NEVADA COUNTY BOARD OF EDUCATION  
Regular Meeting  
Wednesday, September 13, 2017  
→ 5:00 p.m. ←  

Nevada County Superintendent of Schools  
Board Room  
380 Crown Point Circle, Grass Valley, CA 95945  

AGENDA  

All times approximate

1. Meeting called to order  
2. Establish quorum  
3. Salute to the flag  
4. Adoption of the Agenda  
5. Open public forum – Recognition of members of the audience wishing to address an agenda item may do so at this time or at the time the agenda item is heard. After being recognized by the Board president, please identify yourself. A member of the public may at this time make brief comments regarding items not on the agenda, although no action may be taken.  
6. Close public forum  
7. Public Hearings  
   A. Open public hearing to review FY2017-18 Sufficiency of Instructional Materials, grades 7-12 (EC §60119) (page 1)  
   B. Close public hearing  
8. Approval of the Consent Agenda  
   These items are expected to be routine and non-controversial. They will be acted upon by the Board at one time without discussion, unless a trustee or citizen requests that an item be removed for discussion and separate consideration. In that case the designated item(s) will be considered following approval of the remaining items.  
   A. Approval of Minutes of the Regular meeting of August 16, 2017 (page 2)  
   B. Annual Report of School Visitations by County Superintendent of Schools Pursuant to Education Code 1240 and the Williams Settlement (page 5)  
9. Staff Reports  
   A. Alternative Education, Lisa Sanford  
   B. Educational Services, Shar Johns  
   C. Business Services, Darlene Waddle  
   D. SELPA/Special Education, Eli Gallup  
10. Superintendent’s Report  
   A. TRESD – Pleasant Fire  
   B. CSR – Summer Planning Meeting  
   C. Board Member Training
11. **Action Items**

A. Shall the Nevada County Board of Education approve Resolution 17-05, Sufficiency of Instructional Materials for grades 7-12 for FY2017-18?  
   *(page 8) ROLL CALL VOTE*

B. Shall the Nevada County Board of Education Approve Resolution 17-06, excused absence for Board member Shelly Sexton (E.C. 1090)  
   *(page 10) ROLL CALL VOTE*

C. Shall the Nevada County Board of Education approve the submission of an application for a Variable Term Waiver for Adeena McBurney for the 2017/18 school year so that the NCSOS Special Education Services can fill an immediate staffing need?  
   *(page 11)*

D. Shall the Nevada County Board of Education approve the submission of an application for a Provisional Internship Permit for Dustin Bindreiff for the 2017-18 school year so that the NCSOS Special Education Services can fill an immediate staffing need  
   *(page 13)*

E. Second Reading, Independent Study Policy BP 6158; AR 6158 – Independent Study; and Master Agreement  
   *(page 14)*

   Shall the Nevada County Board of Education Approve Policies BP 6158; AR 6158 – Independent Study; and the Master Agreement?

12. **Board Reports**

   A. SARB, Larry Meek  
   B. Legislative, Shelly Sexton  
   C. Charter Liaison, Wendy Baker  
   D. Individual Board Reports

13. **Correspondence**

   A. CSBA Annual Education Conference  
   *(page 27)*

14. **Adjournment**

Next Meeting Date: Wed., October 11, 2017, 3:00 p.m., 380 Crown Point Circle, Grass Valley

This agenda was posted at least 72 hours in advance of the meeting at the Nevada County Superintendent of Schools office, 380 Crown Point Circle, Grass Valley.

Posted: 9-8-17  
Date

Notice: The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at the Nevada County Superintendent of Schools (NCSoS) office – located at 380 Crown Point Circle, Grass Valley, CA. This agenda was also posted at 112 Nevada City Hwy., Nevada City; and at 400 Hoover Lane, Nevada City. For more information please call 530.478.6400 ext. 2003.

Notice: In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, contact the Nevada County Superintendent of Schools office at 530.478.6400 ext. 2003 at least 48 hours before the scheduled Board meeting so that we may make every reasonable effort to accommodate your needs. (G.C. §§54953.2, §54954.2(a)(1); Americans with Disabilities Act of 1990, §202 (42 U.S.C. §12132))
NEVADA COUNTY BOARD OF EDUCATION
380 Crown Point Circle
Grass Valley, CA 95945

NOTICE OF PUBLIC HEARING
SUFFICIENCY OF
STATE INSTRUCTIONAL MATERIALS PROGRAM

PURPOSE: This public hearing is being held pursuant to Education Code § 60119, to encourage participation by parents, teachers, members of the community, and bargaining unit leaders on the stipulation of the State Instructional Materials Program, and the sufficiency of instructional materials in the Nevada County Alternative Educational programs, Grades 7-12, Fiscal Year 2017-18.

DATE: Wednesday, September 13th, 2017

TIME: 5:00 p.m.

