting 3:00 Board Meeting Consent Rec/Bd. Res.: Adoption of Board Resolution No. __: 2014-15, to establish a week during the Month of April as Public Schools Month Rec: The County FY 2014-15 Budget to Actuals Report with Budget Revisions</p> <p>MARCH 10 2:00 Board Policy Committee Meeting 3:00 Board Meeting Rpt: Head Start/Early Head Start 2015-16 Funding Application (Year 2)</p>	<p>MARCH 17 2015 2:00 Board Curriculum, Instruction and Assessment Committee Meeting 3:00 Board Meeting Presentation: Recognition of the winners of the Los Angeles County Office of Education's Ninth Annual Student Art Exhibition, and the Eighth Annual Los Angeles County Regional Poetry Out Loud Competition Consent Rec: Approval of the Extended School Year Calendar for Educational Programs Division of Special Education Rec: Second Interim Report on the Financial Condition of the County Office Rec: Approval of Head Start-Early Head Start 2015-16 Funding Application (Year 2)</p>
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<p>APRIL 7 2015</p> <p>2:00 Board Finance Committee Meeting 3:00 Board Meeting Presentation: 2014-15 Los Angeles County Academic Decathlon Winners Presentation: Recognition of the 2014-15 Winners of the 10th Annual Los Angeles County Spelling Bee Consent Rec: Approval of the Extended School Year Calendar for the Division of Special Education (DSE) Rec: The County FY 2014-15 Budget to Actuals Report with Budget Revisions</p> <p>APRIL 14</p> <p>2:00 Board Audit Committee Meeting 3:00 Board Meeting Presentation: Recognition of 2015 Science Competition and Events Rpt: Los Angeles County Office of Education’s Proposed 2015-16 Budget Rpt: Williams Uniform Complaint Procedure Quarterly Report for Educational Programs, January 1 to March 31, 2015</p>	<p>APRIL 21 2015</p> <p>2:00 Board Curriculum, Instruction and Assessment Committee Meeting 3:00 Board Meeting Consent Rec/Bd. Res.: Adoption of Board Resolution No. __ to recognize May ____, 2015, as El Dia del Maestro, or Day of the Teacher, in Los Angeles County Consent Rec/Bd. Res.: Adoption of Board Resolution No. __ to recognize May ____, 2015 as Classified School Employees Week in Los Angeles County</p>
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<p>MAY 5 2015</p> <p>2:00 Board Finance Committee Meeting 3:00 Board Meeting Presentation: Career Technical Education (CTE) Student Recognition Presentation Presentation: Day of the Teacher 2015 Consent Rec: Adoption of Board Resolution No. __: to recognize May __, 2015, as National School Nurse Day Rec: The County FY 2014-15 Budget to Actuals Report with Budget Revisions</p> <p>MAY 12</p> <p>2:00 Board Policy Committee Meeting 3:00 Board Meeting Presentation: Classified Employees Week Rpt: Los Angeles County Office of Education’s Proposed 2015-16 Budget Rpt: Self-Assessment & Program Improvement Plan (HS)</p>	<p>MAY 19 2015</p> <p>2:00 Board Curriculum, Instruction and Assessment Committee Meeting 3:00 Board Meeting Presentation: Juvenile Court Schools 2015 Academic Bowl Rec: Approval of Self-Assessment & Program Improvement Plan HS</p>
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<p>JUNE 2 2015 2:00 Board Finance Committee Meeting 3:00 Board Meeting Presentation: History Day Awards 2015 Consent Rec: Approval of Annual Distribution of United States Forest Reserve Funds Rec: The County FY 2015-16 Budget to Actuals Report with Budget Revisions Rec: Adoption of Board Resolution No. __: Short Term Cash Loans to School Districts in Los Angeles County Rec: Approval of the Los Angeles County Board of Education Schedule, 2015-2016, Establishment of meeting times, future agenda items, follow up</p> <p>JUNE 9 3:00 Board Meeting Presentation: Annual Service Awards Public Hearing: Local Control Accountability Plan (LCAP) Public Hearing: Adoption of 2015-16 Proposed Budget Rpt: Proposed 2015-16 Budget First Reading Rec: Adoption of Resolution No. _Education Protection Act</p>	<p>JUNE 16 2015 2:00 Board Curriculum, Instruction and Assessment Committee Meeting 3:00 Board Meeting Rec: Adoption of Local Control Accountability Plan (LCAP) Rec: Adoption of 2015-16 Proposed Budget</p>
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Script for the Public Hearing
CHARTER SCHOOL REVOCATION

