



Sacramento County Board of Education

# Regular Meeting

*Tuesday / February 5, 2019 / 6:30 P.M.*

**Please Note:**

**Policy Committee Meeting will begin at 5:45 p.m.  
in the Superintendent's Conference Room**

10474 Mather Boulevard  
P.O. Box 269003  
Sacramento, CA 95826-9003  
916.228.2410

**SACRAMENTO COUNTY BOARD OF EDUCATION**  
**10474 Mather Boulevard**  
**P.O. Box 269003**  
**Sacramento, California 95826-9003**

**TO:** Members, County Board of Education

**FROM:** David W. Gordon, Secretary to the Board

**SUBJECT: Agenda – Regular Meeting – Tuesday, February 5, 2019**

**Regular Session: 6:30 p.m.**

**NOTE:** The Sacramento County Office of Education encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, contact the Superintendent's Office at 916.228.2410 at least 48 hours before the scheduled Board meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54953.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132).]

- I. Call to Order and Roll Call
- II. Pledge of Allegiance
- III. Approval of the Minutes of the Regular Board Meeting of January 15, 2019
- IV. Adoption of Agenda
- V. Official Correspondence
- VI. Visitor Presentations
  - A. General Public
  - B. Employee Organizations

*NOTE: Anyone may address the Board on any item that is within the Board's subject matter jurisdiction. However, the Board may not take action on any item not on this agenda except as authorized by Government Code section 54954.2.*

*Anyone may appear at the Board meeting to testify in support of or in opposition to any item being presented to the Board for consideration. If possible, notify the Board President or Board Secretary in writing prior to the meeting if you wish to testify.*

VII. Superintendent's Report

VIII. New Business

A. Adoption of Consent Agenda – David W. Gordon

**NOTICE:** The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at the Sacramento County Office of Education – Reception Desk, located at 10474 Mather Boulevard, Mather, CA. For more information, please call 916.228.2410.

## **Agenda – Regular Meeting – February 5, 2019**

### **Page 2**

1. Accept Report on Personnel Transactions – Coleen Johnson
  2. Award Diplomas to Court and Community School Students – Dr. Matt Perry
  3. Accept Donation to Sacramento County Academic Decathlon – Rachel Perry
- B. No Approval of Contracts – Tammy Sanchez
- C. Authorization to Submit Grant Applications/Service Contracts and Accept Funding if Awarded; and Approval of Contracts, Positions, and Other Expenditures Associated with the Grants as Outlined in the Proposed Budgets – David W. Gordon
1. \$1,721,495 AWARE-SEA Mental Health Services grant from the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMSHA) for the 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023, and 2023-2024 fiscal years – Dr. Nancy Herota
  2. \$750,000 Prevention Coalition – Alcohol and Substance Abuse Prevention (ASAP 2.0) grant from Sacramento County Behavioral Health Services, Alcohol and Drug Services for the 2018-2019 and 2019-2020 fiscal years – Dr. Nancy Herota
- D. Authorization for Out of State Travel – Trustee Brown to Attend the 49<sup>th</sup> Annual Capitol-to-Capitol Conference in Washington, DC – David W. Gordon
- E. Award Contracts if SCOE Receives E-Rate Discounts for Fiscal Year 2018-2019 – Jerry Jones
- F. Approval of SCOE's Designated Member Representative to CAERC – Dr. Al Rogers
- G. Second Reading and Adoption of Revisions to Board Policy 5113.2 (Renumbered 5113) – Pupil Attendance and Truancy – Policy Committee
- H. Informational Item: Revisions to Administrative Rules and Regulations – 5113.2 (Renumbered 5113) – Pupil Attendance and Truancy – Teresa Stinson
- I. Board Report – Governor's Budget – Tammy Sanchez
- IX. Board Reports, Comments, and Ideas
- A. Board Members
  - B. Board President
  - C. Committees

## **Agenda – Regular Meeting – February 5, 2019**

### **Page 3**

- X. Items for Distribution
  - A. February/March Events
  - B. February/March Site Visits
- XI. Schedule for Future Board Meetings
  - A. February 19, 2019 – Advancement Via Individual Determination (AVID)
  - B. March 5, 2019 – Board/Superintendent Study Session – Robla Project
  - C. March 19, 2019 – Family and Community Engagement (FACE) Project
- XII. Adjournment

**SACRAMENTO COUNTY BOARD OF EDUCATION**

**Minutes of the Regular Meeting of January 15, 2019**

Agenda

- I. Call to Order and Roll Call
  - II. Pledge of Allegiance
  - III. Approval of the Minutes of the Regular Board Meeting on December 11, 2018
  - IV. Adoption of Agenda
  - V. Official Correspondence
  - VI. Visitor Presentations
    - A. General Public
    - B. Employee Organizations
  - VII. Superintendent's Report
    - A. Recognition of the February 2019 Employees of the Month
  - VIII. New Business
    - A. Adoption of Consent Agenda
      - 1. Accept Report on Personnel Transactions
      - 2. Award Diplomas to Court and Community School Students
      - 3. Declaration of Equipment Listed as Surplus Property and Authorization to Dispose of Equipment Pursuant to Education Code (Technology)
      - 4. Declaration of Equipment Listed as Surplus Property and Authorization to Auction Property Pursuant to Education Code (Furniture)
    - B. Approval of Contracts
    - C. No Grant Applications/Service Contracts
    - D. Accept Audit Report for Fiscal Year Ended June 30, 2018
    - E. Approval of Proposed Board Meeting Dates for 2019-2020
    - F. First Reading of Revisions to Board Policy 5113.2 (Renumbered 5113) – Pupil Attendance and Truancy
    - G. Board Report – School Dashboard and the State System of Support
  - IX. Board Reports, Comments, and Ideas
    - A. Board Members
    - B. Board President
    - C. Committees
  - X. Items for Distribution
    - A. January/February Events
    - B. January/February Site Visits
  - XI. Schedule for Future Board Meetings
    - A. February 5, 2019 – Governor's Budget
    - B. February 19, 2019 – AVID
  - XII. Adjournment
- 

I. President Brown called the meeting to order at 6:34 p.m. in the Board Room of the David P. Meaney Education Center, Sacramento County Office of Education, 10474 Mather Boulevard, Mather, California. Board members present were Alfred Brown, Heather Davis, Harold Fong, Paul Keefer, Bina Lefkovitz, and Karina Talamantes. Also present were David W. Gordon, Superintendent and Secretary to the

Board; Al Rogers, Deputy Superintendent; Teresa Stinson, General Counsel; Nancy Herota, Matt Perry, and Tammy Sanchez, Assistant Superintendents; Coleen Johnson, Chief Administrator-Human Resources; Michael Kast, Executive Director of Special Education; Jerry Jones, Executive Director of Technology; Tim Herrera, Director of Communications; Rachel Perry, Director of C-SAPA; other staff and visitors; and Carla Miller, Recording Secretary. Trustee Ahola was absent.

II. Mr. Fong led the Pledge of Allegiance.

III. On a motion by Ms. Talamantes and seconded by Mr. Keefer, the minutes of the Regular Board Meeting of December 11, 2018 were approved. Motion carried 6 ayes, 1 absent (Ahola).

IV. Mr. Fong moved to adopt the agenda. Ms. Davis seconded the motion, which carried 6 ayes, 1 absent (Ahola).

V. There was no official correspondence.

VI.A. There were no requests for visitor presentations from the general public.

VI.B. There were no requests for presentations from employee organizations.

VII.A. Eric Nicholls, Behavioral Management Technician, Special Education Department, was recognized and honored as the classified employee of the month for February.

Laurie Lamers, Language, Speech, & Hearing Specialist, Special Education Department, was recognized and honored as the certificated employee of the month for February.

Superintendent Gordon reported on the following:

- On Monday, January 7, it was an honor to attend the inauguration ceremony for Tony Thurmond, our new State Superintendent of Public Instruction. The inspiring event was held at McClatchy High School. We at SCOE stand ready to help and support the new Superintendent in the months and years ahead.
- Reminded everyone that on Wednesday, February 6, 2019, we are hosting our Sacramento County School Boards Association dinner meeting at 6:00 p.m. in the Mather Room. Our guest speaker will be Kevin Gordon, President and Partner of Capitol Advisors Group LLC. His topic: Everyone in Sacramento Is New – Where Do We Go from Here?
- Please mark your calendars for several February 2019 events:

- The Academic Decathlon competition is Saturday, February 2 at Folsom High School. The Super Quiz begins at 3:45 p.m. This year's theme: The 1960s – A Transformational Decade.
  - The Academic Decathlon Awards dinner is Monday, February 4 at 6:00 p.m. at the Citrus Heights Community Center.
  - On Thursday, February 7, we are hosting the Sacramento County Poetry Out Loud competition beginning at noon at Rosemont High School.
  - SCOE's 12th annual Heart and Soul Soup Luncheon will be held Wednesday, February 14 from 11:45 a.m. to 1:15 p.m. in the lunch room. There's no cost but contributions are being accepted on behalf of SCOE's Homeless Youth Services program.
  - On Friday, February 15, you will have a chance to meet some of the SCOE student artists whose work is featured in the Student Expressions 2019 calendar. We will be hosting a "meet and greet" reception here at the Meaney Center from 1:00 p.m. to 2:00 p.m.
  - For information on these events, please see Tim Herrera.
- Join us on Tuesday, February 19, 2019, when we recognize our nominees for the 2019 SCOE Classified Employee of the Year. At the reception, we will also announce our selection for the Classified Employee of the Year. The event starts 5:00 p.m. in the Mather Room.
  - Thanked everyone who attended our annual Winter Warm Up on December 19. At the annual reception, we collected supplies for Butte County teachers and toys for the Sheriff's Toy Drive. The supplies will be sent to Butte County, and we received a nice "thank you" letter from Sacramento County Sheriff Scott Jones. Thanks to the Employee Events Team for organizing the event.
  - Reminded everyone that ALL SCOE offices will be closed on these days:
    - January 21, 2019 for the Martin Luther King Holiday
    - February 11, 2019 for Lincoln's Birthday
    - February 18, 2019 for President's Day

VIII.A. Ms. Lefkovitz moved and Ms. Talamantes seconded adoption of the consent agenda. Motion carried 6 ayes, 1 absent (Ahola). By such action, the Board:

1. Accepted report on Personnel Transactions
2. Awarded diplomas to Court and Community School Students
3. Declared equipment listed as Surplus Property and authorized staff to dispose of equipment Pursuant to Education Code (Technology)
4. Declared equipment listed as Surplus Property and authorized staff to auction property Pursuant to Education Code (Furniture)

Dr. Matt Perry, Assistant Superintendent, announced that the following students will be awarded a diploma: 3 candidates from El Centro Jr./Sr. High School; Tylani Hicks,

Alexandria Danielle Morrow, and Khayree Azeem Sells from Elinor Lincoln Hickey Jr./Sr. High School; Fanguna Lesina Hala'api'api, Makaila Hawkins, Latazah Johnson, Thanhthi Mai, Jose Javier Raya, Zayra Rios, Christiana M. Senegal, Ashmindar Mattu Singh, Daniel Robert Thomas, and Antonio Vazquez from Gerber Jr./Sr. High School; and Nikita Daniilovich Grinchenko, Marie Barbara Monjaras, Dominic Armondo Ramos, Carlos Juan Sanchez, and Yashoe Eugene Walker from North Area Community School.