LOCATION: Nevada County Superintendent of Schools office
Board Room
380 Crown Point Circle
Grass Valley CA 95945

Posted this 1st day of September, 2017

Scott W. Lay
Superintendent of Schools

Posted at the following locations: NCSOS, 380 Crown Point Circle, Grass Valley; TKM, 400 Hoover Lane, Nevada City; and Earle Jamieson Educational Options, 112 Nevada City Hwy., Nevada City.
1. Meeting called to order by Board President Meek

2. Established quorum
   - Ashley Neumann present
   - Bob Altieri present
   - Larry Meek present
   - Shelly Sexton absent
   - Wendy Baker present

3. Salute to the flag

4. Adoption of the Agenda
   On a motion by Neumann and seconded by Altieri, the agenda was adopted as presented; the motion carried unanimously (Yay – Altieri, Meek, Neumann, Baker; Absent – Sexton)

5. Public Hearing (page 1)
   A. Opened Public Hearing on the Independent Study Policy –
      a. The Nevada County Board of Education shall hold a Public Hearing in accordance with the California Code of Regulations, Title 5, Section 11702 and Education Code section 51747, to consider the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of pupils. Adopted policies shall reflect an awareness that excessive leniency in their terms can result in pupils falling so far behind their age peers as to increase, rather than decrease, the risk of their dropping out of school.

      No comments were made.
   B. Closed Public Hearing

6. Opened public forum – Recognition of members of the audience wishing to address the Board – no comments were made.

7. Closed public forum

8. Approval of the Consent Agenda
   These items are expected to be routine and non-controversial. They will be acted upon by the Board at one time without discussion, unless a Board member or citizen requests that an item be removed for discussion and separate consideration. In that case the designated item(s) will be considered following approval of the remaining items.
   C. Approval of minutes of the Regular meeting of July 12, 2017 (page 15)
   D. Approval of minutes of the Special meeting of August 1, 2017 (page 17)
On a motion by Altieri and seconded by Neumann, the consent agenda was adopted, pulling Agenda Item 8. C. Approval of minutes of the Regular meeting of July 12, 2017 to allow for discussion; the motion carried unanimously (Yay – Altieri, Meek, Neumann, Baker; Absent – Sexton)

On a motion by Altieri and seconded by Baker, the Nevada County Board of Education approved the minutes of the Regular Meeting of July 12, 2017; amending Agenda Item 8. B. SELPA/Special Ed, Eli Gallup, to reflect no report given by Eli Gallup; the motion carried unanimously (Yay – Altieri, Meek, Neumann, Baker; Absent – Sexton).

9. Staff Reports
   A. Alternative Education, Lisa Sanford
      Sanford provided a handout highlighting 100% attendance on the first day of school. Staff gathered for a work day and worked on teambuilding; learning the new online student system; and planning for the upcoming year.

   B. Educational Services, Shar Johns
      Johns provided Adventures in Learning attendance data for 2015 through 2017. All targets at-risk students in grades K-5 with a 1-8 teacher/student ratio. 177 students enrolled this year; and attendance went up resulting in 85% in ADA. Also noted was an increase in wanting to learn science.

      Countywide PD Day is scheduled for Sept. 18, 2017. Registration opens August 23 with a variety of breakout sessions. Over 400 teachers and staff are anticipated to register.

   C. Business Services, Darlene Waddle
      Waddle reported the financial system will go live January 2018. Staff and districts are busy training.

   D. SELPA/Special Education, Eli Gallup
      Gallup reported the SELPA/Charter Sp Ed Coordinator is still vacant; as well as several other Special Ed positions currently.

10. Superintendent's Report
    A. Back to School Staff Meeting
       The meeting was a great way to start the year. It's critical to be together.

    B. Scholar Day at the Fair
       We had a great day with our scholar students and handing out popsicles.

    C. District LCAP Reviews
       LCAP reviews continue. Kudos to Shar Johns and Kathy Kiefer in helping our districts.

    D. Superintendents' Summer Meeting
       This annual meeting sets the stage for the year, fostering relationships and building respect. The main topic will be Special Ed funding.

11. Action Items
    A. Shall the Nevada County Board of Education accept the 2017-18 Budget Revision Number One (1)? *(page 18)*
       Darlene Waddle walked the board through the revisions noted and answered questions of the Board.

       On a motion by Neumann and seconded by Baker the Nevada County Board of Education accepted the 2017-18 Budget Revision Number One (1). The motion carried unanimously (Yay – Altieri, Meek, Neumann, Baker; Absent – Sexton)
B. Shall the Nevada County Board of Education designate the *Early Childhood Education* as a school for the purpose of obtaining SSID numbers? *(page 20)*

On a motion by Altieri and seconded by Baker the Nevada County Board of Education approved the designation of the *Early Childhood Education* as a school for the purpose of obtaining SSID numbers. The motion carried unanimously (Yay – Altieri, Meek, Neumann, Baker; Absent – Sexton)

C. Shall the Nevada County Board of Education Approve Resolution 17-03, excused absence for Board member Larry Meek (E.C. 1090) **ROLL CALL VOTE** *(page 21)*

On a motion by Altieri and seconded by Neumann, the Nevada County Board of Education Approved Resolution 17-03, excused absence for Board member Larry Meek (E.C. 1090) By roll call vote, the motion carried (Yay – Altieri, Neumann, Baker; Abstain – Meek; Absent – Sexton)

D. Shall the Nevada County Board of Education approve Resolution 17-04, Temporary Cash Transfer Agreement (Short Term Borrowing Agreement) between the County, Districts and Charters? *(page 22)* **ROLL CALL VOTE**

On a motion by Altieri and seconded by Baker the Nevada County Board of Education approved Resolution 17-04, Temporary Cash Transfer Agreement (Short Term Borrowing Agreement) between the County and John Muir Charter School, By roll call vote, the motion carried unanimously (Yay – Altieri, Meek, Neumann, Baker; Absent – Sexton).

