

Alameda City USD

Board Policy

Youth Services

BP 1020

Community Relations

The Board of Education desires to help all district students achieve to their highest potential regardless of their social, health, or economic circumstances and recognizes that schools alone cannot meet all the complex needs of children. The district shall provide support services for children and families to the extent possible and shall work with other local governments, businesses, foundations, and community-based organizations, as appropriate, to improve the health, safety, and well-being of the community's youth.

The Board shall initiate or participate in collaborative relationships with city and county elected officials to design and coordinate multi-agency programs that respond to the needs of children and families and provide more efficient use of district and community resources. The Board may establish or participate in formal structures for governance teams to regularly meet and discuss issues of mutual concern.

The Superintendent and appropriate staff shall cooperate with public and private entities in the planning and implementation of joint projects or activities within the community. The Superintendent or designee may designate a coordinator to ensure effective implementation of the district's responsibilities in any such collaborative project.

In order to identify priorities for youth services, the Board shall encourage a periodic assessment of children's needs within the community, which may include, but not be limited to, needs based on poverty, child abuse and neglect, poor physical or mental health, homelessness, placement in foster care, lack of access to child care, substance abuse, or violence. The needs assessment also should examine the extent to which those needs are being met through existing services in the district and in the community, the costs of providing those services, and any gaps, delay, or duplication of services.

The Board shall approve the services to be offered by the district, the resources that will be allocated to support collaboration, any use of school facilities for services, and any development or joint use of facilities with other jurisdictions.

All agreements with other agencies to coordinate services or share resources shall be in writing. The Board may establish joint powers agreements or memorandums of understanding, when feasible, to formalize the responsibilities and liabilities of all parties in a collaborative activity.

The Superintendent or designee shall work with interagency partners to explore funding opportunities available through each agency, state and national grant programs, and/or private foundations for youth service coordination and delivery.

In order to facilitate service delivery or determination of eligibility for services, the district may share information with other appropriate agencies with parent/guardian consent and in accordance with laws pertaining to confidentiality and privacy.

The Board shall receive regular reports of progress toward the identified goals of the collaborative effort. The reports may include, but not be limited to, feedback from staff and families regarding service delivery, numbers of children and families served, specific indicators of conditions of children, and indicators of system efficiency and cost effectiveness.

The Board shall communicate with the community about the district's collaborative efforts and the conditions of children within the schools. The Board may advocate for local, state, and national policies, programs, and initiatives designed to improve the conditions of children and youth.

Legal Reference:

EDUCATION CODE

8800-8807 Healthy Start support services for children

49073 Privacy of student records

49075 Parent/guardian permission for release of student records

49557.2 Sharing of information for MediCal eligibility

HEALTH AND SAFETY CODE

120440 Immunization records; release to local health departments

130100-130155 Early childhood development; First 5 Commission

WELFARE AND INSTITUTIONS CODE

5850-5883 Mental Health Services Act

18961.5 Computerized database; families at risk for child abuse; sharing of information

18980-18983.8 Child Abuse Prevention Coordinating Council

18986-18986.30 Interagency Children's Services Act

18986.40-18986.46 Multidisciplinary services teams

18986.50-18986.53 Integrated day care program

18987.6-18987.62 Family-based services

Management Resources:

CSBA PUBLICATIONS

Expanding Access to High-Quality Preschool Programs: A Resource Guide for School Leaders, rev. April 2008

Educating Foster Youth: Best Practices and Board Considerations, Policy Brief, March 2008

Mental Health Services Act (Proposition 63): Collaborative Opportunity to Address Mental Health, Policy Advisory, October 2007

Maximizing School Board Governance: Community Leadership, 1996

CHILDREN NOW PUBLICATIONS

California Report Card: The State of the State's Children, 2008

CITIES, COUNTIES AND SCHOOLS PARTNERSHIP PUBLICATIONS

Healthy Children, Healthy Communities: An Action Guide for California Communities, 2006
Stretching Community Dollars: Cities, Counties and School Districts Building for the Future, 2006

YOUTH LAW CENTER PUBLICATIONS

Model Form for Consent to Exchange Confidential Information among the Members of an Interagency Collaborative, 1995

WEB SITES

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

California Department of Education, Learning Support: <http://www.cde.ca.gov/ls>

California Department of Public Health: <http://www.cdph.ca.gov>

California Department of Social Services: <http://www.dss.cahwnet.gov>

California State Association of Counties: <http://www.csac.counties.org>

Children Now: <http://www.childrennow.org>

Cities, Counties and Schools Partnership: <http://www.ccspartnership.org>

First 5 California: <http://www.ccfc.ca.gov>

League of California Cities: <http://www.cacities.org>

Youth Law Center: <http://www.ylc.org>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: August 25, 2009 Alameda, California

Alameda City USD

Board Policy

Deferred Maintenance Funds

BP 3111

Business and Noninstructional Operations

AB 97 repealed sections of law containing requirements pertaining to deferred maintenance categorical funds. Pursuant to AB 97, such funds have been redirected into Local Control Funding Formula (LCFF) funds and the board has exclusive authority over the use of the funds.

The District facilities require consistent upkeep and maintenance to maintain the facilities at a safe and usable level and, as such, will continue the deferred maintenance program. The Governing Board, at its discretion, shall direct staff to transfer an amount up to 3% of the District's total expenditures from the General Fund (Fund 01) to the Deferred Maintenance Fund (Fund 14). The calculation will be based on the projected total expenditures during the annual budget adoption process.

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: August 25, 2009 Alameda, California

revised: June 23, 2015

Board Policy

Parcel Tax Funds

BP 3221

Business and Noninstructional Operations

Use of Funds

The Board of Education shall use funds generated from AUSD's Preserving Local Support for Quality Local Schools Measure of 2016 (Measure B1) only for those educational programs and activities set forth in the Measure. The Board shall annually establish funding priorities and approve all allocations in accordance with the terms of the Measure.

The Board may fund approved programs at amounts other than the stated percentages in cases of Severe Fiscal Emergency or Changed Funding Conditions of Alameda's public schools. In no event shall revenues of the Measure be used for purposes other than those stated herein.