VIII.B. Ms. Davis moved and Ms. Talamantes seconded approval of the contracts. Motion to approve the contracts carried 6 ayes, 1 absent (Ahola).

VIII.C. No Grant Applications/Service Contracts

VIII.D. Mr. Keefer moved and Ms. Lefkovitz seconded the motion to accept the Audit Report for Fiscal Year Ended June 30, 2018. Motion carried 6 ayes, 1 absent (Ahola).

Dave Becker, Partner of James Marta & Company, LLP presented the summary of the Audit Report.

Ms. Lefkovitz wished to acknowledge the staff for all their great work.

VIII.E. Ms. Talamantes moved and Ms. Davis seconded the motion to approve the proposed Board Meeting dates for 2019-2020. Motion carried 6 ayes, 1 absent (Ahola).

VIII.F. President Brown announced this was the First Reading of Revisions to Board Policy 5113.2 (Renumbered 5113) – Pupil Attendance and Truancy.

General Counsel Teresa Stinson, in the absence of Chair Ahola, recommended that the revisions to Board Policy 5113.2 (Renumbered 5113) – Pupil Attendance and Truancy move forward to Second Reading at a future Board Meeting.

VIII.G. Dr. Al Rogers, Deputy Superintendent, and Rachel Perry, Director of Research and Assessment, provided a report on the School Dashboard and the State System of Support to the Board.

IX.A. Mr. Keefer wished everyone a Happy New Year and he looks forward working with all of you in the next year.

Ms. Talamantes wished everyone a Happy New Year and is looking forward to it. She was very excited to learn about the School Dashboard. She thanked Rachel for all of the work she did.

Ms. Lefkovitz wished everyone a Happy New Year and a happy birthday to Karina. She looks forward to this year.

Mr. Fong wished everyone a Happy New Year. He was approached by someone in the community that has a daughter at McClatchy that is doing a project of putting an initiative on the city or the county ballot allowing young people the ability to vote on school board elections. Mr. Fong suggested it might be of interest to the SCSBA. He



received an email regarding homeless youth and finding shelters or unused spaces in the county schools for temporary housing. He asked if SCOE had anything that could fit this need.

Ms. Davis stated there are a lot of activities coming up in February. She would appreciate receiving a list of all the activities to make sure she has them on her calendar.

IX.B. President Brown hoped that everyone would consider attending the Academic Decathlon at Folsom High School on Saturday, February 2.

Mr. Herrera stated that the Super Quiz is on Saturday, February 2 at 3:45 p.m. at the Folsom High School. The dinner is Monday, February 4 at 6:00 p.m.

President Brown stated he plans to attend and hopes that others will attend.

Mr. Fong suggested the Board members and staff who grew up in the 60's should form their own team and answer the questions.

President Brown said he graduated in '63 and is part of that group. His birthday is coming up on Saturday. He had no report.

IX.C. There were no committee reports.

X.A. There was no distribution of the January/February Events item.

X.B. There was no distribution of the January/February Site Visits item.

XI. Schedule for Future Board Meetings

- A. February 5, 2019 – Governor's Budget
- B. February 19, 2019 – AVID

XII. Mr. Keefer moved to adjourn the meeting. Ms. Fond seconded the motion, which carried 6 ayes, 1 absent (Ahola). The meeting adjourned at 8:30 p.m.

Respectfully submitted,

David W. Gordon  
Secretary to the Board

Date approved:

PERSONNEL TRANSACTIONS

SACRAMENTO COUNTY OFFICE OF EDUCATION  
*PERSONNEL TRANSACTIONS - FOR YOUR INFORMATION*

Board Meeting – February 5, 2019

**REGULAR APPOINTMENTS**

| <b>Group<br/>(Mgmt/Cert/Class)</b> | <b>Dept./<br/>Program</b>                  | <b>Name</b>            | <b>Status</b> | <b>Classification</b>   | <b>Location</b>                            | <b>Effective<br/>Date</b> | <b>Salary<br/>Placement</b> |
|------------------------------------|--|------------------------|---------------|---|--|---------------------------|-----------------------------|
| Management                         | Adult<br>Education                         | Van Natten,<br>Liberty | Mgmt.         | Project Specialist I,<br>Adult Education<br>8 h/d 5 d/w 224 d/y<br>PC# 170039 | Adult<br>Education                         | 01/07/19                  | MT-18                       |
| Classified                         | Curriculum/<br>Instruction and<br>Research | Benedict,<br>Rachael   | Prob.         | Office Assistant<br>8 h/d 5 d/w 244 d/y<br>PC# 170003                         | Curriculum/<br>Instruction and<br>Research | 01/09/19                  | CL-17-A                     |
| Classified                         | Business<br>Services                       | Uzzhina,<br>Anastasiya | Prob.         | Financial Analyst<br>8 h/d 5 d/w 244 d/y<br>PC# 000165                        | Business<br>Services                       | 01/24/19                  | CL-32-A                     |

**SUBSTITUTES/TEMPORARY APPOINTMENTS**

| <b>Group<br/>(Mgmt/Cert/Class)</b> |                          | <b>Name</b>            | <b>Status</b>           | <b>Classification</b>       | <b>Location</b>                              | <b>Effective Date /<br/>Duration</b> |
|------------------------------------|--------------------------|------------------------|-------------------------|-----------------------------|--|--------------------------------------|
| Certificated                       | Various                  | Domsic, James          | Sub.                    | Teacher                     | Various                                      | 01/07/19                             |
| Certificated                       | Special<br>Education     | Healton, Adam          | Temporary<br>Assignment | Teacher – SH –<br>Preschool | Hillsdale<br>HeadStart                       | 01/07/19                             |
| Classified                         | Special<br>Education     | Brooks, Susanne        | L/Term                  | Para Educator               | Special<br>Education                         | 01/07/19                             |
| Classified                         | Support<br>Operations    | Dambazau,<br>Abubakar  | L/Term                  | Custodian                   | Support<br>Operations                        | 01/09/19                             |
| Classified                         | Alternative<br>Education | Headspeth,<br>Damonica | L/Term                  | Para Educator               | CARE<br>Program –<br>Folsom Middle<br>School | 01/07/19                             |
| Classified                         | Sly Park                 | Nance, Tammi           | Temporary<br>Assignment | Cook                        | Sly Park                                     | 12/06/18                             |
| Classified                         | Special<br>Education     | Thomas, Clemarr        | L/Term                  | Para Educator               | Special<br>Education                         | 01/09/19                             |

**TRANSFERS**

| <b>Group<br/>(Mgmt/Cert/Class)</b> | <b>Dept./<br/>Program</b> | <b>Name</b>       | <b>Classification</b> | <b>From</b>         | <b>To</b>          | <b>Effective Date /<br/>Duration</b> |
|------------------------------------|---------------------------|-------------------|-----------------------|---------------------|--------------------|--------------------------------------|
| Classified                         | Special<br>Education      | Lausevic, Liliana | Para Educator – SH    | Bannon<br>Creek     | Spinelli           | 01/22/19                             |
| Classified                         | Special<br>Education      | Loyless, Lisa     | Para Educator – SH    | Galt High<br>School | Rio Linda<br>Prep. | 01/11/19                             |

PERSONNEL TRANSACTIONS

**LEAVES OF ABSENCE**

| <b>Group<br/>(Mgmt/Cert/Class)</b> | <b>Type</b>    | <b>Name</b>            | <b>Status</b> | <b>Classification</b>                   | <b>Location</b>   | <b>Effective Date /<br/>Duration</b>  |
|------------------------------------|----------------|------------------------|---------------|---|-------------------|---|
| Classified                         | Parental Leave | Federmeyer,<br>Lindsay | Perm.         | Early Childhood<br>Education Specialist | Early<br>Learning | 12/17/18–02/01/19;<br>02/11/19–02/15/19;<br>02/25/19–03/01/19;<br>03/04/19–03/08/19;<br>03/25/19–03/29/19;<br>04/08/19–04/12/19;<br>04/29/19–05/03/19;<br>05/13/19–05/17/19 |

**SEPARATIONS**

| <b>Group<br/>(Mgmt/Cert/Class)</b> | <b>Type</b> | <b>Name</b>            | <b>Classification</b>                                  | <b>Location</b>                      | <b>Effective<br/>Date</b> | <b>Reason for<br/>Leaving</b> |
|------------------------------------|-------------|------------------------|--|--------------------------------------|---------------------------|-------------------------------|
| Classified                         | Resignation | Boyer, Michael         | Sr. MIS Specialist                                     | OTAN                                 | 02/28/19                  | Resignation                   |
| Classified                         | Resignation | Castro, Maria          | Para Educator – SH                                     | Wilson C. Riles                      | 01/04/19                  | Resignation                   |
| Classified                         | Retirement  | Knutson, Randi         | Coordinator,<br>Programming/Application<br>Development | OTAN                                 | 03/32/19                  | Retirement                    |
| Classified                         | Retirement  | Manker, Mahalia        | Program Analyst  | Prevention and Early<br>Intervention | 12/31/18                  | Retirement                    |
| Classified                         | Resignation | Moran-Gomez,<br>Cherry | Para Educator – SH                                     | Rio Linda Prep.                      | 11/26/18                  | Resignation                   |