12. **Information/Discussion Items**

A. 2017-18 State Adopted Budget, 45 Day Revise Update *(page 26)*

B. First Reading, Independent Study Policy *(Documents included in Public Hearing Item)*

Baker questioned page 4 of 8, paragraph #2 which states courses shall be annually certified by Board resolution. Language appears to be for a school district. Supt. Lay will research; revise; and bring back for a second reading.

13. **Board Reports**

A. SARB, Larry Meek – no meeting

B. Legislative, Shelly Sexton – no report

C. Charter Liaison, Wendy Baker – no report

D. Individual Board Reports – Baker attended Scholar Day – great event. Baker also attended the NCSOS All Staff meeting and was impressed to see all who attended.

14. **Correspondence**

A. Treasury report from Nevada County Treasurer and Tax Collector detailing the Portfolio of investments for NCSOS as of June 30, 2017 *(page 37)*

B. 2017-18 Nevada County Academic Tournament Schedule *(page 65)*

C. CSBA Call for Nominations for Directors-at-Large African American, American Indian, and County *(page 66)*

15. **Adjournment**

Next Meeting Date: September 13, 2017 at 5:00 PM, 380 Crown Point Circle, Grass Valley

Approved: ____________________________ Date: September 13, 2017

Larry Meek, President

8/16/17 Board Minutes Page 3 of 3
August 11, 2017

Hank Weston
Nevada County Board of Supervisors
950 Maidu Avenue, Suite 200
Nevada City, CA 95959

Larry Meek
Nevada County Board of Education
380 Crown Point Circle
Grass Valley, CA 95945

Robert Moen
Penn Valley Union Elementary Board of Trustees
14806 Pleasant Valley Rd
Penn Valley, CA 95946

Dear Chairman Weston, President Meek, and President Moen:

California Education Code Section 1240 requires that my office visit schools in our county identified by the criteria described in the Williams Settlement, review information in the areas noted below, and report to you the results of our visits and reviews. I am pleased to provide, for submission to the governing board the annual report for fiscal year 2016-17 as required by Education Code Section 1240(c)(2)(B) pursuant to the Williams Settlement. As required, this report presents the results of our visits and reviews at Ready Springs Elementary School to the Penn Valley Union Elementary School Board, The Nevada County Board of Education and the Nevada County Board of Supervisors

The purpose of my visit as specified in California Education Code 1240 was to:

1. Determine if students have ‘sufficient’ standards-aligned instructional materials in four core subject areas (English language arts, mathematics, history/social science and science, including science laboratory equipment in grades 9-12) and, as appropriate, in foreign languages and health;
2. Determine if there is any facility condition that ‘poses an emergency or urgent threat to the health or safety of pupils or staff’; and
3. Determine if the school has provided accurate data on the annual school accountability report card related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including ‘good repair’. 
The law further requires that the county superintendent:
   1. Annually monitor and review teacher miss-assignments and teacher vacancies in schools ranked in deciles 1-3 (2012 Base API):
   2. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and miss-assignments, and emergency or urgent facilities issues under the Uniform Complaint Procedure; and
   3. Review audit exceptions under expanded authority in the areas of use of instructional materials program funds, teacher miss-assignments, and information reported on the school accountability report card; and determines whether the exceptions are either corrected or an acceptable plan of correction has been developed.

While the Uniform Complaint data and audit findings are not mandated to be a part of this report to you, they are being included so that you and the citizens of our community will have a complete understanding of the environment in which Ready Springs Elementary School is functioning.

Before proceeding with the report, let me define some basic terms:
   - **“Sufficient textbooks or instructional materials”** means each pupil, including English language learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home.
   - A school facility condition that poses an “emergency or urgent threat” is defined as a “condition that poses a threat to the health or safety of pupils or staff while at school.” [Note: This definition and quote is drawn from EC 17592.72(c )1(1) because it is incorporated by reference in EC 1240(c )2(1)1(1)]
   - **“Good repair”** means the school facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria. Each school district that receives state funding for facilities maintenance is required to establish a facilities inspection system to ensure that each of its schools is maintained in ‘good repair’.
   - **“Teacher vacancy”** is defined by Education Code section 33126(b)(5)(A) as “...a position to which a single-designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position of which a single-designated certificated employee has not been assigned at the beginning of a semester.”

My findings were as follows:

**Instructional Materials and School Facilities:**

In our on-site review, all students at Ready Springs Elementary School were found to have access to California Standards-aligned textbooks and/or materials to use in class and to take home.
In addition, the school facility was thoroughly inspected and determined to be in good repair and well maintained. The FIT (Facilities Inspection Tool) determined that the school was at an overall rating of “EXEMPLARY”.