1. **Small Class Sizes:** 13-14 percent of the Available Revenues of this Measure shall be dedicated annually to maintaining manageable elementary class sizes with student to teacher ratios no greater than 25 to 1 in K-3 classrooms. Revenues from this Measure will support small class sizes in a manner which may not be achieved solely with support from the district's General Fund. In the event the State of California fully funds class size reduction to support student to teacher ratios of 20 to 1 in K-3 classrooms such that supplemental parcel tax funds are no longer required to maintain small class sizes, the Board may recommend that revenues which were allocated for small class size be reapportioned to the remaining programs supported by this Measure.

2. **Neighborhood Elementary Schools:** 7-8 percent of the Available Revenues of this Measure shall be dedicated annually to maintaining high quality neighborhood elementary schools. For purposes of this Measure, high quality shall be determined by external measurements, parental choice, and student outcomes. Revenues from this Measure may be used to support programs designed to maximize enrollment in neighborhood schools, such as magnet programs, and programs which improve the academic proficiency of all students through effective instruction and implementation of a challenging and engaging curriculum as more specifically set forth in the district's Master Plan document.

3. **Secondary School Choice Initiative and AP Courses:** 7-8 percent of the Available Revenues of this Measure shall be dedicated annually to maintaining Advanced Placement Courses and to supporting the secondary school choice initiative to create different educational pathways to careers and college. Revenues from this Measure may be used to create and support more personalized learning environments which are aligned with student interest and coupled with rigorous, relevant and interesting curricula to engage young learners as more specifically set forth in the Master Plan. Revenues from this Measure may also be used to sustain secondary courses with student to teacher ratios less than 35 to 1.

4. Programs to Close the Achievement Gap: 15-16 percent of the Available Revenues of this Measure shall be dedicated annually to supporting programs which are specifically designed to close the achievement gap. Revenues from this Measure may be used to support professional development for teachers and staff to accomplish district-wide learning initiatives and to provide targeted intervention and support. Revenues from this Measure will also be used to restore the school year to 180 days of instruction for all students.

5. High School Athletic Programs: 4 percent of the Available Revenues of this Measure shall be dedicated annually to maintaining high school athletic programs. Revenues from this Measure may be used to support stipends for athletic coaches, transportation costs for athletic events, equipment and other operational costs.

6. Enrichment Programs: 9-10 percent of the Available Revenues of this Measure shall be dedicated annually to maintaining art, music and drama as integral subjects of the K-12 curriculum. Funds may be used to support enrichment programs such as Physical Education and Media Centers in elementary schools and to support highly qualified visual and performing arts professionals, supplies, equipment and facilities.

7. Attract and Retain Excellent Teachers: 25-26 percent of the Available Revenues of this Measure will be dedicated annually to attracting and retaining highly qualified and excellent teachers.

8. Counseling and Student Support Services: 6 percent of the Available Revenues of this Measure shall be dedicated annually to providing a lower and more effective ratio of students to counselors and support providers. Revenues from this Measure may be used to provide students with a range of support services, including college and career counseling.

9. Alameda Charter Students: 3-4 percent of the Available Revenues of this Measure shall be dedicated annually to supporting Alameda students in Alameda's public charter schools in existence at the approval of this Measure. This revenue shall be annually distributed to existing charter schools in proportion to each charter's enrollment of Alameda resident students.

10. Technology: 5 percent of the Available Revenues of this Measure shall be dedicated annually to providing and maintaining technology at all sites consistent with the district's technology plan as approved by the Board.

11. Adult Education: 4 percent of the Available Revenues of this Measure shall be dedicated annually to supporting the Alameda Adult School to provide lifelong educational opportunities and services for adult learners.

"Available Revenues" shall mean the amount of money provided by the Measure after the deduction of one and one-half to two percent of the Measure's revenues to pay for the following: the cost of the parcel tax election, authorized collection charges by the county or city for collection of the tax, payment of necessary fees and expenses to administer the district's parcel tax, and costs to implement accountability provisions to ensure fiscal transparency through

public information, translation services for the district families, and support of the Oversight Committee.

"Severe Fiscal Emergency" may be declared by a majority of the Board when the emergency is the result of financial events which are out of the control of the Board; and either (a) the district's Interim Financial Report is "Qualified" or "Negative" pursuant to AB 1200 and AB 2756 and the Alameda County Office of Education concurs with this determination; or (b) the Alameda County Office of Education has disapproved the district's annual budget.

"Changed Funding Conditions" may be declared by a majority of the Board when local, state or federal funding for programs supported by this Measure is reduced below the 2010-2011 levels of funding as of October 2010, including the receipt of the statutory cost of living adjustment, such that the changed conditions increase the cost of providing the programs supported by this Measure. Changed Funding Conditions may also be declared by a majority of the Board in the event local, state or federal funding for programs supported by this Measure is increased above the 2010-2011 levels of funding such that supplemental parcel tax funds are no longer required to maintain the program and the Board may reapportion revenues to the remaining programs supported by this Measure.

Amount and Basis of Tax

1. Definitions

"Building" is defined as any structure having a roof supported by columns or by walls and designed for the shelter or housing of any person or property of any kind. Building includes the word "structure" and encompasses, without limitation, all residential, commercial and industrial structures.

"Taxable Real Property" is any unit of real property in the district that receives a separate tax bill for property taxes from the County Tax collector's Office, including any parcel of public real property which is not exempt from ad valorem taxes.

2. Annual Rate

Taxable Real Property with buildings shall be assessed the lesser of \$0.32 per building square foot or \$7,999 per parcel. All other real property shall be assessed \$299 per parcel.

3. Building Square Footage Determination

In determining the building square footage of Taxable Real Property, the district shall refer to the data reported to the County Assessor's Office, except in cases of demonstrable error, in which case either the property owner may file a claim with the district for re-computation of the tax or the district will re-compute the tax and provide notice to the owner of the computation and the right to appeal in accordance with procedures set forth in the Administrative Regulation.