**R E C A P**

|                                     | <b>Management</b> | <b>Certificated</b> | <b>Classified</b> | <b>Total</b> |
|-------------------------------------|-------------------|---------------------|-------------------|--------------|
| Regular Appointments/Reappointments | 1                 | 0                   | 2                 | 3            |
| Substitutes/Temporary Appointments  | 0                 | 2                   | 5                 | 7            |
| Transfers                           | 0                 | 0                   | 2                 | 2            |
| Leaves of Absence                   | 0                 | 0                   | 1                 | 1            |
| Separations                         | 0                 | 0                   | 5                 | 5            |
| <b>TOTAL</b>                        | <b>1</b>          | <b>2</b>            | <b>15</b>         | <b>18</b>    |

**SACRAMENTO COUNTY BOARD OF EDUCATION**

10474 Mather Boulevard, P.O. Box 269003  
Sacramento, CA 95826-9003

|                                   |                                     |
|-----------------------------------|-------------------------------------|
| <b>Subject:</b> Award of Diplomas | <b>Agenda Item No.:</b> VIII.A.2.   |
|                                   | <b>Enclosures:</b> 0                |
| <b>Reason:</b> Approval           | <b>From:</b> David W. Gordon        |
|                                   | <b>Prepared By:</b> Dr. Matt Perry  |
|                                   | <b>Board Meeting Date:</b> 02/05/19 |

**BACKGROUND:**

The following students are scheduled to graduate from each of their respective schools and they have completed all requirements for high school graduation:

El Centro Jr./Sr. High School

2 Candidates

Elinor Lincoln Hickey Jr./Sr. High School

DeShaun Hendrix

Gerber Jr./Sr. High School

Javier Paul Martinez  
Tou Vue

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends the Board approve the issuance of a high school diploma to the students listed above who have completed all requirements for graduation.

VIII.A.2.1.

**SACRAMENTO COUNTY BOARD OF EDUCATION**

10474 Mather Boulevard, P.O. Box 269003  
Sacramento, CA 95826-9003

|  |   |
|--|---|
| <b>Subject:</b> Donation to the Sacramento County Academic Decathlon | <b>Agenda Item No.:</b> VIII.A.3.<br><b>Enclosures:</b> 0   |
| <b>Reason:</b> Acceptance  | <b>From:</b> David W. Gordon<br><b>Prepared By:</b> Rachel Perry<br><b>Board Meeting Date:</b> 02/05/19 |

**BACKGROUND:**

SAFE Credit Union would like to, once again, sponsor the Sacramento County Academic Decathlon for the 2018-2019 year. SAFE's VP of Marketing has pledged \$10,000 on behalf of SAFE to be used to provide award scholarships to decathletes and funding of program costs.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends the Board accept the \$10,000 cash donation on behalf of the Sacramento County Academic Decathlon.

**SACRAMENTO COUNTY BOARD OF EDUCATION**

10474 Mather Boulevard, P.O. Box 269003  
Sacramento, CA 95826-9003

**Grant/Contract Proposal Abstract**

|                            |                  |
|----------------------------|------------------|
| <b>Agenda Item No.:</b>    | <b>VIII.C.1.</b> |
| <b>Enclosures:</b>         | <b>7</b>         |
| <b>Board Meeting Date:</b> | <b>02/05/19</b>  |

**Title of Grant/Contract:** AWARE-SEA Mental Health Services

**Department/Director:** Prevention and Early Intervention/Dr. Nancy Herota

**Funding Source:** U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA)

**Amount Requested:** \$1,721,495

**Fiscal Year(s):** 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023, and 2023-2024

**Program Description:**

The Sacramento County Office of Education (SCOE) has submitted a Request for Consideration (RFC) to the California Department of Education (CDE) as a partner for the federal SAMHSA grant project AWARE-SEA (Advancing Wellness and Resilience in Education - State Education Agency) Mental Health Services. The purpose of the AWARE-SEA program is to build or expand the capacity of State Education Agencies in partnership with state mental health agencies overseeing school-aged youth and local educational agencies (LEAs) to:

1. Increase awareness of mental health issues among students;
2. Provide training for school staff and other adults who interact with students to detect and respond to mental health issues; and
3. Connect students, who may have behavioral health issues (including serious emotional disturbance or serious mental illness), and their families to needed services. SAMHSA's expectations are that this program will focus on partnerships and collaboration between state and local systems to promote the healthy development of school-aged youth and prevent youth violence.

SCOE was selected as one of three county offices of education to partner with the California Department of Education in the final application to SAMHSA. SCOE's plan focuses on supporting the mental health needs of students and families in the San Juan Unified School District as well as the Paradise Unified School District in Butte County. The majority of the funds will be used to hire mental health professionals as SCOE or district employees to support school climate and provide direct mental health support to their students and families/caregivers.

**New Positions:**

Mental Health Services Coordinator (.90 FTE)

Mental Health Services Coordinator (.90 FTE)

**Subcontracts:**

None

**Evaluation Component:**

CDE will continue to partner with our current project evaluators from the University of California, San Francisco (UCSF), to evaluate Project Cal-Well. Upon grant award, UCSF will meet with CDE and the COEs to review the grant goals, objectives, and performance measures and refine outcome and fidelity measures. They will develop a Project Cal-Well Performance Assessment Plan by the third month of the grant to organize and guide the evaluation. The evaluation will utilize a variety of data collection methods to collect relevant data.

**Detailed Budgets Attached**

# SACRAMENTO COUNTY OFFICE OF EDUCATION

## Budget for Grant/Contract for Services

|                                     |  |
|-------------------------------------|--|
| Cash Match Total<br>(if applicable) |  |
| Source of Funds for<br>Cash Match   |  |

Funds (check boxes that apply)

☐ District/Foundation
 ☐ Local
 ☐ State
 ☒ Federal
 ☒ New Grant
 ☐ Continuing Grant

**Grant Title:** AWARE-SEA Mental Health Services

**Contact Person/Dept. /Phone #:** Brent Malicote/Prevention & Early Intervention/2201

**Fiscal Year:** 2018 - 2019

| Category                             | Grant Authorized Budget | Cash Match/<br>In-Kind Amount | Total Grant Budget |
|--------------------------------------|-------------------------|-------------------------------|--------------------|
| Salaries - Certificated (FTE):       |                         |                               | 0                  |
| Salaries - Classified (FTE):         |                         |                               | 0                  |
| Temporary Employees                  |                         |                               | 0                  |
| Employee Benefits                    |                         |                               | 0                  |
| Books and Supplies                   |                         |                               | 0                  |
| Travel and Conference                | 500                     |                               | 500                |
| Subcontracts Not Subject to Indirect |                         |                               | 0                  |
| Subcontracts Subject to Indirect     |                         |                               | 0                  |
| Other Services / Operating Expenses  |                         |                               | 0                  |
| Communications (postage/phones)      |                         |                               | 0                  |
| Printing Services                    |                         |                               | 0                  |
| Indirect % 8.90                      | 44                      |                               | 44                 |
| Other:                               |                         |                               | 0                  |
| <b>Totals</b>                        | <b>\$ 544</b>           | <b>\$ 0</b>                   | <b>\$ 544</b>      |

  

| Positions included:<br>Title | FTE         | Range/Step | Grant Authorized Amount | Cash Match/<br>In-Kind Amount |
|------------------------------|-------------|------------|-------------------------|-------------------------------|
|                              |             |            |                         |                               |
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|                              |             |            |                         |                               |
|                              |             |            |                         |                               |
| <b>Totals</b>                | <b>0.00</b> |            | <b>\$0</b>              | <b>\$0</b>                    |

Revised 07/15

Initials of Grants Financial Staff: TO MS

Date: 1/10/19 13



# SACRAMENTO COUNTY OFFICE OF EDUCATION

## Budget for Grant/Contract for Services

|                                     |  |
|-------------------------------------|--|
| Cash Match Total<br>(if applicable) |  |
| Source of Funds for<br>Cash Match   |  |

Funds (check boxes that apply)

☐ District/Foundation
 ☐ Local
 ☐ State
 ☒ Federal
 ☒ New Grant
 ☐ Continuing Grant

**Grant Title:** AWARE-SEA Mental Health Services

**Contact Person/Dept. /Phone #:** Brent Malicote/Prevention & Early Intervention/2201

**Fiscal Year:** 2019 - 2020

| Category                             | Grant<br>Authorized<br>Budget | Cash Match/<br>In-Kind Amount | Total<br>Grant Budget |
|--------------------------------------|-------------------------------|-------------------------------|-----------------------|
| Salaries - Certificated (FTE): 1.80  | 231,526                       |                               | 231,526               |
| Salaries - Classified (FTE):         |                               |                               | 0                     |
| Temporary Employees                  |                               |                               | 0                     |
| Employee Benefits                    | 72,193                        |                               | 72,193                |
| Books and Supplies                   |                               |                               | 0                     |
| Travel and Conference                | 1,192                         |                               | 1,192                 |
| Subcontracts Not Subject to Indirect |                               |                               | 0                     |
| Subcontracts Subject to Indirect     |                               |                               | 0                     |
| Other Services / Operating Expenses  | 35,572                        |                               | 35,572                |
| Communications (postage/phones)      |                               |                               | 0                     |
| Printing Services                    |                               |                               | 0                     |
| Indirect % 8.90                      | 3,272                         |                               | 3,272                 |
| Other:                               |                               |                               | 0                     |
| <b>Totals</b>                        | <b>\$ 343,755</b>             | <b>\$ 0</b>                   | <b>\$ 343,755</b>     |

  

| Positions included:<br>Title       | FTE         | Range/Step | Grant Authorized<br>Amount | Cash Match/<br>In-Kind Amount |
|------------------------------------|-------------|------------|----------------------------|-------------------------------|
| Mental Health Services Coordinator | 0.90        | 36M        | 115,763                    |                               |
| Mental Health Services Coordinator | 0.90        | 36M        | 115,763                    |                               |
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|                                    |             |            |                            |                               |
| <b>Totals</b>                      | <b>1.80</b> |            | <b>\$231,526</b>           | <b>\$0</b>                    |

Revised 07/15

Initials of Grants Financial Staff: To MS

Date: 1/10/19 TS

# SACRAMENTO COUNTY OFFICE OF EDUCATION

## Budget for Grant/Contract for Services

|                                     |  |
|-------------------------------------|--|
| Cash Match Total<br>(if applicable) |  |
| Source of Funds for<br>Cash Match   |  |

Funds (check boxes that apply)

☐ District/Foundation   
 ☐ Local   
 ☐ State   
 ☒ Federal   
 ☒ New Grant   
 ☐ Continuing Grant

