



Contra Costa School of Performing Arts

Regular Board of Director Meeting

Date and Time

Wednesday August 4, 2021 at 5:30 PM PDT

Location

Meeting ID

meet.google.com/hfq-vixw-eua

Phone Numbers

(US)+1 516-415-1203

PIN: 672 998 275#

The public may address the Board regarding any item within the jurisdiction of the Board of Directors of CharterHouse Public Schools. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker's card. Cards should be turned into the Board Vice-chairperson prior to the Call to Order. Speakers will be given three minutes for items on the agenda and two minutes for items not on the agenda. Time may not be yielded to other speakers. In compliance with the Brown Act, the Board may listen to comments from speakers and provide direction to staff, but may not engage in discussion or take action on items that are not already on the agenda.

All Board agendas and minutes will be published at cocospa.org. Any disclosable public records related to an open session Board meeting agenda item and distributed by staff to a majority of the Board of Directors shall be available for public inspection.

The Board of Directors will provide reasonable accommodations for persons with disabilities planning to attend Board meetings so long as 48 hours notice is provided by contacting the Executive Director's Office at (925) 235-1130.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
Opening Items			

	Purpose	Presenter	Time
A. Record Attendance		Deborah Padberg	1 m
B. Call the Meeting to Order		Deborah Padberg	1 m
C. Approve Minutes	Approve Minutes	Deborah Padberg	2 m
Approve minutes for Regular Board Meeting on June 16, 2021			
D. Agenda Review and Adoption	Vote	Deborah Padberg	2 m
The Board will review the agenda and adopt as presented or take action to change the order of items.			

II. Public Comment 5:36 PM

A. Items on the Agenda	FYI	Deborah Padberg	10 m
B. Items Not on the Agenda	FYI	Deborah Padberg	5 m

III. Standing Committees 5:51 PM

A. Academic Excellence	FYI	Tamara Gerlach	5 m
The Board will hear a report from this standing committee.			
B. Outreach and Enrollment Committee	FYI	Marie Gil	5 m
The Board will hear a report from this standing committee.			
C. Governance Committee	FYI	Heather Vega	5 m
The Board will hear a report from this standing committee.			
D. Development Committee	FYI	Deborah Padberg	5 m
The Board will hear a report from this standing committee.			
E. Finance Committee	FYI	David Wendt	5 m
The Board will hear a report from this standing committee.			

IV. Information Items 6:16 PM

A. Reopening Update	FYI	Dr. Robert Chalwell	10 m
The Board will receive an update from the Executive Director on the ongoing school reopening process.			
B. Board Retreat	FYI	Dr. Robert Chalwell	5 m

	Purpose	Presenter	Time
The Board will hear from the Executive Director on proposed dates for the hosting of the 2021-2022 Board Retreat.			

V. Action Items

6:31 PM

A. Homeless Student Policy	Vote	Dr. Robert Chalwell	15 m
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The Board will consider approval of the SPA Homeless Student Policy.

B. Independent Study/Extended Independent Study Policy	Vote	Dr. Robert Chalwell	20 m
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The Board will consider for approval updates to the SPA Independent Study Policy intended to align with recent legislative updates and to meet the diverse learning needs of students during the ongoing COVID-19 Pandemic.

C. Declaration of Need for Fully Certified Educators	Vote	Dr. Robert Chalwell	15 m
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The Board will consider certifying that there is an insufficient number of certificated persons who meet the Charter's specified employment criteria pursuant to CCTC Form CL-500.

D. 2021-2022 Budget	Vote	Dr. Robert Chalwell	20 m
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The Board will consider for approval the 2021-2022 Budget as presented.

VI. Staff Reports

7:41 PM

A. Executive Director	FYI	Dr. Robert Chalwell	15 m
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The Executive Director will update the Board on school business.

B. EdTec	FYI		15 m
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The EdTec Client Manager will present the monthly financial reports.

VII. Closed Session

8:11 PM

A. Public Employment			15 m
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Title:

- Administration
- Teachers
- Classified

B. Public Employee Discipline/Dismissal/Release			10 m
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VIII. Reconvene Open Session

8:36 PM

A. Report Out	FYI	Deborah Padberg	5 m
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	Purpose	Presenter	Time
The Board will report out any action taken in Closed Session, if any.			
IX. Board Reports			8:41 PM
A. Trustee	FYI	Deborah Padberg	5 m
Trustees make announcements or reports of their activities.			
X. Closing Items			8:46 PM
A. Adjourn Meeting	Vote	Deborah Padberg	1 m

Cover Sheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Board Meeting on June 16, 2021



Contra Costa School of Performing Arts

Minutes

Regular Board Meeting

Date and Time

Wednesday June 16, 2021 at 5:30 PM

Location

Meeting ID

meet.google.com/unh-koqm-ryd

Phone Numbers

(US) +1 336-715-1698

PIN: 323 334 961#

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Directors Present

D. Padberg (remote), D. Wendt (remote), H. Vega (remote), T. Gerlach (remote)

Directors Absent

M. Gil

Ex Officio Members Present

N. McChesney (remote)

Non Voting Members Present

N. McChesney (remote)

Guests Present

D. Chalwell (remote), J. Flaner (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

D. Padberg called a meeting of the board of directors of Contra Costa School of Performing Arts to order on Wednesday Jun 16, 2021 at 5:32 PM.