4. Exemptions

Any person who is 65 years of age or older and who owns and occupies a parcel of Taxable Real Property as his/her principal place of residence, may apply for an exemption from the tax.

Any person, regardless of age, who receives Supplemental Social Security Income for a disability and who owns and occupies a parcel of Taxable Real Property as his/her principal place of residence, may apply for an exemption from the tax.

The Superintendent or his/her designee shall establish and publish procedures for the submission of senior citizen and SSI exemptions. The procedures shall not require senior citizens to submit multiple applications for an exemption on the same parcel.

Accountability Measures

1. Public Information and Fiscal Transparency

The Superintendent or his/her designees shall ensure that the use of Measure B1 funds are regularly reported to the Board and to the public through the website and other means of communication. All financial reports and information related to the use of Measure B1 funds shall be translated for district families upon request.

2. Separate Account

Proceeds of Measure shall be deposited into a separate account from all other accounts in the district.

3. Financial Oversight

The Superintendent or his/her designee shall provide at least three reports each fiscal year for the duration of the Measure: a report recommending expenditures for the next fiscal year before adoption of the district's annual budget; at least one report concurrently with State-required interim reports; and an annual report on Measure B1 ("Annual Report"). The Annual Report will display the revenues generated by the Measure, the expenditures of the revenues, and a report on the status of the projects funded by the Measure.

4. Independent Auditor's Report and Audit Committee

The Superintendent or his/her designee shall provide an annual audit by an independent auditor to determine that funds generated by Measure B1 have been allocated and expended in compliance the provisions of the Measure.

5. Oversight Committee

Pursuant to the terms of Measure B1, an Oversight Committee shall be formed to annually review the district's compliance with the terms of the Measure. Appointments to the Oversight Committee shall be made annually by the Superintendent of Schools and approved by the Board

of Education at a regularly scheduled meeting on or before September 30 each school year.

The Committee shall consist of 11 members, all of whom must be residents of the City of Alameda. The Superintendent shall recommend a committee representing the diverse interests of parents/guardians, staff members, students, and community members from all attendance areas in the district.

The committee will adhere to all provisions of the Brown Act. Minutes, agendas and relevant communications and information will be posted to the district website.

A chair will be selected from among voting members to conduct the meetings and to serve in a representative capacity as needed.

(cf. 3100 - Budget)

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: August 23, 2011 Alameda, California

revised: February 26, 2019

Board Policy

Staff Teaching Students Of Limited English Proficiency

BP 4112.22

Personnel

The Board of Education recognizes that the recruitment, development and retention of an adequate number of qualified instructors and assistants is essential to the success of programs for students of limited English proficiency (LEP). The Board shall take action, within budgetary constraints, to provide personnel who are competent to properly assess and skillfully instruct students of limited English proficiency.

LEP staff competencies shall be determined either by their credentials or by their meeting district criteria which have been approved by the Department of Education.

The Superintendent or designee shall develop a plan to remedy the district's shortage of qualified teachers in accordance with law and with State Department of Education approval. This plan shall include an appropriate staff development program designed to provide training in English language development teaching methodology, bilingual cross-cultural teaching methodology, and in the acquisition of the primary language of students of limited English proficiency. The plan shall specify the number of teachers to be trained and the number expected to meet certification or local designation standards each year. The training program shall also address the needs of teachers assigned to LEP instructional settings on an interim basis.

Legal Reference:

EDUCATION CODE

44253.1-44253.11 Certification for bilingual-crosscultural competence

44258.9 County superintendent review of teacher assignment

44259.5 Standards for teachers of all students, including English language learners

44380-44386 Alternative certification

52052 Adequate yearly progress

52160-52178 Bilingual-Bicultural Act of 1976

52180-52186 Bilingual teacher training assistance program

62001-62005. 5 Evaluation and sunseting of programs

99230-99242 Mathematics and Reading Professional Development Program

CODE OF REGULATIONS, TITLE 5

6100-6125 Teacher qualifications, No Child Left Behind Act

80016 Certificate of completion of staff development to teach English learners

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

6601-6651 Training and recruiting high-quality teachers

6801-7014 Language instruction for English learners and immigrant students

7801 Definitions, highly qualified teacher
CODE OF FEDERAL REGULATIONS, TITLE 34
200.55-200.57 Highly qualified teachers
COURT DECISIONS

Teresa P. et al v. Berkeley Unified School District et al (1989) 724 F.Supp. 698

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Languages Other than English Single Subject Matter Standards for the Single Subject Teaching Credential, May 2004

CL-622 Serving English Learners, April 2006

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

06-0020 Implementation of Senate Bill 1292 regarding options to earn an English learner authorization, December 13, 2006

04-0001 Clarification of authorizations to teach English learners, January 12, 2004

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Improving Teacher Quality State Grants Title II, Part A Non-Regulatory Draft Guidance, rev. January 16, 2004

WEB SITES

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

California Association for Bilingual Education: <http://www.bilingualeducation.org>

California Department of Education, English Learners: <http://www.cde.ca.gov/sp/el>

California Teachers of English to Speakers of Other Languages: <http://www.catesol.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

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

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: September 10, 1996 Alameda, California

revised: August 25, 2009

Board Policy

Teacher Qualifications Under The No Child Left Behind Act

BP 4112.24

Personnel

Recognizing the importance of teacher effectiveness in improving student achievement, the Board of Education desires to recruit and hire teachers for core academic subjects who possess the subject matter knowledge and teaching skills required by the federal No Child Left Behind Act (NCLB).

All teachers employed to teach core academic subjects shall be "highly qualified" as defined by federal law and the State Board of Education. (20 USC 6319, 7801; 34 CFR 200.55; 5 CCR 6100-6126)

The Superintendent or designee shall inform teachers of NCLB requirements and shall identify additional qualifications, if any, that individual teachers need to demonstrate in order to meet the requirements. He/she shall work with individual teachers to develop a plan for attaining full qualifications.

The Superintendent or designee shall monitor the distribution of "highly qualified" teachers among district schools and develop strategies, as needed, to encourage teachers who meet NCLB requirements to teach in schools with the lowest student performance.