**Grant Title:** AWARE-SEA Mental Health Services

**Contact Person/Dept. /Phone #:** Brent Malicote/Prevention & Early Intervention/2201

**Fiscal Year:** 2020 - 2021

| Category                             | Grant<br>Authorized<br>Budget | Cash Match/<br>In-Kind Amount | Total<br>Grant Budget |
|--------------------------------------|-------------------------------|-------------------------------|-----------------------|
| Salaries - Certificated (FTE): 1.80  | 238,472                       |                               | 238,472               |
| Salaries - Classified (FTE):         |                               |                               | 0                     |
| Temporary Employees                  |                               |                               | 0                     |
| Employee Benefits                    | 75,459                        |                               | 75,459                |
| Books and Supplies                   |                               |                               | 0                     |
| Travel and Conference                |                               |                               | 0                     |
| Subcontracts Not Subject to Indirect |                               |                               | 0                     |
| Subcontracts Subject to Indirect     |                               |                               | 0                     |
| Other Services / Operating Expenses  | 27,886                        |                               | 27,886                |
| Communications (postage/phones)      |                               |                               | 0                     |
| Printing Services                    |                               |                               | 0                     |
| Indirect % 8.90                      | 2,482                         |                               | 2,482                 |
| Other:                               |                               |                               | 0                     |
| <b>Totals</b>                        | <b>\$ 344,299</b>             | <b>\$ 0</b>                   | <b>\$ 344,299</b>     |

  

| Positions included:<br>Title       | FTE         | Range/Step | Grant Authorized<br>Amount | Cash Match/<br>In-Kind Amount |
|------------------------------------|-------------|------------|----------------------------|-------------------------------|
| Mental Health Services Coordinator | 0.90        | 36M        | 119,236                    |                               |
| Mental Health Services Coordinator | 0.90        | 36M        | 119,236                    |                               |
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| <b>Totals</b>                      | <b>1.80</b> |            | <b>\$238,472</b>           | <b>\$0</b>                    |

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Initials of Grants Financial Staff: To

Date: 1/10/19 MS 15

# SACRAMENTO COUNTY OFFICE OF EDUCATION

## Budget for Grant/Contract for Services

|                                     |  |
|-------------------------------------|--|
| Cash Match Total<br>(if applicable) |  |
| Source of Funds for<br>Cash Match   |  |

Funds (check boxes that apply)

☐ District/Foundation
 ☐ Local
 ☐ State
 ☒ Federal
 ☒ New Grant
 ☐ Continuing Grant

**Grant Title:** AWARE-SEA Mental Health Services

**Contact Person/Dept. /Phone #:** Brent Malicote/Prevention & Early Intervention/2201

**Fiscal Year:** 2021 - 2022

| Category                             | Grant<br>Authorized<br>Budget | Cash Match/<br>In-Kind Amount | Total<br>Grant Budget |
|--------------------------------------|-------------------------------|-------------------------------|-----------------------|
| Salaries - Certificated (FTE): 1.80  | 245,628                       |                               | 245,628               |
| Salaries - Classified (FTE):         |                               |                               | 0                     |
| Temporary Employees                  |                               |                               | 0                     |
| Employee Benefits                    | 76,257                        |                               | 76,257                |
| Books and Supplies                   |                               |                               | 0                     |
| Travel and Conference                | 1,692                         |                               | 1,692                 |
| Subcontracts Not Subject to Indirect |                               |                               | 0                     |
| Subcontracts Subject to Indirect     |                               |                               | 0                     |
| Other Services / Operating Expenses  | 18,890                        |                               | 18,890                |
| Communications (postage/phones)      |                               |                               | 0                     |
| Printing Services                    |                               |                               | 0                     |
| Indirect % 8.90                      | 1,832                         |                               | 1,832                 |
| Other:                               |                               |                               | 0                     |
| <b>Totals</b>                        | <b>\$ 344,299</b>             | <b>\$ 0</b>                   | <b>\$ 344,299</b>     |

  

| Positions included:<br>Title       | FTE         | Range/Step | Grant Authorized<br>Amount | Cash Match/<br>In-Kind Amount |
|------------------------------------|-------------|------------|----------------------------|-------------------------------|
| Mental Health Services Coordinator | 0.90        | 36M        | 122,814                    |                               |
| Mental Health Services Coordinator | 0.90        | 36M        | 122,814                    |                               |
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| <b>Totals</b>                      | <b>1.80</b> |            | <b>\$245,628</b>           | <b>\$0</b>                    |

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Initials of Grants Financial Staff: TO MS

Date: 1/10/19 TS



# SACRAMENTO COUNTY OFFICE OF EDUCATION

## Budget for Grant/Contract for Services

|                                     |  |
|-------------------------------------|--|
| Cash Match Total<br>(if applicable) |  |
| Source of Funds for<br>Cash Match   |  |

Funds (check boxes that apply)

☐ District/Foundation
 ☐ Local
 ☐ State
 ☒ Federal
 ☒ New Grant
 ☐ Continuing Grant

Grant Title: AWARE-SEA Mental Health Services

Contact Person/Dept. /Phone #: Brent Malicote/Prevention & Early Intervention/2201

Fiscal Year: 2022 - 2023

| Category                             | Grant<br>Authorized<br>Budget | Cash Match/<br>In-Kind Amount | Total<br>Grant Budget |
|--------------------------------------|-------------------------------|-------------------------------|-----------------------|
| Salaries - Certificated (FTE): 1.80  | 252,996                       |                               | 252,996               |
| Salaries - Classified (FTE):         |                               |                               | 0                     |
| Temporary Employees                  |                               |                               | 0                     |
| Employee Benefits                    | 78,414                        |                               | 78,414                |
| Books and Supplies                   |                               |                               | 0                     |
| Travel and Conference                |                               |                               | 0                     |
| Subcontracts Not Subject to Indirect |                               |                               | 0                     |
| Subcontracts Subject to Indirect     |                               |                               | 0                     |
| Other Services / Operating Expenses  | 11,836                        |                               | 11,836                |
| Communications (postage/phones)      |                               |                               | 0                     |
| Printing Services                    |                               |                               | 0                     |
| Indirect % 8.90                      | 1,053                         |                               | 1,053                 |
| Other:                               |                               |                               | 0                     |
| <b>Totals</b>                        | <b>\$ 344,299</b>             | <b>\$ 0</b>                   | <b>\$ 344,299</b>     |

  

| Positions included:<br>Title       | FTE         | Range/Step | Grant Authorized<br>Amount | Cash Match/<br>In-Kind Amount |
|------------------------------------|-------------|------------|----------------------------|-------------------------------|
| Mental Health Services Coordinator | 0.90        | 36M        | 126,498                    |                               |
| Mental Health Services Coordinator | 0.90        | 36M        | 126,498                    |                               |
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| <b>Totals</b>                      | <b>1.80</b> |            | <b>\$252,996</b>           | <b>\$0</b>                    |

Revised 07/15

Initials of Grants Financial Staff: TO

Date: 1/10/19

# SACRAMENTO COUNTY OFFICE OF EDUCATION

## Budget for Grant/Contract for Services

|                                     |  |
|-------------------------------------|--|
| Cash Match Total<br>(if applicable) |  |
| Source of Funds for<br>Cash Match   |  |

Funds (check boxes that apply)

☐ District/Foundation
 ☐ Local
 ☐ State
 ☒ Federal
 ☒ New Grant
 ☐ Continuing Grant

**Grant Title:** AWARE-SEA Mental Health Services

**Contact Person/Dept. /Phone #:** Brent Malicote/Prevention & Early Intervention/2201

**Fiscal Year:** 2023 - 2024

| Category                             | Grant<br>Authorized<br>Budget | Cash Match/<br>In-Kind Amount | Total<br>Grant Budget |
|--------------------------------------|-------------------------------|-------------------------------|-----------------------|
| Salaries - Certificated (FTE): 1.80  | 260,588                       |                               | 260,588               |
| Salaries - Classified (FTE):         |                               |                               | 0                     |
| Temporary Employees                  |                               |                               | 0                     |
| Employee Benefits                    | 80,632                        |                               | 80,632                |
| Books and Supplies                   |                               |                               | 0                     |
| Travel and Conference                |                               |                               | 0                     |
| Subcontracts Not Subject to Indirect |                               |                               | 0                     |
| Subcontracts Subject to Indirect     |                               |                               | 0                     |
| Other Services / Operating Expenses  | 2,827                         |                               | 2,827                 |
| Communications (postage/phones)      |                               |                               | 0                     |
| Printing Services                    |                               |                               | 0                     |
| Indirect % 8.90                      | 252                           |                               | 252                   |
| Other:                               |                               |                               | 0                     |
| <b>Totals</b>                        | <b>\$ 344,299</b>             | <b>\$ 0</b>                   | <b>\$ 344,299</b>     |

  

| Positions included:<br>Title       | FTE         | Range/Step | Grant Authorized<br>Amount | Cash Match/<br>In-Kind Amount |
|------------------------------------|-------------|------------|----------------------------|-------------------------------|
| Mental Health Services Coordinator | 0.90        | 36M        | 130,294                    |                               |
| Mental Health Services Coordinator | 0.90        | 36M        | 130,294                    |                               |
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| <b>Totals</b>                      | <b>1.80</b> |            | <b>\$260,588</b>           | <b>\$0</b>                    |

Revised 07/15

Initials of Grants Financial Staff: TO MS

Date: 1/10/19 IS

**SACRAMENTO COUNTY BOARD OF EDUCATION**

10474 Mather Boulevard, P.O. Box 269003  
Sacramento, CA 95826-9003

**Grant/Contract Proposal Abstract**

**Agenda Item No.:** VIII.C.2.

**Enclosures:** 3

**Board Meeting Date:** 02/05/19

**Title of Grant/Contract:** Prevention Coalition – Alcohol and Substance Abuse Prevention (ASAP 2.0)

**Department/Director:** Prevention and Early Intervention/Nancy Herota

**Funding Source:** Sacramento County Behavioral Health Services, Alcohol and Drug Services

**Amount Requested:** \$750,000

**Fiscal Year(s):** 2018-2019, 2019-2020

**Program Description:**

The Sacramento County Division of Behavioral Health Services, Alcohol and Drug Services (ADS), will amend its contract with the Sacramento County Office of Education's (SCOE) Prevention Coalition program (Sacramento County Coalition for Youth) to implement and support the broad-based countywide initiative entitled Alcohol and Substance Abuse Prevention 2.0 (ASAP 2.0). SCOE will work in collaboration with ADS and community-based agencies/service providers that are members of SCOE's Sacramento County Coalition for Youth (SCCY) to help communities continue effective strategies for preventing and managing youth substance use and abuse. Funds will support the ongoing work to prevent and mitigate the impact of alcohol and marijuana on youth in Sacramento County. ASAP 2.0 will address the pressing community-wide demand for information, tools and strategies, and continue the *Call-to-Action* to prevent youth substance use in the Sacramento region.