**School Accountability Report Card:**
School districts are required to publish and post on their websites the annual School Accountability Report Card (SARC) by February 1 of each year. The (SARC) is published each year to provide parents and community members with specific information about each school so they can compare schools.
The SARC was reviewed for accurate data relevant to facilities maintenance and sufficiency of instructional materials, as required by Education Code section 1240(c)(2)(J)(iii). The SARC was determined to be accurate and informative and met all the above mentioned requirements.

**Teacher Misassignments and Teacher Vacancies:**
There were no teacher misassignments or teacher vacancies at this time.

**Uniform Complaint Procedure**
Finally, according to the District’s reports to NCSOS, there were no complaints filed pursuant to the Uniform Complaint Procedure in this District for the 2016-2017 school year.

**Conclusion**
The Nevada County Superintendent of Schools office appreciates the District staff’s assistance in reporting and commends their cooperation with the Williams visitations. As always, we are available to assist in the needs of your district and happy to present this positive report to you.

Sincerely,

Scott W. Lay  
Nevada County Superintendent of Schools

Cc: Superintendent England, Penn Valley Union School District
WHEREAS, the Nevada County Board of Education (County Board), governing board of the Nevada County Office of Education, in order to comply with the requirements of Education Code §60119, held a public hearing on September 13, 2017, after 5:00 p.m. and which did not take place during or immediately following school hours; and

WHEREAS, the County Board provided a 10 day notice of the public hearing posted in at least three public places within the county that stated the time, place, and purpose of the hearing; and

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

WHEREAS, information provided at the public hearing and to the County Board at the public meeting detailed the extent to which textbooks and instructional materials aligned to the State academic content standards were provided to all pupils, including English learners, in Nevada County Alternative Educational programs; and

WHEREAS, in accordance with Education Code §60119(c) sufficient textbooks or instructional materials were provided to each pupil before the end of the eighth week from the first day pupils attended school; and

WHEREAS, the definition of “sufficient textbooks or instructional materials” means that each pupil has a standards-aligned textbook or instructional materials, or both, to use in class and to take home; and

WHEREAS, in accordance with Education Code section §60119(c), sufficient textbooks or instructional materials aligned to the State academic content standards were provided to each pupil, including English learners, in mathematics, history/social science, science, and English/language arts, including the English language.
development component of the adopted programs, and, where appropriate, consistent with the content and cycles of the curriculum frameworks; and

WHEREAS, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and laboratory science equipment was available for science laboratory classes offered in grades 9-12;

NOW, THEREFORE BE IT RESOLVED, that for the 2017-18 school year, each pupil in Nevada County Office of Education Alternative Educational programs has been provided with sufficient textbooks and/or instructional materials aligned to the State academic content standards and, as appropriate, consistent with the content and cycles of the curriculum frameworks before the end of the eighth week from the first day pupils attended school as specified in Education Code §60119.

PASSED AND ADOPTED at the regular Board meeting of the Nevada County Board of Education on the 13th day of September 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

______________________________  ________________________________
Larry Meek, President            Scott W. Lay, Superintendent
Nevada County Board of Education  Nevada County Superintendent of Schools
RESOLUTION NO. 17-06
OF THE NEVADA COUNTY BOARD OF EDUCATION

Whereas, Shelly Sexton, a member of the Nevada County Board of Education, was absent from the Regular Meeting of August 16, 2017.

Whereas, in accordance to Nevada County Board of Education Policy No. 8110, the Board by resolution duly adopts and includes within its minutes finds that at the time of the meeting said Board member was performing services outside the meeting on behalf of the Board, was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board;

Now therefore be it resolved that payment for said member for the month of August is hereby approved by the Nevada County Board of Education.

Passed and Adopted by the Nevada County Board of Education on September 13, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____________________________
Larry Meek, President
Nevada County Board of Education

____________________________
Scott W. Lay, Superintendent
Nevada County Superintendent of Schools

Ref. E.C. 1090
Memorandum

TO: President Larry Meek and Nevada County Board of Education Members
FROM: Regina Reno, Human Resources Director
BOARD MEETING DATE: September 13, 2017
DATE PREPARED: September 5, 2017
AGENDA: Action Item
TITLE: Variable Term Waiver

RECOMMENDED MOTION: Authorize NCSOS to submit an application for a Variable Term Waiver for Adeena McBurney for the 2017/2018 school year so that the NCSOS Special Education Services can fill an immediate staffing need.

BACKGROUND:
Each year, we try to maintain and hire highly skilled, fully qualified educators. Sometimes we are faced with vacancies resulting in a shortage of fully qualified educators to fill these positions. Special education programs are high incidence areas that are becoming more challenging to fill vacancies, especially with the teacher shortage we are experiencing.

Last school year, NCSOS opened an additional special education preschool class to support additional students who had recently enrolled in our program. This increased our special education preschool classrooms from two to three. These classrooms have always been hard to fill because Early Childhood Special Education is specialized and few educators hold this additional authorization. In fact, this school year, we have filled all of our special education preschool classrooms with emergency permit holders as we have not had a competitive candidate pool to choose from.

We have an experienced educator, Ms. Adeena McBurney, who has an interest in expanding her level of expertise to the special education preschool population and would like to fulfill this assignment but lacks the Early Childhood Special Education (ECSE) credential. Ms. McBurney has taken immediate steps and is enrolled in a program at Brandman University. However, she does not qualify for any other emergency or intern permits at this time as she first needs to complete pre-requisite coursework. Ms. McBurney will be eligible for a university internship credential by August 2018.