The Superintendent or designee shall report to the Board on the progress of the district's teachers toward becoming fully qualified. Such reports shall include, but need not be limited to, the percentage of teachers in core academic subjects, districtwide and at each school, who meet the definition of a "highly qualified" teacher in accordance with federal law, and the percentage of teachers who are receiving professional development to enable them to satisfy this definition. (20 USC 6319)

Legal Reference:

EDUCATION CODE

44500-44508 Peer Assistance and Review Program for Teachers

44662 Performance evaluation; Stull Act review

44664 Teacher evaluation; program to improve performance

44865 Alternative programs

CODE OF REGULATIONS, TITLE 5

6100-6126 Teacher qualifications, No Child Left Behind Act

80021 Short-term staff permit

80021.1 Provisional internship permit

80089.3-80089.4 Subject matter authorizations

UNITED STATES CODE, TITLE 20

1401 Definition of highly qualified special education teacher

6311 Parental notifications

6312 Title I local educational agency plan

6314 Schoolwide programs

6315 Targeted assistance schools

6319 Highly qualified teachers

7345-7345b Small Rural Schools Achievement Program

7801 Definitions, highly qualified teacher

CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 Highly qualified teachers

200.61 Parent notification regarding teacher qualifications

300.18 Highly qualified special education teachers

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California's Subject Matter Verification Process for Middle and High School Level Teachers in Special Settings, January 2007

NCLB Teacher Requirements Resource Guide, March 1, 2004

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Standards of Quality and Effectiveness for Professional Teacher Induction Programs, March 2002

Standards of Quality and Effectiveness for Professional Teacher Preparation Programs, September 2001

California Standards for the Teaching Profession, July 1997

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Improving Teacher Quality State Grants, ESEA Title II, Part A, Non-Regulatory Guidance, revised October 5, 2006

New No Child Left Behind Flexibility: Highly Qualified Teachers, Fact Sheet, March 15, 2004

WEB SITES

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

California Department of Education, NCLB Teacher Quality: <http://www.cde.ca.gov/nclb/sr/tq>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

U.S. Department of Education, No Child Left Behind: <http://www.ed.gov/nclb>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: August 25, 2009 Alameda, California

Board Policy

Duties Of Personnel

BP 4119.3

Personnel

The Board of Education recognizes the importance of having adequate job descriptions for every district employee. Student safety, the district's fiscal stability, and the success of the educational program all depend on employees' fully understanding their responsibilities and duties.

The Superintendent or designee shall prepare and regularly update job descriptions for all positions. Job descriptions shall clearly specify all essential and peripheral/marginal functions and duties of the position, the degree of responsibility the position entails, the type and extent of training required, and the position of the person to whom the employee reports.

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with Board policies, administrative regulations, applicable employee agreements, and local, state and federal laws.

Legal Reference:

EDUCATION CODE

- 233.5 Duty concerning instruction in morals, manners, citizenship
- 35020 Duties of employees fixed by governing board
- 35035 Further powers and duties of superintendent
- 44014 Report of assault
- 44662 Job responsibilities for certificated nonmanagement personnel
- 44805Â Â Enforcement of course of studies, use of textbooks, rules and regulations
- 44807 Duty concerning conduct of pupils
- 44809 School register
- 44816 Annual report of elementary teacher
- 45100.5-45108.7 Senior management of the classified service
- 45109 Fixing of duties
- 45110 Inconsistent duties, compensation
- 45256.5 Senior management of classified service

GOVERNMENT CODE

- 7293 Local public agencies; bilingual employees

CODE OF REGULATIONS, TITLE 5

- 5530-5531 Duties of all certificated personnel
- 5550-5552 Duties of principals
- 5570 Duties of teachers
- 5590 Duties of temporary athletic team coaches
- 11256 Duties and responsibilities of mentor teachers

12067 Teacher aide duties under supervision of classroom teacher
12068Â Â Teacher aide duties not under direct supervision of classroom teacher
13003 Duties of team leader
16043 Duties of library personnel
AMERICANS WITH DISABILITIES ACT, P.L. 101-336
42 U.S.C.12101 et seq.

Policy ALAMEDA UNIFIED SCHOOL DISTRICT
adopted: September 10, 1996 Alameda, California
revised: August 25, 2009

Board Policy

Shared Teaching Assignments

BP 4128

Personnel

The Board of Education realizes that for personal reasons, a certificated teacher sometimes may prefer to share the responsibility, salary and benefits of a full-time teaching position with one of his/her fellow teachers. When those sharing a position have compatible work patterns and similar goals, this situation can benefit teachers and students alike. By accommodating requests for shared teaching assignments, the district is more likely to retain teachers of outstanding capabilities.

The Superintendent or designee may authorize two teachers to share one full teaching assignment under terms and conditions specified in administrative regulations and in agreement with employee bargaining contracts and agreements.

Legal Reference:

GOVERNMENT CODE

3543.2 Scope of representation

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: September 10, 1996 Alameda, California

revised: August 25, 2009

Board Policy

Professional Growth

BP 4131.5

Personnel

The Board of Education recognizes its obligation to help teachers meet their responsibility for fulfilling the professional growth requirements of their credentials. The Board expects that the increased competence attained by these teachers during their professional growth activities will contribute significantly to the district's educational program.

The Superintendent or designee shall maintain procedures for the selection of professional growth advisors. These procedures shall be designed to provide for the best possible match between teachers and advisors.

Professional growth activities shall remain in accordance with provisions of negotiated employee contracts.

Legal Reference:

EDUCATION CODE

44277-44279 Requirements for professional growth

CALIFORNIA CODE OF REGULATIONS, TITLE 5

80550-80565 Generally, especially

80550 Professional growth requirements definitions

80552-80553 Specific renewal requirements

80554-80555 Elements of professional growth plan and professional growth record

80556-80557 Professional growth advisors, and employing agencies; roles and responsibilities

80558 Definition of professional growth activities

80565 Professional service requirements

Management Resources:

Commission on Teacher Credentialing, California Professional Growth Manual, second revision (1990)

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: September 10, 1996 Alameda, California

revised: August 25, 2009

Board Policy

Peer Assistance And Review

BP 4139

Personnel

In order to assist teachers who may need additional development in subject matter knowledge and/or teaching strategies, the Board of Education shall work with the local teachers' organization to establish and maintain a program of peer assistance and review linking participating teachers with exemplary teachers serving as consulting teachers. Consulting teachers shall provide sustained, intensive support including, but not limited to, multiple classroom observations, recommendations for staff development and regular meetings with participating teachers.