ASAP 2.0 consists of the following three allowable project areas:

- Expand and maximize the use of evidence-based practices by replicating and evaluating promising approaches and achieving widespread adoption of Evidence-Based Practices through the implementation of Town Hall Meetings, a Youth Summit, Marijuana Prevention Workgroups, and Community Workshops to provide community education to change norms about youth marijuana use
- Educating the public about not sharing medications, safe storage of medications, and safe disposal of medications through local dispensary staff training and ongoing community education opportunities
- Coordination with local public health offices and established local coalitions to implement Let's Talk Cannabis Campaign along with the Future Forward Campaign

**New Positions:**

None

**Subcontracts:**

- Omni Youth Programs
- Public Health Institute's Center for Collaborative Planning
- PRO Youth and Families
- Coalition for a Safe and Healthy Arden Arcade

**Evaluation Component:**

SCOE will utilize the required Primary Prevention SUD Data Service to submit data and will work in collaboration with SCOE's evaluation department to measure progress, collect data, set benchmarks, and submit progress reports.

**Detailed Budgets Attached**

# SACRAMENTO COUNTY OFFICE OF EDUCATION

## Budget for Grant/Contract for Services

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|-------------------------------------|--|
| Cash Match Total<br>(if applicable) |  |
| Source of Funds for<br>Cash Match   |  |

Funds (check boxes that apply)

☐ District/Foundation
 ☐ Local
 ☐ State
 ☒ Federal
 ☐ New Grant
 ☒ Continuing Grant

**Grant Title:** Prevention Coalition – Alcohol and Substance Abuse Prevention (ASAP 2.0)

**Contact Person/Dept. /Phone #:** Brent Malicote/Prevention & Early Intervention/2201

**Fiscal Year:** 2018 - 2019

| Category                             | Grant<br>Authorized<br>Budget | Cash Match/<br>In-Kind Amount | Total<br>Grant Budget |
|--------------------------------------|-------------------------------|-------------------------------|-----------------------|
| Salaries - Certificated (FTE):       |                               |                               | 0                     |
| Salaries - Classified (FTE): 0.17    | 15,601                        |                               | 15,601                |
| Temporary Employees                  |                               |                               | 0                     |
| Employee Benefits                    | 5,226                         |                               | 5,226                 |
| Books and Supplies                   | 1,074                         |                               | 1,074                 |
| Travel and Conference                | 1,000                         |                               | 1,000                 |
| Subcontracts Not Subject to Indirect | 100,000                       |                               | 100,000               |
| Subcontracts Subject to Indirect     | 100,000                       |                               | 100,000               |
| Other Services / Operating Expenses  | 105,000                       |                               | 105,000               |
| Communications (postage/phones)      |                               |                               | 0                     |
| Printing Services                    | 1,000                         |                               | 1,000                 |
| Indirect % 8.90                      | 20,372                        |                               | 20,372                |
| Other:                               |                               |                               | 0                     |
| <b>Totals</b>                        | <b>\$ 349,273</b>             | <b>\$ 0</b>                   | <b>\$ 349,273</b>     |

  

| Positions included:<br>Title | FTE         | Range/Step | Grant Authorized<br>Amount | Cash Match/<br>In-Kind Amount |
|------------------------------|-------------|------------|----------------------------|-------------------------------|
| Project Specialist II        | 0.17        | MT 29      | 15,601                     |                               |
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| <b>Totals</b>                | <b>0.17</b> |            | <b>\$15,601</b>            | <b>\$0</b>                    |

Revised 07/15

Initials of Grants Financial Staff: TO MS

Date: 1/16/19



# SACRAMENTO COUNTY OFFICE OF EDUCATION

## Budget for Grant/Contract for Services

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|-------------------------------------|--|
| Cash Match Total<br>(if applicable) |  |
| Source of Funds for<br>Cash Match   |  |

Funds (check boxes that apply)

☐ District/Foundation
 ☐ Local
 ☐ State
 ☒ Federal
 ☐ New Grant
 ☒ Continuing Grant

**Grant Title:** Prevention Coalition – Alcohol and Substance Abuse Prevention (ASAP 2.0)

**Contact Person/Dept. /Phone #:** Brent Malicote/Prevention & Early Intervention/2201

**Fiscal Year:** 2019 - 2020

| Category                             | Grant<br>Authorized<br>Budget | Cash Match/<br>In-Kind Amount | Total<br>Grant Budget |
|--------------------------------------|-------------------------------|-------------------------------|-----------------------|
| Salaries - Certificated (FTE):       |                               |                               | 0                     |
| Salaries - Classified (FTE): 0.18    | 16,790                        |                               | 16,790                |
| Temporary Employees                  |                               |                               | 0                     |
| Employee Benefits                    | 5,837                         |                               | 5,837                 |
| Books and Supplies                   | 1,523                         |                               | 1,523                 |
| Travel and Conference                | 1,000                         |                               | 1,000                 |
| Subcontracts Not Subject to Indirect | 100,000                       |                               | 100,000               |
| Subcontracts Subject to Indirect     | 100,000                       |                               | 100,000               |
| Other Services / Operating Expenses  | 150,000                       |                               | 150,000               |
| Communications (postage/phones)      |                               |                               | 0                     |
| Printing Services                    | 1,000                         |                               | 1,000                 |
| Indirect % 8.90                      | 24,577                        |                               | 24,577                |
| Other:                               |                               |                               | 0                     |
| <b>Totals</b>                        | <b>\$ 400,727</b>             | <b>\$ 0</b>                   | <b>\$ 400,727</b>     |

  

| Positions included:<br>Title | FTE         | Range/Step | Grant Authorized<br>Amount | Cash Match/<br>In-Kind Amount |
|------------------------------|-------------|------------|----------------------------|-------------------------------|
| Project Specialist II        | 0.18        | MT 29      | 16,790                     |                               |
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|                              |             |            |                            |                               |
| <b>Totals</b>                | <b>0.18</b> |            | <b>\$16,790</b>            | <b>\$0</b>                    |

Revised 07/15

Initials of Grants Financial Staff: TO

Date: 1/16/19

**SACRAMENTO COUNTY BOARD OF EDUCATION**

10474 Mather Boulevard, P.O. Box 269003  
Sacramento, CA 95826-9003

|   |   |
|---|---|
| <b>Subject:</b> Out of State Travel – Trustee Brown to Attend 49 <sup>th</sup> Annual Capitol-to-Capitol Conference | <b>Agenda Item No.:</b> VIII.D.<br><b>Enclosures:</b> 1   |
| <b>Reason:</b> Authorization  | <b>From:</b> David W. Gordon<br><b>Prepared By:</b> Carla Miller<br><b>Board Meeting Date:</b> 02/05/19 |

**BACKGROUND:**

Per Board Bylaw 8261 (attached), County Board Members are authorized to claim necessary travel expenses incurred while attending a national, state, or local school board association sponsored function. This authorization includes other education-related meetings that are pertinent to the mission and goals of the Sacramento County Office of Education except that out-of-state travel to said functions must be approved by the County Board of Education in advance.

Trustee Brown is requesting approval to attend the 49<sup>th</sup> Annual Capitol-to-Capitol Conference in Washington, DC May 4 – 8, 2019.

**SUPERINTENDENT’S RECOMMENDATION:**

The Superintendent recommends that the Board consider and decide upon Trustee Brown’s request to be reimbursed for his expenses to attend the 49<sup>th</sup> Annual Capitol-to-Capitol Conference in Washington, DC.

## 8000 - BYLAWS OF THE BOARD

### **PAYMENT OF EXPENSES INCURRED BY BOARD MEMBERS WHILE ON OFFICIAL BUSINESS**

**BB 8261**

County Board Members are authorized to claim necessary travel expenses incurred while attending a national, state or local school board association sponsored function.

This authorization includes other education-related meetings that are pertinent to the mission and goals of the Sacramento County Office of Education except that out-of-state travel to said functions must be approved by the County Board of Education in advance.

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|----------|----------------|
| 10/31/89 | Draft          |
| 11/8/89  | BPC            |
| 11/21/89 | First Reading  |
| 12/5/89  | Second Reading |
| 12/5/89  | Approved       |

**SACRAMENTO COUNTY BOARD OF EDUCATION**

10474 Mather Boulevard, P.O. Box 269003  
Sacramento, CA 95826-9003

|  |  |
|--|--|
| <b>Subject:</b> Authorization to Enter Into<br>Contracts for E-Rate Services                     | <b>Agenda Item No.:</b> VIII.E<br><b>Enclosures:</b> 0   |
| <b>Reason:</b> Award Contracts if SCOE<br>Receives E-Rate Discounts for<br>Fiscal Year 2018-2019 | <b>From:</b> David W. Gordon<br><b>Prepared By:</b> Jerry Jones<br><b>Board Meeting Date:</b> 02/05/19 |

**BACKGROUND:**

E-Rate is a federally funded program that provides discounts to assist schools with obtaining affordable broadband connectivity and network equipment. The CNTS Department applies for E-Rate discounts each year to greatly reduce the costs of providing broadband connectivity to our classrooms.

Upon Board approval, the CNTS Department will award contracts for the network equipment listed below if E-Rate discounts are provided for the 2018-2019 fiscal year. SCOE is under no obligation to purchase the equipment if SCOE's E-Rate applications are not funded. It is anticipated that SCOE will be eligible for an 80% discount on this equipment.