Wisdom Academy for Young Scientist Charter School
Tuesday, October 21, 2014

- A. This is a public hearing on the charter revocation for Wisdom Academy for Young Scientist Charter School.
- B. This hearing is being held in open session in accordance with the Brown Act and *Education Code* section 47607.
- C. Pursuant to *Education Code* section 47607(e) of the Charter Schools Act:
- The Board shall hold the public hearing no later than 30 days after issuing a notice of intent to revoke.
 - The public hearing shall be on the issue of whether evidence exists to revoke the charter.
- D. Members of the Board have received and reviewed the notice of violation, the charter school's response, the notice of intent to revoke and other documents submitted by WAYS. As a matter of procedure, the charter school has **ten minutes** to present its position as to whether evidence exists to revoke the charter. Following the presentation, members of the Board may ask questions of the charter school.
- E. Would the individual representing the charter school please come to the podium and state his or her name.

(CHARTER SCHOOL REPRESENTATIVE(S) STATE(S) NAME(S))

- F. You have **ten minutes** for your presentation.

(CHARTER SCHOOL'S PRESENTATION HERE)

- G. Are there any questions from members of the Board?
- H. **[ASK BOARD SECRETARY]** Have any members of the public requested to speak on this matter? If there is anyone who wishes to speak, please come forward to the podium.
- I. Members of the public who wish to speak on this matter are doing so under Public Communications. **A total of 20 minutes** is provided for the public to speak on this matter. The time will be divided equally if there are speakers who oppose and support the revocation.

[IF YES, RECEIVE PUBLIC INPUT IN ACCORDANCE WITH PROCEDURES FOR PARTICIPATION IN BOARD MEETINGS] [IF NO, GO TO STEP J]

- J. On behalf of the Board, thank you for your input regarding the Wisdom Academy for Young Scientist Charter School. Within 30 days of this public hearing, this Board will either revoke or decline to revoke the school's charter, unless the Board and the charter school agree to a 30-day extension. Again, thank you for your participation. This public hearing is now closed.

**APPROVED
NO. 12:2014-15**

**MINUTES
LOS ANGELES COUNTY BOARD OF EDUCATION
12830 Columbia Way
Downey, California 90242-2890
Tuesday, October 21, 2014**

A Board meeting of the Los Angeles County Board of Education was held on Tuesday, October 21, 2014, in the Los Angeles County Office of Education, LACOE Conference Center, (ECW 606), 12830 Columbia Way, Downey, CA 90242-2890.

PRESENT: Mr. Douglas Boyd, Dr. Ray Reisler, Mr. Thomas A. Saenz, Ms. Katie Braude, Dr. Jose Zapata Calderon, and Dr. Rebecca Turrentine

UNCOMPENSATED: Mr. Alex Johnson

OTHERS PRESENT: Superintendent Dr. Arturo Delgado; Administrative staff; Ms. Beatrice Robles, Senior Executive Assistant

PRELIMINARY ACTIVITIES

CALL TO ORDER

Ms. Braude called the meeting to order at 3:03 p.m.

PLEDGE OF ALLEGIANCE

Dr. Turrentine led the Pledge of Allegiance to the Flag.

ORDERING OF THE AGENDA

Dr. Delgado indicated that there were no changes to the Board agenda.

It was **MOVED** by Mr. Saenz, **SECONDED** by Mr. Boyd, and **CARRIED** to approve the Board agenda as presented. There were 6 ayes.

APPROVAL OF MINUTES

- **October 7, 2014** – The minutes were approved as presented.

COMMUNICATIONS: BOARD / SUPERINTENDENT

Dr. Calderon

Dr. Calderon indicated that he attended the inauguration of one of his former students and now Senator Kevin de Leon on Saturday, October 18, 2014 at the Walt Disney Concert Hall. He said that during Senator DeLeon's speech, he thanked many people who played a role in his success in life, including his teachers.