The Superintendent or designee shall establish in accordance with law a joint teacher-administrator peer review panel to manage the program.

Board decisions regarding the continued employment of an individual participating teacher shall include consideration of the results of the individual's participation in the peer assistance and review program and the recommendations of the consulting teacher and review panel.

The Board shall coordinate policies and procedures related to the district's peer assistance and review program with other district activities for staff development, teacher support and staff evaluation.

Legal Reference:

EDUCATION CODE

44279.1-44279.7 Beginning teacher support and assessment

44325-44328 District intern program

44500-44508 Peer assistance and review program

44560-44562 Certificated Staff Mentoring Program

44662 Evaluation of certificated employees

44664 Evaluation

Management Resources:

WEB SITES

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

CDE: <http://www.cde.ca.gov>

California Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

California Teachers Association: <http://www.cta.org>

California Federation of Teachers: <http://www.cft.org>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT
adopted: August 25, 2009 Alameda, California

Board Policy

Tax-Sheltered Annuities

BP 4155.1

Personnel

Employees of the district may elect to have the Board of Education modify the employee's employment contract authorizing the school district to purchase tax-sheltered annuity on behalf of the employee.

Policy ALAMEDA UNIFIED SCHOOL DISTRICT
adopted: September 10, 1996 Alameda, California
revised: August 25, 2009

Board Policy

Staff Teaching Students Of Limited English Proficiency

BP 4212.22

Personnel

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LEP staff competencies shall be determined either by their credentials or by their meeting district criteria which have been approved by the Department of Education.

The Superintendent or designee shall develop a plan to remedy the district's shortage of qualified teachers in accordance with law and with State Department of Education approval. This plan shall include an appropriate staff development program designed to provide training in English language development teaching methodology, bilingual cross-cultural teaching methodology, and in the acquisition of the primary language of students of limited English proficiency. The plan shall specify the number of teachers to be trained and the number expected to meet certification or local designation standards each year. The training program shall also address the needs of teachers assigned to LEP instructional settings on an interim basis.

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44258.9 County superintendent review of teacher assignment

44259.5 Standards for teachers of all students, including English language learners

44380-44386 Alternative certification

52052 Adequate yearly progress

52160-52178 Bilingual-Bicultural Act of 1976

52180-52186 Bilingual teacher training assistance program

62001-62005. 5 Evaluation and sunseting of programs

99230-99242 Mathematics and Reading Professional Development Program

CODE OF REGULATIONS, TITLE 5

6100-6125 Teacher qualifications, No Child Left Behind Act

80016 Certificate of completion of staff development to teach English learners

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

6601-6651 Training and recruiting high-quality teachers

6801-7014 Language instruction for English learners and immigrant students

7801 Definitions, highly qualified teacher

CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 Highly qualified teachers

COURT DECISIONS

Teresa P. et al v. Berkeley Unified School District et al (1989) 724 F.Supp. 698

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Languages Other than English Single Subject Matter Standards for the Single Subject Teaching Credential, May 2004

CL-622 Serving English Learners, April 2006

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

06-0020 Implementation of Senate Bill 1292 regarding options to earn an English learner authorization, December 13, 2006

04-0001 Clarification of authorizations to teach English learners, January 12, 2004

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Improving Teacher Quality State Grants Title II, Part A Non-Regulatory Draft Guidance, rev. January 16, 2004

WEB SITES

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

California Association for Bilingual Education: <http://www.bilingualeducation.org>

California Department of Education, English Learners: <http://www.cde.ca.gov/sp/el>

California Teachers of English to Speakers of Other Languages: <http://www.catesol.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

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

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: September 10, 1996 Alameda, California

revised: August 25, 2009

Board Policy

Drug And Alcohol Testing For School Bus Drivers

BP 4214.42

Personnel

The Governing Board desires to ensure that district-provided transportation is safe for students, staff, and the public. To that end, the Superintendent or designee shall establish a drug and alcohol testing program designed to prevent the operation of buses or the performance of other safety-sensitive functions by a driver who is under the influence of drugs or alcohol, including a driver of a school bus, student activity bus, or other school transportation vehicle or any other employee who holds a commercial driver's license which is necessary to perform duties related to district employment.

(cf. 3540 - Transportation)
(cf. 3542 - School Bus Drivers)
(cf. 3543 - Transportation Safety and Emergencies)
(cf. 4020 - Drug and Alcohol-Free Workplace)
(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

A driver shall not report for duty or remain on duty when he/she has used any drug listed in 21 CFR 1308.11. A driver is also prohibited from reporting for duty or remaining on duty when he/she has used any drug listed in 21 CFR 1308.12-1308.15, unless he/she is using the drug under the direction of a physician who has advised him/her that the substance will not adversely affect the driver's ability to safely operate a bus. In addition, a driver shall not consume alcohol while on duty or for four hours prior to on-duty time. (49 CFR 382.201-382.209, 382.213)

The district's testing program for drivers shall include pre-employment drug testing and reasonable suspicion, random, post-accident, return-to-duty, and follow-up drug and alcohol testing of drivers. (49 USC 31306; 49 CFR 382.301-382.311)

The Board shall contract for testing services upon verifying that the personnel are appropriately qualified and/or certified and that testing procedures conform to federal regulations.

Except as otherwise provided by law, the Superintendent or designee shall not release individual test results or medical information about a driver to a third party without the driver's specific written consent. (49 CFR 40.321)

Consequences Based on Test Results

Any driver who refuses to take a required drug or alcohol test, tests positive for drugs, or is found to have a blood alcohol concentration level that exceeds the levels specified in law shall be removed from performing safety-sensitive functions in accordance with 49 CFR 40.23 and 382.211.