As per the E-Rate guidelines, SCOE requested quotes in December of 2018 for wireless and firewall equipment, which will be used at Elinor Lincoln Hickey Jr./Sr. High, North Area Community School, Gerber Jr./Sr. High, and Jessie Baker School (Special Education). SCOE also requested quotes for uninterruptible power supply (UPS) equipment that will be used at Elinor Lincoln Hickey Jr./Sr. High, North Area Community School, and Gerber Jr./Sr. High. All quote requests were posted to SCOE's E-Rate Web site for 28 days so that any potential vendors could compete. Below is the list of companies that were selected based on a scoring matrix that places the highest emphasis on the lowest quoted amount for each item.

| <b>Contracted Service</b>                    | <b>Vendor</b> | <b>Total Cost</b> | <b>E-Rate Discount 80%</b> | <b>SCOE's Cost</b> |
|--|---------------|-------------------|----------------------------|--------------------|
| Wireless and Firewall Equipment              | CDW-G         | \$8,274           | \$6,619                    | \$1,655            |
| Uninterruptible Power Supply (UPS) Equipment | CDW-G         | \$2,825           | \$2,260                    | \$565              |
| <b>Sub-Totals</b>                            |               | <b>\$11,099</b>   | <b>\$8,879</b>             | <b>\$2,220</b>     |

SCOE's estimated cost for the equipment will be approximately \$2,220 after E-Rate discounts are applied. SCOE's savings through using the E-Rate program will be approximately \$8,879.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends approval of the contracts with the vendors indicated above.

## **SACRAMENTO COUNTY BOARD OF EDUCATION**

10474 Mather Boulevard, P.O. Box 269003  
Sacramento, CA 95826-9003

|   |  |
|---|--|
| <b>Subject:</b> Capital Adult Education<br>Regional Consortium (CAERC)            | <b>Agenda Item No.:</b> VIII.F.<br><b>Enclosures:</b> 0  |
| <b>Reason:</b> Approval of SCOE's Designated<br>Member Representative to<br>CAERC | <b>From:</b> David W. Gordon<br><b>Prepared By:</b> Dr. Al Rogers<br><b>Board Meeting Date:</b> 02/05/19 |

### **BACKGROUND:**

The California Adult Education Program (CAEP), formerly known as Adult Education Block Grant (AEBG), authorized by Education Code, Sections 84900-84920, provides funding for regional consortia to offer classes to community members 18 and over in seven authorized areas. The state funds 71 consortia defined by the California Community College Districts.

Sacramento County Office of Education is a member of the Capital Adult Education Regional Consortium (CAERC) within the Los Rios Community College District service area. The governing boards of Local Educational Agencies which are members of CAERC must designate one or more official member representatives to ensure the multiple measures of effectiveness are met.

SCOE administration is recommending Diana Batista be approved by the Board as SCOE's official member representative to CAERC. Given her current role as the Director of SCOE's Adult Education Division overseeing two statewide technical assistance projects for the adult education field, Ms. Batista is uniquely qualified to serve in this capacity.

### **SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends approval of Diana Batista as SCOE's member representative to the Capital Adult Education Regional Consortium.

**SACRAMENTO COUNTY BOARD OF EDUCATION**

10474 Mather Boulevard, P.O. Box 269003  
Sacramento, CA 95826-9003

|   |  |
|---|--|
| <b>Subject:</b> Revisions to Board Policy<br>5113.2 (Renumbered 5113) –<br>Pupil Attendance and Truancy | <b>Agenda Item No.:</b> VIII.G.<br><b>Enclosures:</b> 2  |
| <b>Reason:</b> Second Reading and Adoption<br>of Board Policy Revisions                                 | <b>From:</b> Policy Committee<br><b>Prepared By:</b> Teresa Stinson<br><b>Board Meeting Date:</b> 02/05/19 |

**BACKGROUND:**

Attached are proposed revisions to Board Policy 5113.2 (Renumbered 5113) – Pupil Attendance and Truancy. All proposed revisions are indicated by strikeouts and bold underlined additions.

A brief summary of the rationale and basis for the proposed revisions follows:

- Policy changes are proposed to reflect SCOE's practices and philosophy.

The Policy Committee reviewed Board Policy 5113.2 (Renumbered 5113) – Pupil Attendance and Truancy on December 11, 2018, and recommended that the revised policy be presented to the Board for First Reading. The First Reading of the revised policy occurred at the January 15, 2019 meeting.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends that the Board of Education Hear the Second Reading and adopt the proposed revisions to Board Policy 5113.2 (Renumbered 5113) – Pupil Attendance and Truancy.

# DRAFT

## 5000 – STUDENTS

### PUPIL ATTENDANCE AND TRUANCY

BP 5113.2 5113

(Page 1 of 2)

The Sacramento County Board of Education (Board) desires to ensure that SCOE pupils attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the Sacramento County Office of Education (SCOE). Excessive pupil absenteeism and tardiness, whether caused by excused or unexcused absences, is an early warning sign of poor academic achievement and may identify pupils at risk of dropping out of school.

To encourage school attendance, the Superintendent or designee shall develop strategies that focus on prevention and early intervention of attendance problems. Preventative strategies may include efforts to provide a safe and positive school environment, relevant and engaging learning experiences, and school activities that help develop pupils' feelings of connectedness with the schools.

~~All students enrolled in any County Office of Education program are required to have regular school attendance. When a student has been classified as a truant, the parents or guardians shall be notified within the prescribed timelines established in the administrative rules and regulations related to this policy.~~

The Superintendent or designee shall work with pupils and parents or guardians to identify factors contributing to chronic absence and truancy. SCOE programs shall conduct early outreach to pupils who show signs of poor attendance and implement interventions as appropriate.

Interventions shall be designed to meet the specific needs of the pupil and may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports, efforts to address school or community safety concerns, discussions with the pupil and parent or guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. SCOE programs may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make support services available for pupils and families.

---

**Legal Reference:** ~~California Education Codes: 48260, 48260.5; 48261; 48262; 48263~~

**EDUCATION CODE**  
**46000 Attendance records**  
**46010-46014 Absences**

# **DRAFT**

## **5000 – STUDENTS**

### **PUPIL ATTENDANCE AND TRUANCY**

**BP 5113.2 5113**

**(Page 2 of 2)**

**48200 Compulsory education law**

**48260 Truant definition**

**48400 Compulsory continuation education**

**60901(c) Chronic absences defined**

### **PENAL CODE**

**270.1 Chronic truancy**

**272 Parent/guardian duty to supervise and control minor child**

### **WELFARE AND INSTITUTIONS CODE**

**601-601.4 Habitually truant minors**

### **TITLE 5, CODE OF REGULATIONS**

**306 Explanation of absence**

**420-421 Record of verification of absence due to illness and other causes**

|                        |   |
|------------------------|---|
| 03/27/90               | Draft                                     |
| 04/17/90               | First Reading                             |
| 05/01/90               | Second Reading                            |
| 05/01/90               | Approved                                  |
| 05/30/90               | Reviewed by Legal Counsel                 |
| <b><u>12/11/18</u></b> | <b><u>Review by Policy Committee</u></b>  |
| <b><u>01/15/19</u></b> | <b><u>First Reading</u></b>               |
| <b><u>02/05/19</u></b> | <b><u>Second Reading and Adoption</u></b> |



**SACRAMENTO COUNTY BOARD OF EDUCATION**

10474 Mather Boulevard, P.O. Box 269003  
Sacramento, CA 95826-9003

|   |   |
|---|---|
| <b>Subject:</b> Revisions to Administrative Rules and Regulations 5113.2 (Renumbered 5113) – Pupil Attendance and Truancy | <b>Agenda Item No.:</b> VIII.H.<br><b>Enclosures:</b> 16  |
| <b>Reason:</b> Informational  | <b>From:</b> David W. Gordon<br><b>Prepared By:</b> Teresa Stinson<br><b>Board Meeting Date:</b> 02/05/19 |

**BACKGROUND:**

The Sacramento County Office of Education (SCOE) and the Sacramento County Superintendent of Schools have attached the proposed revision to Administrative Rules and Regulations (ARR) 5113.2 – Pupil Attendance and Truancy. This ARR revises and rennumbers ARR 5113.2.

This item is provided for information, and no action is required by the Board.

# DRAFT

## 5000 – STUDENTS

### PUPIL ATTENDANCE AND TRUANCY

ARR 5113.2 5113

(Page 1 of 16)

The Sacramento County Office of Education (SCOE) is committed to working proactively with its pupils, their parents or guardians, and other appropriate persons to encourage regular attendance and identify attendance barriers.

SCOE believes engaged classes, a positive school climate, and strong relationships with pupils and their parents or guardians help promote regular attendance. School sites should continually strive to meet these objectives.

SCOE sites will regularly review attendance data to identify emerging attendance issues, chronic absenteeism, and attendance improvement. Upon identifying attendance issue, SCOE staff will promptly contact the pupil and the pupil's parent or guardian to try to identify attendance barriers. SCOE will make every effort to communicate with pupils who are not attending school, including calling home, visiting a pupil's residence, and (when necessary) working with community partners to locate a pupil.

For pupils who are struggling with regular attendance, SCOE staff will work with pupils and parents or guardians to develop customized attendance plans based on a pupil's individualized needs. Such plans may include, but are not limited to:

- health care referrals for short-term and chronic health barriers,
- transportation assistance,
- counseling or other appropriate support for mental or emotional difficulties,
- academic supports,
- efforts to address school or community safety or climate concerns,
- interventions focused on addressing attitude about school.

The interventions may involve community partners including nonprofits, child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers.

SCOE will evaluate and revise a pupil's attendance plan as necessary.