Ms. Adeena McBurney has been employed with the Nevada County Superintendent of Schools since February 2016. From February 2016 through June 2016 she was employed as a day-to-day substitute teacher in our Special Education Department. In August 2016 she was hired as the Special Education Preschool Teacher at TKM under a Short Term Staff Permit (STSP). The STSP is only valid for one school year and is non-renewable. Before working for NCSOS, Ms. McBurney was a general education Kindergarten/First Grade teacher in Monterey County. Ms. McBurney also holds a Multiple Subject teaching credential which verifies she has had extensive training in classroom management strategies that support student learning and encourages positive social interaction.
Our Special Education Principal, RoJean Cossairt, will be providing support and assistance to Ms. McBurney during this school year.

In order to continue to provide services, we ask that you approve the submission of the application for a Variable Term Waiver for Ms. McBurney so that she may obtain the necessary authorization from CTC while continuing her education to obtain her Special Education credential in Early Childhood Special Education.

The Variable Term Waiver must be authorized at a public meeting by the Nevada County Board of Education in order to submit our application to the CTC. The Variable Term Waiver is issued for one school year and will be backdated to August 15, 2017.

IMPACT:
The Variable Term Waiver will allow this position to be staffed for the remainder of the school year. There is no fiscal impact.
Memorandum

TO: President Larry Meek and Nevada County Board of Education Members

FROM: Regina Reno, Director of Human Resources

BOARD MEETING DATE: September 13, 2017

DATE PREPARED: September 6, 2017

AGENDA: Action Item

TITLE: Provisional Internship Permit

RECOMMENDED MOTION: Authorize NCSOS to submit an application for a Provisional Internship Permit for Dustin Bindreiff for the 2017/2018 school year so that the NCSOS Special Education Services can fill an immediate staffing need. A diligent search has been made for a fully-credentialed teacher and one cannot be found.

BACKGROUND:
Each year, we try to maintain and hire highly skilled, fully qualified educators. Sometimes we are faced with vacancies resulting in a shortage of fully qualified educators to fill these positions. For this reason, the Commission on Teacher Credentialing (CTC) requires that we as a District, have a Declaration of Need for Fully Qualified Educators filed each year we anticipate employing teachers; including substitutes, who are not fully credentialed for their assignment but are eligible to obtain an authorization through an emergency type permit, allowing them to teach while completing the requirements of a fully qualified educator. The Declaration of Need for Fully Qualified Educators for 2017/18 was board approved on July 12, 2017.

We have been searching for a fully-credentialed SELPA/Charter Program Coordinator classroom since one of our educators submitted her resignation letter in June 2017. This is a hard-to-fill position in special education. We have an experienced educator, Mr. Dustin Bindreiff, who comes highly recommended and holds a Multiple Subject credential but lacks a Special Education credential.

Mr. Bindreiff received his Doctorate in Special Education from Portland State University in 2016. Before that, he received his Master's in Teaching from the University of Phoenix. Mr. Bindreiff has been a teacher at various Title I schools and has also worked as a Behavior Analyst for San Jose and Elk Grove school districts. Most recently, he has worked as an Education Consultant performing various duties such as providing leadership and guidance; developing curriculum; and training districts in inclusion and behavior supports for students with disabilities. In order to continue to provide services, we ask that you approve the submission of the application for a Provisional Internship Permit for Mr. Bindreiff so that he may obtain the necessary authorization from CTC.

The Provisional Internship Permit must be authorized at a public meeting by the Nevada County Board of Education in order to submit our application to the CTC. The Provisional Internship Permit is issued for one year and will be dated to September 14, 2017, pending board approval.

IMPACT:
The Provisional Internship Permit will allow this position to be staffed for the remainder of the school year. There is no fiscal impact.
INSTRUCTION

Independent Study

The Board authorizes independent study as an optional alternative instructional strategy for eligible students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, or whose health or other personal circumstances make classroom attendance difficult. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

(cf. 5147 - Dropout Prevention)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6200 - Adult Education)

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, a home-based format, and an online course.

(cf. 0420.4 - Charter School Authorization)
(cf. 6181 - Alternative Schools/Programs of Choice)

A student's participation in independent study shall be voluntary. Students participating in independent study shall have the right, at any time, to enter or return to the regular classroom mode of instruction. (Education Code 51747; 5 CCR 11700)

Parents/guardians of students who are interested in independent study shall contact the Superintendent or designee. The Superintendent or designee shall approve independent study for an individual student only upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than he/she would in the regular classroom setting.

The minimum period of time for any independent study option shall be five consecutive school days.
Written Agreements

The Superintendent or designee shall ensure that a written master agreement and, as appropriate, a learning agreement for students participating in course-based independent study exist for each participating student as prescribed by law. (Education Code 51747, 51749.5)

The master agreement shall specify the length of time in which each independent study assignment must be completed. Because excessive leniency in the duration of independent study assignments may result in a student falling behind his/her peers and increase the risk of dropping out of school, independent study assignments shall be no more than one week for all grade levels and types of program. However, when necessary, based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student misses two assignments, unless the student's written agreement specifies a lower or higher number of missed assignments based on the nature of the assignments, the total number of assignments, and/or other unique circumstances.