No driver shall be temporarily removed from the performance of safety-sensitive functions based only on a laboratory report of a confirmed positive test before the certified medical review officer has completed verification of the test results, unless the district has obtained a waiver. (49 CFR 40.21, 382.107, 382.119)

Not later than five days after receiving notification of the test result or refusal to comply, the Superintendent or designee shall report any refusal, failure to comply, or positive test result to the California Department of Motor Vehicles (DMV) using a form approved by the DMV. (Vehicle Code 13376)

Any driver who refuses, fails to comply, or has a positive test result may be referred to an education and treatment program that meets the requirements of 49 CFR 40.281-40.313. If the substance abuse professional recommends that ongoing services are needed to assist the driver to maintain sobriety or abstinence from drug use, the Superintendent or designee shall require the driver to participate in the recommended services as part of a return-to-duty agreement and shall monitor his/her compliance. Any drop from a rehabilitation or return-to-duty program or a subsequent positive test result shall be reported to the DMV. (Vehicle Code 13376; 49 CFR 40.285, 40.287, 40.303, 382.605)

(cf. 4159/4259/4359 - Employee Assistance Programs)

(cf. 4161/4261 - Leaves)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)

(cf. 4261.1 - Personal Illness/Injury Leave)

A driver who has violated federal drug and alcohol regulations may be subject to disciplinary action up to and including dismissal in accordance with law, administrative regulations, and the district's collective bargaining agreement.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Voluntary Self-Identification

Whenever a driver admits to alcohol or drug misuse under the district's voluntary self-identification program, the Superintendent or designee shall ensure all of the following: (49 CFR 382.121)

1. No adverse action shall be taken against the driver by the district.
2. The driver shall be allowed sufficient opportunity to seek evaluation, education, or treatment to establish control over his/her drug or alcohol problem.
3. The driver shall be permitted to participate in safety-sensitive functions only after:

- a. Successfully completing an education or treatment program, as determined by a drug and alcohol abuse evaluation expert, such as an employee assistance professional, substance abuse professional, or qualified drug and alcohol counselor
- b. Undergoing a return-to-duty test with a result indicating an alcohol concentration of less than 0.02 and/or a verified negative result for drug use

A driver who admits to alcohol or drug misuse shall not be subject to federal requirements related to referral, evaluation, and treatment, provided that he/she does not self-identify in order to avoid drug or alcohol testing, makes the admission prior to performing a safety-sensitive function, and does not perform a safety-sensitive function until he/she has been evaluated and has successfully completed education or treatment requirements in accordance with program guidelines. (49 CFR 382.121)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

GOVERNMENT CODE

8355 Drug-free workplace; employee notification

VEHICLE CODE

13376 Driver certificates; revocation or suspension

34500-34520.5 Safety regulations

CODE OF REGULATIONS, TITLE 13

1200-1293 Motor carrier safety, especially:

1213.1 Placing drivers out-of-service

UNITED STATES CODE, TITLE 41

8101-8106 Drug-Free Workplace Act

UNITED STATES CODE, TITLE 49

31306 Alcohol and drug testing

CODE OF FEDERAL REGULATIONS, TITLE 21

1308.11-1308.15 Controlled substances

CODE OF FEDERAL REGULATIONS, TITLE 49

40.1-40.413 Procedures for transportation workplace drug and alcohol testing programs

382.101-382.605 Drug and alcohol use and testing; especially:

382.205 On-duty use

382.207 Pre-duty use

382.209 Use following an accident

Management Resources:

CALIFORNIA HIGHWAY PATROL PUBLICATIONS

Controlled Substances and Alcohol Testing Compliance Checklist, 2007

What is CSAT? Controlled Substances and Alcohol Testing, 2005

WEB SITES

California Highway Patrol: <http://www.chp.ca.gov>
Federal Motor Carrier Safety Administration: <http://www.fmcsa.dot.gov>
U.S. Department of Transportation, Office of Drug and Alcohol Policy and Compliance:
<http://www.dot.gov/ost/dapc>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT
adopted: August 25, 2009 Alameda, California
revised: November 18, 2014

Board Policy

Retirement

BP 4217.1

Personnel

Notwithstanding any other provisions of law, there is no mandatory age of retirement for classified personnel.

The criterion for continuing in service beyond the age of 70 is that of competency of the employee to perform the duties of the position held. (Government Code 20983.5) The normal date for retirement shall be the date preceding the employee's 70th birthday unless the employee has obtained a "certificate of competency" under regulations approved by the Board of Education.

Continuing employment will be on a year-to-year basis so long as the employee wishes to continue in service, and provided that the employee qualifies for the certificate of competency which shall be an annual requirement for continuing in service.

The Superintendent shall ensure that each employee approaching age 70 is made aware of the necessary time line in seeking continuing employment, and the necessary procedures the employment must follow.

Employees continuing employment under this policy shall have the right to continue membership in the appropriate retirement system and employer and member contributions shall continue until retirement.

Legal Reference:

EDUCATION CODE

45134 No age limit on continuation of employment

45135 Employment of retired classified employee

GOVERNMENT CODE

20983.5 Right to continue in employment upon certification of competency, and to retain membership in retirement system

21101 Reinstatement from retirement

21150 et seq. Services after retirement

PUBLIC LAW

395-256 Age discrimination in Employment Act Amendments of 1978

adopted: September 10, 1996 Alameda, California
revised: August 25, 2009

Board Policy

Duties Of Personnel

BP 4219.3

Personnel

The Board of Education recognizes the importance of having adequate job descriptions for every district employee. Student safety, the district's fiscal stability, and the success of the educational program all depend on employees' fully understanding their responsibilities and duties.

The Superintendent or designee shall prepare and regularly update job descriptions for all positions. Job descriptions shall clearly specify all essential and peripheral/marginal functions and duties of the position, the degree of responsibility the position entails, the type and extent of training required, and the position of the person to whom the employee reports.

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with Board policies, administrative regulations, applicable employee agreements, and local, state and federal laws.