---

01/22/19      Reviewed by Cabinet  
02/05/19      Reviewed by Board of Education

# DRAFT

## 5000 – STUDENTS

### PUPIL ATTENDANCE AND TRUANCY

**ARR 5113.2 5113**

(Page 2 of 16)

~~As stipulated in the Education Code, and as noted in Board Policy 5113.2, any student enrolled in a County Office of Education program are required to have regular school attendance.~~

**I. ~~Overview and Definitions:~~** ~~For the purposes of implementing these Administrative Rules and Regulations, the following definitions and processes are provided:~~

**A. ~~Truant EC 48260~~**

~~Any student subject to compulsory full time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof, is a truant and shall be reported to the school principal.~~

**B. ~~Notification to Parent or Guardian of Truancy EC 48260.5:~~**

~~Upon the pupil's initial classification as a truant, the school principal and/or designee shall notify the pupil's parent or guardian, by first class mail or the following:~~

~~(1) That the pupil is truant.~~

~~(2) That the parent or guardian is obligated to complete the attendance of the pupil at school.~~

~~(3) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 of the Education Code, commencing with Section 48290.5.~~

~~(4) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.~~

~~(5) That the pupil may be subject to prosecution under section 48264.~~

~~(6) that the pupil may be subject to suspension, restriction or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.~~

~~(7) that it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.~~

# DRAFT

## 5000 – STUDENTS

### PUPIL ATTENDANCE AND TRUANCY

ARR 5113.2 5113

(Page 3 of 16)

C. ~~Subsequent Report of Truancy – EC 28261~~

~~Any pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be reported to the school principal and/or designee.~~

D. ~~Habitual Truant EC 48262~~

~~Any pupil is deemed an habitual truant who has been reported as a truant three (3) or times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate SCOE employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil, and the pupil himself/herself, after the filing of either of the reports required by EC Section 48260 and 48261.~~

E. ~~Referral to Local School District SARB or SCOE SARB – EC 48263~~

~~If any minor pupil, enrolled in a SCOE program is an habitual truant, or is irregular in attendance at school, the pupil will be referred to the Local School District SARB or SCOE School Attendance Review Board (SARB) for services. Please see Appendix "A" for Matrix of Agency Responsibility.~~

~~For those students who are the responsibility of the Local School district SARB, SCOE program staff must complete the documentation provided in following appendices:~~

- ~~1) Appendix "B" "Parental Notification of Truancy";~~
- ~~2) Appendix "C" "Follow Up Letter to Parent";~~
- ~~3) Appendix "D" "Pre-SARB conference Checklist";~~
- ~~4) Appendix "E" "Determination of Habitual Truancy"~~
- ~~5) Appendix "F" "SARB Referral to Local School District for SCOE served student";~~
- ~~6) Appendix "G" SARB Referral to SCOE SARB.~~

# DRAFT

## 5000 – STUDENTS

### PUPIL ATTENDANCE AND TRUANCY

ARR 5113.2 5113

(Page 4 of 16)

~~For students served in SCOE Special Education Programs (SH and SH-SED), the parent shall be notified in writing and shall indicate that the pupil and parents or guardians of the pupil will be required, along with the referring SCOE employee, to meet with the SCOE SARB to consider a proper disposition of the referral. Options and alternatives provided to the SCOE SARB as prescribed by law, include the following:~~

~~\_\_\_\_\_ (a) If the SCOE SARB determines that the available community services can resolve the problem of the truancy, then the SARB shall direct the pupil or the pupil's parents or guardians, or both, to make use of those community services. The SCOE SARB may require, at any time, that it determine proper, the pupil or parents or guardians of the pupil's, or both, to furnish satisfactory evidence of participation in the available community services.~~

~~\_\_\_\_\_ (b) If the SCOE SARB determines that available community services cannot resolve the problem of the truant pupil, or if the pupil or parents or guardians of the pupil, or both, have failed to response to the directions of the SCOE SARB, the SCOE SARB may, pursuant to Education Code section 48263.5, notify the Sacramento County District Attorney.~~

### **II. Pupil Attendance Accounting and Monitoring**

~~Accurate daily attendance records will be kept by all certificated staff for their respective classes. The program principal and/or designee is responsible for investigating any absences they believe are suspected trancies.~~

#### **A. Verification of Pupil Absences**

~~Designated certificated and/or classified personnel shall make reasonable efforts to verify all pupil absences, excused or other than excused. Only verification by parents or guardians who have care and custody of the pupil shall be accepted by school or classroom personnel. When appropriate, pupils eighteen (18) years of age or older shall be responsible for the verification of their own absence.~~

#### **B. Parent Request for Attendance Information**

~~If the parent and/or guardian requests information relating to a pupil's absence, this information will be provided. The parent will be responsible with the pupil to provide school or classroom personnel with factual reasons for absence.~~

# DRAFT

## 5000 – STUDENTS

### PUPIL ATTENDANCE AND TRUANCY

ARR 5113.2 5113

(Page 5 of 16)

#### **III. ~~Process for Determination of Pupil As Truant and Habitual Truant~~**

~~Classroom teachers shall continue to monitor student attendance. When the classroom teacher or designated staff have determined that the pupil's absence and is unexcused, this notification shall be made on form (see Appendix ). On the third unexcused absence, a letter is sent home to the parent/guardian declaring the student to be a truant. A copy of this letter is sent to the SCOE Child Welfare and Attendance Officer.~~

~~If the student has a fourth (4th) unexcused absence, the information is recorded on form (see Appendix ) and the pupil will be deemed an "habitual truant"~~

#### **IV. ~~Parent Conferencing Strategies and Alternatives Prior to Referral to SCOE-SARB~~**

~~(for SCOE Special Education SH/SED Students and SCOE Community School Students)~~

~~The principal or designee are directed to utilized the "Pre-SARB Conference Checklist" to consider strategies and alternatives in working with the pupil and his/her parent or guardian prior to considering a referral to the SARB.~~

~~When a special education student has been deemed an "habitual truant", the following alternatives may be considered for the pupil:~~

- ~~A. utilize the "Pre-SARB Conference Checklist" as a conferencing guide;~~
- ~~B. Schedule and convene a review IEP Team meeting~~
- ~~C. The IEP Team shall:~~
  - ~~1. consider and develop other alternatives, including additional assessments;~~
  - ~~2. if no other alternatives or solutions, including consideration for other educational placements can be determined, recommend and refer the pupil to the SCOE-SARB.~~

#### **V. ~~Referral to SCOE-SARB~~**

~~The SCOE-SARB shall be include, but not limited to the following individuals:~~

- ~~A. SCOE Child Welfare and Attendance Officer;~~
- ~~B. SCOE principal or other administrator not directly involved with the pupil;~~
- ~~C. Probation Officer assigned to SCOE programs;~~
- ~~D. parent or other SCOE resource staff (i.e. School Counselor or Social Worker).~~

# DRAFT

## 5000 – STUDENTS

### PUPIL ATTENDANCE AND TRUANCY

**ARR 5113.2 5113**

(Page 6 of 16)

~~A referral to the SCOE SARB is made via the "SCOE SARB Referral Form" when the pupil and his/her parent or guardian has not responded to alternatives, options and strategies to improve the pupil's mandatory attendance to school. A written copy of the referral to the SCOE SARB shall be sent to the parent and/or guardian notifying them and the minor of the requirement to meet to consider a proper disposition of the referral.~~

#### **~~VI. Options Available to the SCOE SARB and Consequences to Parents/Guardians~~** (Education Code sections 48263 et. seq. and sections 48290 et. seq.)

~~The SCOE SARB, pursuant to law, can:~~

- ~~A. direct parents and pupil to make use of community resources and to furnish satisfactory evidence of participation in community resources;~~
- ~~B. If a parent or guardian and pupil do not participate, SARB may refer them to the District Attorney's Office or to the Probation Office of the County; and~~
- ~~C. the District Attorney or the Probation Office may write a notification that the parent or guardian is subject to prosecution and may also request parents or guardians to attending a meeting pursuant to Section 601.3 of the Welfare and Institutions Code to discuss possible legal consequences.~~
- ~~D. Education Code section 48293 stipulates that (a) "any parent, guardian, or other person having control or charge on any pupil who fails to comply ..., is guilty of an infraction and shall be punished as follows:~~
  - ~~1. Upon a first conviction, by a fine of not more than one hundred dollars (\$100).~~
  - ~~2. Upon a second conviction, by a fine of not more than two hundred fifty dollars (\$250).~~
  - ~~3. Upon a third or subsequent conviction, if the person has willfully refused to comply, by a fine of not more than five hundred (4500). In lieu of imposing the fines prescribed in paragraphs (1), (2), and (3), the court may order the person to be placed in a parent education and counseling program.~~

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Developed: 08/31/98

Distributed: 09/4/98

**SACRAMENTO COUNTY OFFICE OF EDUCATION  
COUNTY COMMUNITY SCHOOLS  
STUDENT TRUANCY MATRIX**

*Appendix "A"*

**NOTE:** The matrix noted below denotes the agency which has legal responsibility to act upon a student who has been determined, by law to be designated as a "habitual truant" (EC 48262). Education Code sections 48263 et seq. outlines various options and alternatives, including but not limited to: (1) 20 hours of community service performed by the student [EC 48264.5]; (2) payment of \$100 fine [EC 48264.5]; 3) suspension/revocation of the student's driving privileges [48264.5]; and 4) those penalties imposed by EC 48293 for a parent or guardian for failure to comply [i.e. upon conviction, by a fine of not more than \$100; upon a second conviction, by a fine of not more than \$250; and 3) upon a third or subsequent conviction, a fine of not more than \$500 or a court ordered parent education and counseling program [EC 48293].

**COUNTY COMMUNITY SCHOOLS  
STUDENTS REFERRED AND ENROLLED**

| Responsible Agency                             | District Referred Per Parent Request<br>EC 1981 (b) | SARB Referred<br>EC 1981 (b) | Probation Referred<br>EC 1981 (c)(1) | Expulsion<br>EC 1981 (a) (c) |
|--|---|------------------------------|--------------------------------------|------------------------------|
| Local District SARB                            | X   |                              |                                      |                              |
| Local District SARB                            |   | X                            |                                      |                              |
| Probation Dept.<br>Juvenile Court<br>Sanctions |   |                              | X                                    |                              |
| SCOE SARB                                      |   |                              |                                      | X                            |

dos: scoe-sarb



SACRAMENTO COUNTY OFFICE OF EDUCATION  
9738 Lincoln Village Drive  
Sacramento, CA 95827

Appendix "B"

**Parental Notification of Unexcused Student Absence and/or Truancy**

\_\_\_\_\_  
Name of School of Student's Enrollment

\_\_\_\_\_  
Date

[Check as appropriate]    ☐ 1st Notice    ☐ 2nd Notice    ☒ 3rd Notice: Student Declared Truant

**To the Parent/Legal Guardian of:**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Your child has been absent or tardy on the following days without a valid excuse:

Absent:

Tardy:

When a student is absent or tardy more than three times unexcused, he/she is truant according to the California Education Code, Section 48260 (Please see the back side of this page for the specific Education Code Section).

As the parent/legal guardian, you are obligated, by law, to compel the attendance of your child at school. Your failure to meet this obligation may result in an infraction and be subject to prosecution pursuant to Article 6, commencing with Education Code Section 48290.

In the interest of your child's education, your assistance in correcting this situation is appreciated. Please contact the school immediately to schedule a conference regarding any alternative(s) available to improve your child's attendance at school. Thank you in advance for your assistance in this request.