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Dr. Calderon said that he has been working with the University of La Verne with Community Engagement projects. He said that next week, he will be sitting on a panel and provide a forum of institutions working together for student arriving from Central America. He said that another program with the University of La Verne is looking at Community Day Schools in the area and focusing on Pomona USD and has taken a national lead as the first private institution in California to partner with the Dream Us, a national scholarship organization that provides aide to undocumented students. Dr. Calderon commended the University of La Verne for taking steps in helping students with resources.

Dr. Delgado

Dr. Delgado asked the County Board to save-the-date of November 5, 2014 from 5:30-7:30 p.m. for a reception for Ms. Mitzi Lizarraga, new principal for the Los Angeles County High School for the Arts (LACHSA). He said a formal invitation to the County Board would follow.

Dr. Delgado indicated that he would be a guest interviewee for Supervisor Knabe's televised show tomorrow, where LACOE will be highlighted.

Dr. Delgado mentioned that today was his 42nd wedding anniversary.

COMMUNICATIONS: PUBLIC

Ms. Adraine Cook, former Board member of Wisdom Academy for Young Scientist (WAYS), spoke to the County Board regarding WAYS.

PRESENTATIONS (none)

HEARINGS

PUBLIC HEARING ON CHARTER REVOCATION FOR WISDOM ACADEMY FOR YOUNG SCIENTISTS (WAYS), GRADES K-5

Education Code Section 47605(e) provides that within 30 days after providing a Notice of Intent to Revoke a school's charter, the chartering authority shall hold a public hearing on whether evidence exists to revoke the charter. The Notice of Intent to Revoke was approved by the County Board on September 23, 2014, and provided to the charter school in the manner prescribed by law on September 24, 2014. Not later than 30 days after the public hearing, the County Board shall issue a final decision to revoke or decline to revoke the charter, unless a 30-day extension is agreed to by the charter school and the County Board.

Mr. Juan Montalvo, Director of Operations for WAYS, spoke on behalf of the Wisdom Academy for Young Scientists (WAYS), grades K-5.

Ms. Vielka McFarlane, CEO of Celerity Educational Group, spoke about changes for WAYS with the support of Celerity.

The County Board had a discussion on the hearing.

The County Board requested to review Celerity's contract shared with the LACOE Charter School Office.

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Dr. Calderon would like to get information regarding Celerity and LACOE's past relationship.

REPORTS / STUDY TOPICS (none)

CONSENT CALENDAR RECOMMENDATIONS

ACCEPTANCE OF PROJECT FUNDS No. 4

The Superintendent recommended that the County Board accept the funds for Partnerships to Improve Community Health project for the amount awarded of \$3,600,000 for the funding period of September 30, 2014 through September 29, 2015.

It was **MOVED** by Mr. Saenz, **SECONDED** by Mr. Boyd, and **CARRIED** to approve the Consent Calendar Recommendation, Acceptance of Project Funds No. 4. There were 6 ayes.

CLOSED SESSION

The Board adjourned to executive closed session on these matters at 3:45 p.m. until 4:18 p.m.

CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION – ONE CASE PURSUANT TO GOVERNMENT CODE SECTION 54956.9(b)

PERSONNEL MATTER REGARDING SUPERINTENDENT – PURSUANT TO GOVERNMENT CODE SECTION 54957.6

There was no action taken in closed session. The Board returned to open session at 4:18 p.m.

RECOMMENDATIONS

RESOLUTION REGARDING SETTING OF SALARY OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS

Pursuant to the authority of the Board of Education, under Article IX, Section 3.1(b) of the California Constitution, the Board President recommends that the Superintendent of Schools Dr. Arturo Delgado's salary and benefits be clarified as set forth in Amendment No. 2 of Resolution No. 28. The Amendment clarified the Superintendent's base salary.

It was **MOVED** by Mr. Saenz, **SECONDED** by Dr. Calderon, and **CARRIED** to direct General Counsel to prepare an adjusted contract to ensure that what is currently treated as the base salary for the Superintendent for pension purposes continues to be treated as base salary for pension purposes and bring back a modified contract to the County Board for ratification. There were 6 ayes.