Legal Reference:

EDUCATION CODE

- 233.5 Duty concerning instruction in morals, manners, citizenship
- 35020 Duties of employees fixed by governing board
- 35035 Further powers and duties of superintendent
- 44014 Report of assault
- 44662 Job responsibilities for certificated nonmanagement personnel
- 44805Â Â Enforcement of course of studies, use of textbooks, rules and regulations
- 44807 Duty concerning conduct of pupils
- 44809 School register
- 44816 Annual report of elementary teacher
- 45100.5-45108.7 Senior management of the classified service
- 45109 Fixing of duties
- 45110 Inconsistent duties, compensation
- 45256.5 Senior management of classified service

GOVERNMENT CODE

- 7293 Local public agencies; bilingual employees

CODE OF REGULATIONS, TITLE 5

- 5530-5531 Duties of all certificated personnel
- 5550-5552 Duties of principals
- 5570 Duties of teachers
- 5590 Duties of temporary athletic team coaches
- 11256 Duties and responsibilities of mentor teachers

12067 Teacher aide duties under supervision of classroom teacher
12068Â Â Teacher aide duties not under direct supervision of classroom teacher
13003 Duties of team leader
16043 Duties of library personnel
AMERICANS WITH DISABILITIES ACT, P.L. 101-336
42 U.S.C.12101 et seq.

Policy ALAMEDA UNIFIED SCHOOL DISTRICT
adopted: September 10, 1996 Alameda, California
revised: August 25, 2009

Board Policy

Temporary And Part-Time Personnel

BP 4220

Personnel

Temporary Employees

Personnel who are employed on a seasonal basis shall be considered as temporary employees.

Part-Time Employees

Employees who are regularly employed on an hourly basis and work less than six hours per day shall be considered as part-time employees.

Regulation ALAMEDA UNIFIED SCHOOL DISTRICT

approved: September 10, 1996 Alameda, California

revised: August 25, 2009

Board Policy

Staff Evaluating Teachers

BP 4315.1

Personnel

The Board of Education expects that administrators assigned to evaluate teachers shall:

1. Possess a valid administrative credential
2. Be competent in the instructional methodologies used by the teachers they evaluate
3. Be skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction
4. Be familiar with district curriculum priorities, policies and practices, district standards for student progress, and district policies and procedures related to personnel supervision, performance evaluation and staff development
5. Participate in at least one inservice per year in clinical supervision and/or other approved instructional and evaluational techniques

The Superintendent or designee shall ensure that administrators who evaluate teachers meet the above criteria and shall observe each administrator while he/she is conducting a teacher evaluation. This observation shall be a factor in the subsequent evaluation of the administrator. The Superintendent or designee also shall discuss his/her observations with the administrator and may develop and implement an appropriate professional improvement program for the administrator.

Legal Reference:

EDUCATION CODE

33039 Guidelines for teacher evaluation

44660-44665 Evaluation and assessment of performance of certificated employees

44681-44689 Administrator training and evaluation

GOVERNMENT CODE

3543.2 Scope of representation (re evaluation procedures)

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: August 25, 2009 Alameda, California

Board Policy

Duties Of Personnel

BP 4319.3

Personnel

The Board of Education recognizes the importance of having adequate job descriptions for every district employee. Student safety, the district's fiscal stability, and the success of the educational program all depend on employees' fully understanding their responsibilities and duties.

The Superintendent or designee shall prepare and regularly update job descriptions for all positions. Job descriptions shall clearly specify all essential and peripheral/marginal functions and duties of the position, the degree of responsibility the position entails, the type and extent of training required, and the position of the person to whom the employee reports.

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with Board policies, administrative regulations, applicable employee agreements, and local, state and federal laws.

Legal Reference:

EDUCATION CODE

- 233.5 Duty concerning instruction in morals, manners, citizenship
- 35020 Duties of employees fixed by governing board
- 35035 Further powers and duties of superintendent
- 44014 Report of assault
- 44662 Job responsibilities for certificated nonmanagement personnel
- 44805Â Â Enforcement of course of studies, use of textbooks, rules and regulations
- 44807 Duty concerning conduct of pupils
- 44809 School register
- 44816 Annual report of elementary teacher
- 45100.5-45108.7 Senior management of the classified service
- 45109 Fixing of duties
- 45110 Inconsistent duties, compensation
- 45256.5 Senior management of classified service

GOVERNMENT CODE

- 7293 Local public agencies; bilingual employees

CODE OF REGULATIONS, TITLE 5

- 5530-5531 Duties of all certificated personnel
- 5550-5552 Duties of principals
- 5570 Duties of teachers
- 5590 Duties of temporary athletic team coaches
- 11256 Duties and responsibilities of mentor teachers

12067 Teacher aide duties under supervision of classroom teacher
12068Â Â Teacher aide duties not under direct supervision of classroom teacher
13003 Duties of team leader
16043 Duties of library personnel
AMERICANS WITH DISABILITIES ACT, P.L. 101-336
42 U.S.C.12101 et seq.

Policy ALAMEDA UNIFIED SCHOOL DISTRICT
adopted: September 10, 1996 Alameda, California
revised: August 25, 2009

Board Policy

Administrator Training And Evaluation Program

BP 4331.1

Personnel

The district plan for administrator training and evaluation shall address work plans identified under Education Code 44670.4, 52014 and 52015 and any other work plans established by the district, so as to provide site and central district administrators the capacity to provide leadership necessary for:

1. Improving instructional, management, human development and counseling skills.
2. Ensuring that curricula, instruction and materials are keyed to the educational needs of each student with particular emphasis on limited non-English speaking students, disadvantaged students, students with exceptional abilities or needs and students who have not achieved proficiency in basic reading, writing and computational skills.
3. Developing curricula and instructional materials in a wide variety of areas such as arts and humanities and physical, natural and social sciences.
4. Facilitating collaboration among the school staff and members of the school community in planning, implementing and evaluating the school program.
5. Improving the school and classroom environment, including relationships between and among students, school personnel, parents/guardians and community members, including parents.
6. Making activities available to assist participating individuals in using newly acquired skills on the job.