Sincerely yours,

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Principal - Designee of the County Superintendent

School Telephone Number: \_\_\_\_\_

**NOTE: EFFECTIVE January 1, 1998, all families receiving CalWorks benefits (formerly AFDC) should know that there are many new rules with Welfare Reform. One new rule is: If your child is NOT attending school regularly, YOUR WELFARE CHECK MAY BE REDUCED. It is a requirement that ALL SCHOOL- AGE CHILDREN MUST BE ATTENDING SCHOOL REGULARLY, AND ON TIME, so that you will receive your full welfare check.**

dox: parental notification letter

**SACRAMENTO COUNTY OFFICE OF EDUCATION**  
**9738 Lincoln Village Drive**  
**Sacramento, CA 95827**

*Appendix "C"*

**Student Truancy Process Leading to A Referral to S.A.R.B.**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Special Education Pupil: \_\_\_\_ Yes \_\_\_\_ No (check one)

SCOE Site/Program: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**Summary of Activities and Actions**

1. **Attendance:** (establishing criteria for truancy): Pursuant to EC 48260, the above-named student has been absent from school without valid excuse on the following dates:  
(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ With the third unexcused absence, complete Pre-S.A.R.B. Conference Checklist form to monitor "next steps".
2. **Parent Conference:** Pursuant to EC 48261 and 48262, a conference was held with the parent/guardian and the public school official on the following date: \_\_\_\_\_.  
Action taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
3. **Subsequent Report of Truancy** (establishing habitual truancy): Pursuant to EC 48261 and 48262, a pupil is deemed an **habitual truant** who has been reported as truant three or more times per school year. Date of 4th unexcused absence: \_\_\_\_\_.
4. **Referral to School Attendance Review Board (S.A.R.B.):** Pursuant to EC 48263, a pupil designated an habitual truant may be referred to a School Attendance Review Board. A written notice shall be provided to the parent/guardian when a referral is made to the S.A.R.B. and the reason for the referral.  
Date of referral to S.A.R.B. \_\_\_\_\_.

Signature of Principal/Designee for the County Superintendent: \_\_\_\_\_.

Date of letter of notification to parent: \_\_\_\_\_.

**SACRAMENTO COUNTY OFFICE OF EDUCATION**  
9738 Lincoln Village Drive  
Sacramento, CA 95827

*Appendix "D"*

**Pre - School Attendance Review Board Conference Checklist**

RE: \_\_\_\_\_  
Student Name \_\_\_\_\_ SCOE School Site/Program \_\_\_\_\_ Date of Birth \_\_\_\_\_

Reported by: \_\_\_\_\_  
Name - School Official \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

The following steps have been completed as checked. It is understood that items 1 through 5 must be completed before a S.A.R.B. conference can be held. Items 6 through 15, as checked, reflect other steps which may have been taken by the school/program to address the problem.

**Required Steps**

- \_\_\_\_\_ 1. Conferred with the student. Dates: \_\_\_\_\_
- \_\_\_\_\_ 2. Held a parent conference and/or I.E.P. Meeting. Dates: \_\_\_\_\_
- \_\_\_\_\_ 3. Notified parent/guardian in writing describing the attendance, behavior or supervision problem.
- \_\_\_\_\_ 4. Established legal truancy (Education Code section 48260 - 48261).
- \_\_\_\_\_ 5. Officially declared youth an habitual truant. (Education Code section 48263).

**Optional Steps**

- \_\_\_\_\_ 6. Referred student for counseling services.
- \_\_\_\_\_ 7. Specific class schedule adjustments were made.
- \_\_\_\_\_ 8. Participated in the Regional Occupational Program (ROP).
- \_\_\_\_\_ 9. Placed on detention before and/or after regular school hours.
- \_\_\_\_\_ 10. Referred to appropriate community agency.
- \_\_\_\_\_ 11. Recommended medical follow up.
- \_\_\_\_\_ 12. Consulted with other teachers and staff members for additional assistance.
- \_\_\_\_\_ 13. Placed student on a minimum day schedule.
- \_\_\_\_\_ 14. At the request of parent or guardian, sought assistance the student's friends and/or relatives.

\_\_\_\_\_ 15. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOX: pre-sarb-cklist

*Appendix "E"*

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Dear Parent/Guardian:

This is to notify you that your child has been classified as a **habitual truant** because of his/her continued failure to attend class. He/she was absent on \_\_\_\_\_ and no verification from you has been forthcoming and, therefore, we must presume that your child was absent without your knowledge or consent.

You, as the parent or guardian, are obligated to compel the attendance of your child at school. Furthermore, you should know that a parent or guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution of Article 6 (commencing with Section 48290) of Chapter 2 of Part 27 of the California Education Code.

A conference is being scheduled for you to meet with appropriate school personnel to discuss options related to your child's truancy and alternatives to address this problem. The conference has been scheduled for \_\_\_\_\_ at \_\_\_\_\_

(date)

(school site name)

for \_\_\_\_\_ am/pm.

and school site address)

(time of conference)

If this time is inconvenient, please telephone us to reschedule this important conference. Thank you for your time and assistance in this request.

Sincerely yours,

\_\_\_\_\_  
Principal - Designee for the County Superintendent of Schools

\_\_\_\_\_  
(Telephone Number)

**NOTE: EFFECTIVE January 1, 1998, all families receiving CalWorks benefits (formerly AFDC) should know that there are many new rules with Welfare Reform. One new rule is: If your child is NOT attending school regularly, YOUR WELFARE CHECK MAY BE REDUCE. It is a requirement that ALL SCHOOL-AGED CHILDREN MUST BE ATTENDING SCHOOL REGULARLY, AND ON TIME, so that you will receive your full welfare check.**

dox: habitual-truant-ltr.

**SACRAMENTO COUNTY OFFICE OF EDUCATION**  
**9738 Lincoln Village Drive**  
**Sacramento, CA 95827**

*Appendix "F"*

TO: \_\_\_\_\_, School Attendance Review Board  
\_\_\_\_\_, School District

FROM: \_\_\_\_\_, SCOE Principal

The pupil identified below is being referred to the School Attendance Review Board as an habitual truant as established by the enclosed documentation. A copy of this written notice has been provided to the pupil and the parent/guardian of the pupil indicating that they will be required, along with the referral individual, to meet with the School Attendance Review Board.

**Identifying Data**

Name of Pupil: \_\_\_\_\_ Date of Referral: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ Gender: \_\_\_\_\_

Name of Current School: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_

School District of Residence: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Home Phone # \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone # \_\_\_\_\_

**Background Information**

1. Specific steps taken in an attempt to resolve the issues [include dates of activities]:  
Calls Home \_\_\_\_\_ Program Change \_\_\_\_\_ Letters to parent/guardian \_\_\_\_\_  
Detention \_\_\_\_\_ Shortened day \_\_\_\_\_ Psychological Evaluation \_\_\_\_\_  
Progress Reports \_\_\_\_\_ Counsel with Pupil \_\_\_\_\_ IEP Meeting \_\_\_\_\_  
Parent Conference \_\_\_\_\_ Refer to Counseling \_\_\_\_\_ Refer to Enclosures \_\_\_\_\_  
Other: \_\_\_\_\_
2. Referral to Community Services [include dates of activities]  
Mental Health Service \_\_\_\_\_ Child Protective Services \_\_\_\_\_ Crisis Clinic \_\_\_\_\_  
Law Enforcement \_\_\_\_\_ Probation Dept. \_\_\_\_\_ Social Services \_\_\_\_\_  
Other \_\_\_\_\_

3. Notes and Considerations for S.A.R.B.:

dox: sarb-referral

ELIMINATED

**SACRAMENTO COUNTY OFFICE OF EDUCATION**  
**9738 Lincoln Village Drive**  
**Sacramento, CA 95827**

*Appendix "G"*

TO: School Attendance Review Board, Sacramento County Office of Education

FROM: \_\_\_\_\_, SCOE Principal

The pupil identified below is being referred to the School Attendance Review Board of the Sacramento County Office of Education as an ***habitual truant*** as established by the enclosed documentation. A copy of this written notice has been provided to the pupil and the parent/guardian of the pupil indicating that they will be required, along with the referring individual, to meet with the School Attendance Review Board.

**Identifying Data**

Name of Pupil: \_\_\_\_\_ Date of Referral: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ Gender: \_\_\_\_\_  
Name of School Currently Enrolled: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_  
School District of Residence: \_\_\_\_\_  
Parent/Guardian's Name: \_\_\_\_\_ Home Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone # \_\_\_\_\_

**Background Information**

1. Specific steps taken in an attempt to resolve the issues [include dates of activities]:  
Calls Home \_\_\_\_\_ Program Change \_\_\_\_\_ Letters to parent/guardian \_\_\_\_\_  
Detention \_\_\_\_\_ Shortened day \_\_\_\_\_ Psychological Evaluation \_\_\_\_\_  
Progress Reports \_\_\_\_\_ Counsel with Pupil \_\_\_\_\_ IEP Meeting \_\_\_\_\_  
Parent Conference \_\_\_\_\_ Refer to Counseling \_\_\_\_\_ Refer to Enclosures \_\_\_\_\_  
Other: \_\_\_\_\_
2. Referral to Community Services [include dates of activities]  
Mental Health Service \_\_\_\_\_ Child Protective Services \_\_\_\_\_ Crisis Clinic \_\_\_\_\_  
Law Enforcement \_\_\_\_\_ Probation Dept. \_\_\_\_\_ Social Services \_\_\_\_\_  
Other: \_\_\_\_\_
3. Notes and Considerations for S.A.R.B.: \_\_\_\_\_

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Date\_\_\_\_\_

Parent Name  
Address  
City and Zip Code

Dear -----:

This is to let you know that regular school attendance of your son/daughter is very important to their future. As you know, your son/daughter has been declared an "*habitual truant*" as documented in a letter dated \_\_\_\_\_.

Your son/daughter's matter has been referred to the Sacramento County Office of Education School Attendance Review Board for review and consideration of alternatives to resolve the school attendance issue.

Please contact this office, no later than \_\_\_\_\_ to schedule a meeting date and time to address this issue. If you do not contact our by this date, we may refer this matter to the Sacramento County District Attorney's Office or the Sacramento County Probation Department as provided by law. We hope you will call us very soon.

Sincerely yours,

Child Welfare and Attendance  
916/228-2490

cc: SCOE Principal/Designee

dox: letter-scoe-sarb

**01/22/19**    **Reviewed by Cabinet**  
**02/05/19**    **Reviewed by Board of Education**