Student-Teacher Conferences

Supervising teachers should establish an appropriate schedule for student-teacher conferences in order to help identify students falling behind in their work or in danger of falling or dropping out of school. Instructors are expected to monitor student progress and work closely with each student to determine the amount and type of contact needed for the student to be successful in the program.

Missing appointments with the supervising teacher without valid reasons may trigger an evaluation to determine whether the student should remain in independent study.

Home-Based Independent Study

The Superintendent or designee shall encourage parents/guardians desiring to teach their children at home to have their children participate in independent study. Such participation allows continued contact and cooperation between the school system and the home-based student and ensures that the student will be offered a standards-based education substantially equivalent in quality and quantity to the district's classroom instruction.

Program Evaluation

The Superintendent or designee shall annually report to the Board the number of students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.
Legal Reference:
EDUCATION CODE
17289 Exemption for facilities
41976.2 Independent study programs; adult education funding
42238 Revenue limits
42238.05 Local control funding formula; average daily attendance
44865 Qualifications for home teachers and teachers in special classes and schools
46200-46208 Instructional day and year
46300-46307.1 Methods of computing average daily attendance
47612.5 Independent study in charter schools
48204 Residency
48206.3 Home or hospital instruction; students with temporary disabilities
48220 Classes of children exempted
48340 Improvement of pupil attendance
48915 Expulsion; particular circumstances
48916.1 Educational program requirements for expelled students
48917 Suspension of expulsion order
49011 Student fees
51225.3 Requirements for high school graduation
51745-51749.6 Independent study programs
52522 Adult education alternative instructional delivery
52523 Adult education as supplement to high school curriculum; criteria
56026 Individuals with exceptional needs
58500-58512 Alternative schools and programs of choice
FAMILY CODE
6550 Authorization affidavits
CODE OF REGULATIONS, TITLE 5
11700-11703 Independent study
19819 State audit compliance
UNITED STATES CODE, TITLE 20
6301 Highly qualified teachers
COURT DECISIONS
EDUCATION AUDIT APPEALS PANEL DECISIONS
Lucerne Valley Unified School District, Case No. 03-02 (2005)

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Elements of Exemplary Independent Study
WEB SITES
California Consortium for Independent Study: http://www.ccis.org
California Department of Education, Independent Study: http://www.cde.ca.gov/sp/eo/is
Education Audit Appeals Panel: http://www.eaap.ca.gov

(3/05 7/10) 12/14

First Reading by the Board: August 16, 2017
Second Reading by the Board: September 13, 2017
Adopted by the Board: __________________
INSTRUCTION

Independent Study

Educational Opportunities

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction

(cf. 6143 - Courses of Study)

2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum

3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum

In addition, when requested by a parent/guardian due to an emergency, vacation, or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes.

(cf. 5113 - Absences and Excuses)

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

(cf. 6146.1 - High School Graduation Requirements)

Equivalency

The independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the County’s adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

The county shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. (Education
Eligibility for Independent Study

Provided that experienced certificated staff are available to effectively supervise students in independent study, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide such appropriate support as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. The Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

(cf. 5111.1 - District Residency)

For a student with disabilities, as defined in Education Code 56026, participation in independent study shall be approved only if his/her individualized education program specifically provides for such participation. (Education Code 51745)

(cf. 6159 - Individualized Education Program)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

(cf. 6183 - Home and Hospital Instruction)

No more than ten percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant students and parenting students who are primary caregivers for one or more of their children, shall be enrolled in independent study. (Education Code 51745)

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6184 - Continuation Education)

Master Agreement

A written agreement shall be developed and implemented for each student participating in independent study for five or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.
The independent study agreement for each participating student also shall include, but not be limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the student's assignments and for reporting his/her progress

2. The objectives and methods of study for the student's work and the methods used to evaluate that work

3. The specific resources, including materials and personnel, that will be made available to the student

4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion and the number of missed assignments, by grade level and type of program, which will trigger an evaluation of whether the student should be allowed to continue in independent study

5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year

6. A statement of the number of course credits or, for an elementary student, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion

7. A statement that independent study is an optional educational alternative in which no student may be required to participate

8. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

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

9. Signatures of the student, the parent/guardian or caregiver of the student if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.
Course-Based Independent Study

The county shall offer a course-based independent study program for students in grades 7-12 subject to the following requirements: (Education Code 51749.5)

1. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.

(cf. 4112.2 - Certification)

2. Courses shall be of the same rigor and educational quality as equivalent classroom-based courses and shall be aligned to all relevant local and state content standards.

3. Students enrolled in these courses shall meet the applicable age requirements established pursuant to Education Code 46300.1 and 46300.4 and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 48204, and 51747.3.

4. Teachers shall communicate with each student in person, by telephone, or by any other live visual or audio connection at least twice per calendar month to assess whether the student is making satisfactory educational progress. For this purpose, satisfactory educational progress includes, but is not limited to, applicable statewide accountability measures and the completion of assignments, examinations, or other indicators that the student is working on assignments, learning required concepts, and progressing toward successful completion of the course, as determined by the teacher providing instruction.