Legal Reference:

EDUCATION CODE

44662 Evaluation and assessment guidelines

44670 Staff development

44681-44689 Administrator training and evaluation

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: September 10, 1996 Alameda, California

revised: August 25, 2009

Board Policy

Multicultural Education

BP 6141.6

Instruction

To foster intercultural understanding, communication and respect in an increasingly diverse society, curriculum and instruction at all grade levels shall reflect the perspective and experiences of various cultural, ethnic, racial and social groups. The Board of Education desires that multicultural education be integrated across the curriculum into as many subjects as possible rather than providing isolated lessons on different cultures.

The district's comprehensive multicultural education program shall recognize the contributions of different groups of people to the history, life and culture of the local community, California, the United States and other nations. It may include but not be limited to instruction about the languages, cultural characteristics, significant events and individuals, and social, political and economic conditions of various ethnic groups.

While recognizing the unique aspects of different cultures and peoples, multicultural education shall also emphasize commonalities and challenge the stereotypes and biases that inhibit intergroup understanding. Multicultural education also shall be designed to contribute to the personal development of students through greater self-understanding, positive self-concept and pride in one's ethnic identity.

Legal Reference:

EDUCATION CODE

60040 Portrayal of cultural and racial diversity

Management Resources:

WEB SITES

California Arts Project: www.ucop.edu/tcap

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: September 12, 2000 Alameda, California

revised: August 25, 2009

Board Policy

Equipment, Books And Materials

BP 6161

Instruction

The Board of Education recognizes that student learning is enhanced when students have access to high-quality textbooks, equipment and other instructional materials for each of the subjects they are studying. To adequately support the Board-approved curriculum, instructional materials also should be up to date.

The Superintendent or designee shall develop procedures for determining the sufficiency of district instructional materials in providing accurate, current information and ensuring that students have access to standards-based materials. When new instructional materials have been chosen in accordance with the district's selection and evaluation policy, the Board shall make final decisions regarding their purchase.

Legal Reference:

EDUCATION CODE

60010 Definitions

60040-60047 Instructional requirements and materials

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school materials

60240-60252 State Instructional Materials Fund

60400-60411 High school textbooks

60420-60424 Instructional Materials Funding Realignment Program

CODE OF REGULATIONS, TITLE 5

9505-9532 Instructional materials, especially:

9531-9532 Instructional Materials Funding Realignment Program

Management Resources:

WEB SITES

CDE, Curriculum Frameworks and Instructional Resources Division: <http://www.cde.ca.gov/cfir>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: August 25, 2009 Alameda, California

Alameda City USD

Board Bylaw

Closed Session Actions And Reports

BB 9321.1

Board Bylaws

No matters other than those announced in open session shall be acted upon during the closed session. (Government Code 54957.7)

The Board shall reconvene in open session before adjourning and report closed session actions, the votes or abstentions thereon, and other disclosures required by Government Code 54957.1. These disclosures may be made at the location announced in the agenda for the closed session, as long as the public is allowed to be present at that location for the purpose of hearing them. (Government Code 54957.7)

Personnel Matters

The Board shall report any personnel action taken and the votes or abstentions thereon at the public meeting during which the closed session is held. This report shall identify the title of the position. However, the report of a dismissal or nonrenewal of an employment contract shall be deferred until the first public meeting after administrative remedies, if any, have been exhausted. (Government Code 54957.1)

Negotiations/Collective Bargaining

Final action on the proposed compensation of one or more unrepresented employees shall not be taken during the closed session. (Government Code 54957.6)

Approval of an agreement concluding closed session labor negotiations with represented employees shall be reported after the agreement is final and has been accepted or ratified by the other party. This report shall identify the item approved and the other party or parties to the negotiation. (Government Code 54957.1)

Student Matters

Actions related to student matters shall be taken in open session and shall be a matter of public record. No information shall be released in violation of student privacy rights provided in law. (Education Code 35146, 48918; 20 USC 1232))

In an expulsion action, the student's name shall not be disclosed, but the cause for the expulsion shall be disclosed in open session.

Real Estate Negotiations

Approval of an agreement concluding real estate negotiations shall be reported after the agreement is final. If the Board renders the agreement final, it shall report that approval, the votes or abstentions thereon, and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval rests with the other party, the Superintendent or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the district of its approval. (Government Code 54957.1)

Pending Litigation

The Board shall report the following actions related to pending litigation, and the votes or abstentions thereon, at the public meeting during which the closed session is held: (Government Code 54957.1)

1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation.
2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that directions to initiate or intervene in the action have been given and that details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.
3. Acceptance of a signed offer from the other party or parties which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.

If approval is given to legal counsel to settle pending litigation and if final approval rests with the other party or with the court, the district shall report the fact of approval, the substance of the agreement and the vote and abstentions thereon to persons who inquire once the settlement is final. (Government Code 54957.1)

JPA/Self-Insurance Claims

The Board shall report the disposition of joint powers authority or self-insurance claims and the votes or abstentions thereon at the public meeting during which the closed session is held. This report shall include the name of the claimant(s), the name of the agency claimed against, the substance of the claim and the monetary settlement agreed upon by the claimant. (Government Code 54957.1)

Review of Assessment Instruments

At the public meeting during which the Board holds a closed session to review student assessment instruments, the Board shall confirm that this review was made. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential

information and shall be a matter of public record.

Legal Reference:

EDUCATION CODE

35145 Public meetings

35146 Closed session (re student matters)

48918 Rules governing expulsion procedures; hearings and notice

49073-49079 Privacy of student records

60617 Meetings of governing board

GOVERNMENT CODE

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

54957.1 Closed sessions; public report of action taken

54957.6 Closed sessions; representatives to employee organization(s)

54957.7 Disclosure of items to be discussed

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.8 Family Educational Rights and Privacy

COURT DECISIONS

Kleitman v. Superior Court of Santa Clara County 87 Cal Rptr. 2d (1999)

ATTORNEY GENERAL OPINIONS

80 Ops.Cal.Atty.Gen. 85 (1997)

Bylaw ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: August 25, 2009 Alameda, California