This item will be agendaized for the November 4, 2014 Board meeting.

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APPROVAL OF FIRST READING BOARD POLICY BP 6162.5 (STUDENT ASSESSMENT), BP 5131.62 (TOBACCO), BB 9130 (COUNTY BOARD COMMITTEES), BP 0200 (BOARD PRIORITIES FOR LACOE), BB 9000 (ROLE OF THE BOARD), BP 5148.4 (PARENT ENGAGEMENT IN THE HEAD START AND EARLY HEAD START PROGRAM), BB 9020 (BOARD ROLE – HEAD START/EARLY HEAD START PROGRAMS)

The Superintendent recommended that the County Board approve the revision and updates of the above policies in order to align LACOE with the CSBA numbering system. These law changes include Education Code and other applicable statutes, regulations, and court decisions.

It was **MOVED** by Mr. Boyd, **SECONDED** by Dr. Turrentine, and **CARRIED** to approve the first reading of Board Policy BP 6162.5 (Student Assessment), BP 5131.62 (Tobacco), BB 9130 (County Board Committees), BP 0200 (Board Priorities for LACOE), BB 9000 (Role of the Board), BP 5148.4 (Parent Engagement in the Head Start and Early Head Start Program), BB 9020 (Board Role – Head Start/Early Head Start Programs). There were 6 ayes.

Mr. Saenz recommended that Board Policy 0200 (Board Priorities for LACOE), be changed as follows: Board Priority #4 - LACOE will play ~~plays~~ a leadership role in identifying and modeling appropriate educational methods and instructional technologies that provide the students in the county with multiple paths to career development in order to succeed in the future.

APPOINTMENT TO CALIFORNIA SCHOOL BOARDS ASSOCIATION (CSBA) DELEGATE ASSEMBLY AND CALIFORNIA COUNTY BOARDS OF EDUCATION (CCBE) BOARD OF DIRECTORS

On September 24, 2014, the County Board approved the nomination of two County Board members to be appointed to CSBA Delegate Assembly and CCBE Board of Directors. LACOE received notification from CSBA that only one Board member may serve in the appointment of CSBA Delegate Assembly / CCBE Board of Directors. The County Board discussed and considered communication received from CSBA to appoint one representative to the CSBA Delegate Assembly and CCBE board of Directors.

Mr. Saenz withdrew his name for nomination of the CSBA Delegate Assembly and CCBE Board of Directors.

It was **MOVED** by Dr. Turrentine, **SECONDED** by Dr. Calderon, and **CARRIED** to appoint Mr. Douglas Boyd to the CSBA Delegate Assembly / CCBE Board of Directors. There were 6 ayes.

INFORMATIONAL ITEMS

GOVERNMENTAL RELATIONS

Dr. Delgado did not have any Governmental Relations items to report to the County Board.

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BOARD COMMITTEE/LIAISON REPORTS

Dr. Calderon indicated that a Board Curriculum, Instruction and Assessment Committee meeting was held today. There were a number of future agenda items placed on the next CIA committee meeting.

LOS ANGELES COUNTY BOARD OF EDUCATION MEETING SCHEDULE, ESTABLISHMENT OF MEETING TIMES, FUTURE AGENDA ITEMS, FOLLOW-UP
Dr. Delgado reported on the Board calendar for the November 4, 2014, Board meeting. Dr. Delgado indicated that Dr. Ybarra would be sitting in his place as he would be in Baltimore with a meeting with David Domenici and looking at the issue of incarcerated youth and doing a presentation on Road to Success.

The County Board reviewed the Board Follow-Up Status Report.

Dr. Reisler had a question regarding County Committee on School Reorganization and which Ms. Vibiana Andrade responded to.

Mr. Saenz indicated that he would look at the response and see if he had further questions on this item.

INTERDISTRICT AND EXPULSION APPEAL HEARINGS (none)

ADJOURNMENT

Ms. Braude adjourned the meeting at 4:31 p.m.

It was **MOVED** by Mr. Boyd, **SECONDED** by Dr. Turrentine, and **CARRIED** to adjourn the meeting. There were 6 ayes.