Written or computer-based evidence of satisfactory educational progress shall be retained for each course and student, including, at a minimum, a grade book or summary document that lists all assignments, examinations, and associated grades for each course.

If satisfactory educational progress is not being made, the teacher shall notify the student and, if the student is under age 18 years, his/her parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether he/she should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

(cf. 5125 - Student Records)

5. Examinations shall be administered by a proctor.

6. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in
classroom-based courses.

(cf. 6162.51 - State Academic Achievement Tests)

7. A student shall not be required to enroll in courses included in this program.

8. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.

9. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.

(cf. 6111 - School Calendar)
(cf. 6112 - School Day)

10. Courses required for high school graduation or for admission to the University of California or California State University shall not be offered exclusively through independent study.

11. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.

(cf. 3260 - Fees and Charges)

12. A student shall not be prohibited from participating in independent study solely on the basis that he/she does not have the materials, equipment, or Internet access necessary to participate in the course.

Before enrolling a student in a course within this program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, his/her parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the County's policies and procedures related to this program

2. The duration of the enrolled course(s) and the number of course credits for each enrolled course.

3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years

4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources, including materials and personnel, that will be made available to the student

6. A statement that the student is not required to enroll in courses in this program

7. Signatures of the student, the student's parent/guardian if the student is under age 18 years, and all teachers providing instruction

The student's or parent/guardian’s signature shall constitute permission for the student to receive instruction through independent study. (Education Code 51749.6)

The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

**Monitoring Student Progress**

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian

2. A meeting between the student and the teacher and/or counselor

3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate

4. An increase in the amount of time the student works under direct supervision

When the student has missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

Independent study students who are late, miss scheduled conferences, or do not submit assigned work on time shall not be reported as tardy or truant.

**Responsibilities of Independent Study Administrator**

The responsibilities of the independent study administrator include, but are not limited to:
1. Recommending certificated staff to be assigned as independent study teachers and supervising staff assigned to independent study functions who are not regularly supervised by another administrator

2. Approving or denying the participation of students requesting independent study

3. Facilitating the completion of written independent study agreements

4. Ensuring a smooth transition for students into and out of the independent study mode of instruction

5. Approving all credits earned through independent study

6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement

2. Supervising and approving coursework and assignments

3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due

4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records" below

5. Providing direct instruction and counsel as necessary for individual student success

6. Regularly meeting with the student to discuss the student's progress

7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

(cf. 4131 - Staff Development)

Records

The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study

2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education

3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher

4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher and reviewed by the supervising teacher if they are two different persons

(cf. 3580 - District Records)

The Superintendent or designee also shall maintain a record of grades and other evaluations issued to each student for independent study assignments.

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

(10/15 5/16) 7/16

First Reading by the Board: August 16, 2017
Second Reading by the Board: September 13, 2017
Adopted by the Board: ______________________
Earle Jamieson Educational Options  
Independent Study Master Agreement  
112 Nevada City Highway, Nevada City, CA Ph: (530)272-5464

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student Ph:</th>
<th>Grade:</th>
<th>Birth Date:</th>
<th>Age:</th>
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<tbody>
<tr>
<td>Parent/Guardian:</td>
<td>Parent Ph:</td>
<td>Message Ph:</td>
<td>Other Ph:</td>
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<tr>
<td>Address:</td>
<td>Duration of Agreement:</td>
<td>Begin Date:</td>
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<td>City/State/Zip:</td>
<td>One Semester</td>
<td>End Date:</td>
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Objectives, Methods of Study, Evaluation and Resources: We understand that:
- The student is to complete the courses listed below in addition to any other courses added with parent/teacher approval.
- The course objectives are consistent with the adopted curriculum of the Nevada County Superintendent of School's Alternative Education Programs, as outlined in the County's course descriptions.
- The material for study will include textbooks, on-line materials, supplemental materials, and other materials useful for the understanding of course work.
- The methods of study will include reading, writing, typing, analyzing, evaluating and course work. Students may need to communicate using on-line resources with the instructor.
- The student is expected to complete five hours of work per day, and parents agree to insure this occurs.
- Attendance in school is based on completion of assignments and according to district policy. For grades 7-12, the length of time between assignments and their due date is one calendar week. If more than two assignments are missed, an evaluation will be made to determine whether independent study is an appropriate placement for this student.
- The student is to meet with the instructor weekly on ______(day of week), at ______(time), in the instructor's office, to turn in work, take assessments, and receive new assignments.
- For students under the age of 18 years, who cannot make a scheduled meeting, only a parent can call to excuse and reschedule.
- Independent study is an optional educational alternative that students and parents voluntarily select. It is only presented after the pupil is offered the alternative of classroom instruction.
- Any subsidiary agreements are also considered a part of this agreement.

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<thead>
<tr>
<th>Courses:</th>
<th>Course Credits to be earned:</th>
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Signatures and Dates: We have read this agreement and hereby agree to all the conditions set forth within.

Student: __________________________ Date: _______________

Parent/Guardian: ______________________ Date: _______________

Supervising Teacher: ______________________ Date: _______________

Comments/Additional Information: ____________________________________________
**PRE CONFERENCE EVENTS**

- **LOCATION**: Ramada San Luis Obispo
- **REGISTRATION**: Online at Nov 3, 1999 [No]: $90 or ($790) per person

The following scheduled events will not be available to attend by pre-registration:

**BOARD PRESIDENTS WORKSHOP: TOOLS FOR FOCUSED LEADERSHIP**

Wednesday, November 23 (Program 9:00 am - 5:00 pm)
The Board Presidents Workshop provides opportunities for school board presidents with new responsibilities. We’ll cover topics on leadership behaviors, board members’ expectations, and enhancing board members’ skills.

**ORIENTATION FOR NEW TRUSTEES: PREPARATION FOR THE FIRST 100 DAYS**

Wednesday, November 21 (Program 9:00 am - 4:00 pm)
The Orientation for New Trustees provides information on the board’s role and responsibilities. We’ll discuss topics including board members’ roles and responsibilities, financial management, and legal considerations.

**LEGAL SYMPOSIUM FOR EXPERIENCED BOARD MEMBERS**

Wednesday, November 22 (Program 8:30 am - 4:30 pm)
The Legal Symposium focuses on board members’ legal responsibilities, including interpretation of California Education Code and standards.

See the schedule for more details and to register.

aec.csba.org
<table>
<thead>
<tr>
<th>Wednesday, November 29 (Pre-Conference)</th>
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<tbody>
<tr>
<td>9:00 a.m. – 5:00 p.m.</td>
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<td>9:00 a.m. – 4:00 p.m.</td>
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<td>8:30 a.m. – 4:30 p.m.</td>
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<th>Friday, December 1</th>
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<td>7:00 – 8:15 a.m.</td>
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<td>7:30 a.m. – 5:15 p.m.</td>
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<td>8:30 a.m. – 3:45 p.m.</td>
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<td>8:30 – 9:45 a.m.</td>
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<td>10:00 – 11:15 a.m.</td>
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<tr>
<td>9:00 a.m. – 1:30 p.m.</td>
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<td>Noon – 1:15 p.m.</td>
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<td>1:30 – 3:15 p.m.</td>
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<td>2:30 – 5:00 p.m.</td>
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<td>4:00 – 5:15 p.m.</td>
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<td>5:00 – 7:00 p.m.</td>
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To view a complete list of events and sessions, or to register, please visit [CSBA.org](http://CSBA.org). Use the search function to search for specific session topics, including critical issues, workshops and table talks.
GENERAL SESSION SPEAKERS

FIRST GENERAL SESSION: WES MOORE

WES MOORE is a best-selling author, decorated Army combat veteran, youth advocate and CEO of Robin Hood, one of the nation’s largest nonprofits with a sole focus on alleviating poverty. He is also founder of BridgeEDU, an organization that provides support to students as they navigate to higher education.

Moore is the author of two instant New York Times bestselling books, “The Other Wes Moore” and “The Work.” “The Other Wes Moore” is currently being made into a major motion picture from Executive Producer Oprah Winfrey. It tells the story of how educational opportunities, community support and other factors helped Wes transcend the fate of a man with the same name who lived just blocks away and took a tragically different path to prison.

SECOND GENERAL SESSION: DIANE RAVITCH

DIANE RAVITCH is the champion for public schools across the country. Drawing on over 40 years of research and experience, Ravitch is the nation’s leading advocate for public education. Her years of experience working in the government shaped her approach to education, and gave her a unique and powerful perspective which she brings to all aspects of her work. A prolific writer and a renowned research professor of education at New York University, Ravitch has published more than 500 articles and reviews for scholarly and popular publications. Her blog is one of the primary destinations for American educators, which has received more than 30.5 million page views since 2012.

Ravitch shares the hard message that every parent, teacher and community needs to support public schools, or else, our society will fail all children.
THIRD GENERAL SESSION

GUBERNATORIAL CANDIDATES FORUM

The political spotlight will be on education during the Gubernatorial Executive Director Vernon M. Billy. Join this lively discussion as each of the 2018 Gubernatorial Candidates shares their vision for California's public schools.

CONFIRMED PARTICIPANTS INCLUDE:

GAVIN NEWSOM  
Lieutenant Governor, State of California

JOHN CHIANG  
Treasurer, State of California

DELAINE EASTIN  
Former State Superintendent of Public Instruction

ANTONIO VILLARAIGOSA  
Former Mayor, Los Angeles

JOHN COX  
Businessman

MINTER BY:

VERNON M. BILLY  
CEO & Executive Director, California School Boards Association

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Follow the conference buzz on Twitter at twitter.com/csba_now.

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Other potential candidates may be invited to join the forum. Candidates are listed, where applicable, in order of political office held: Constitutional officer, state elected officer, former constitutional officer, former state elected officer and private citizen.
REGISTRATION & HOUSING

<table>
<thead>
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<th>Type</th>
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<tr>
<td>Early Registration</td>
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<td>(June 6 – August 1)</td>
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<td>Regular Registration</td>
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<td>(August 2 – November 8)</td>
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<tr>
<td>Late Registration</td>
<td>$675</td>
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*Up-to-date housing information available at aec.csba.org.*

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