C. Approve Minutes

D. Wendt made a motion to approve the minutes Regular Board Meeting on 05-03-21.

H. Vega seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

T. Gerlach Aye
D. Padberg Aye
M. Gil Absent
D. Wendt Aye
H. Vega Aye

D. Agenda Review and Adoption

T. Gerlach made a motion to adopt the agenda as presented.

H. Vega seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

M. Gil Absent
T. Gerlach Aye
D. Padberg Aye
D. Wendt Abstain
H. Vega Aye

II. Public Comment

A. Items on the Agenda

No public comment.

B. Items Not on the Agenda

No public comment.

III. Standing Committees

A. Academic Excellence

Trustee Gerlach provided the Board with report on this standing committee. The various indicators used by this committee to track progress show that 100% of the goals were met. Goals for the 21-22 school year to continue improvement and mark growth have been established.

B. Outreach and Enrollment Committee

No report.

C. Governance Committee

Trustee Vega reported on work of this standing committee. Work continues by this committee to build a core baseline matrix to assist in meeting its governance oversight responsibilities. Also underway are discussions for planning a Board Retreat when the Board meets again in August.

D. Development Committee

Trustee Padberg announced that two new parent members have been added to this committee. The Giving Levy for the 21-22 School Year will be determined shortly.

E. Finance Committee

Trustee Wendt reported that the Finance Committee met recently to review the draft budget and LCAP.

IV. Information Items

A. Reopening Update

Principal Chalwell reported that the reopening plans are on track for 21-22, with the goal of all students resuming school based activities. Local and state agencies continue to be monitored for reopening guidance. The 21-22 Bell Schedule was discussed.

B. Organizational Chart

Principal Chalwell provided the Board with an updated organizational chart. A review and discussion followed. The Board supports the updated chart and stated that the Transition Committee will continue its work to assist in the transition over the coming months as needed.

V. Action Items

A. Protocol for Meetings on Holidays

H. Vega made a motion to adopt protocol for addressing calendar for meetings that fall on holidays.

D. Wendt seconded the motion.

The Board adopts holding it's regular meetings on the 1st Monday of Every Month, 5:30 - 8:30 p.m., except for when the meeting date falls on a holiday, the meeting will be held on the following Monday (2nd Monday).

The board **VOTED** unanimously to approve the motion.

Roll Call

D. Padberg Aye

T. Gerlach Aye

M. Gil Absent

H. Vega Aye

Roll Call

D. Wendt Aye

B. SPA 2021 LCAP

H. Vega made a motion to approve the final SPA 2021 LCAP as presented.

T. Gerlach seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

T. Gerlach Aye

M. Gil Absent

D. Wendt Aye

H. Vega Aye

D. Padberg Aye

C. 2021-2022 Budget

H. Vega made a motion to approve the 2021-2022 Budget as presented.

D. Wendt seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

H. Vega Aye

M. Gil Absent

D. Wendt Aye

T. Gerlach Aye

D. Padberg Aye

D. 20-21 Education Protection Account

H. Vega made a motion to approve the 20-21 EPA resolution and spending plan as presented.

D. Wendt seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

D. Wendt Aye

T. Gerlach Aye

D. Padberg Aye

M. Gil Absent

H. Vega Aye

E. 21-22 CARS Application

T. Gerlach made a motion to approve the 2021-22 CARS Application for Title Funding as presented.

H. Vega seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

D. Wendt Aye

D. Padberg Aye

H. Vega Aye

M. Gil Absent

T. Gerlach Aye

F. SPA Graduation Policy

H. Vega made a motion to approve the updated Graduation Policy allowing SPA to more responsively respond to the unique needs of students and families.

D. Wendt seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

D. Padberg Aye
M. Gil Absent
T. Gerlach Aye
D. Wendt Aye
H. Vega Aye

VI. Staff Reports

A. Executive Director

As the last meeting for Executive Director N. McChesney came to a close, he expressed his appreciation to the Board for its service and dedication to SPA and his support of the incoming Executive Director R. Chalwell.

B. EdTec

Report provided with the review of the 21-22 Budget (Item V, C).

VII. Reconvene Open Session

A. Report Out

The Board approved the following employment agreements:

769182, 022286, 511813, 949016, 458479, TBD, 332635, 806253, 819223, TBD, 340756, 524353, 461279, 945790, 785883, 168920, 352802, 841350, 772694, 419247, 37155, 614832, 888490, 325204, 198545, 809129, 851161, 929614, 648011, 195468, 642041, 460486, 043881, 495760, 035858, 750267, 817455, 211851, 190540, 869767, 495060, 683212, 898685, 850466.

The Board approved the following resignations and releases:

289225, 413489, 442736, 404412.

VIII. Board Reports

A. Trustee

Trustee Gerlach reported on the Graduation and Promotion ceremonies 20-21.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:39 PM.

Respectfully Submitted,
D. Padberg

Documents used during the meeting

- 2021 LCAP SPA.pdf
- CCSPA 2021-22 Budget Draft 05.28.21.pdf
- CCSPA 2021-22 Budget Narrative Draft 06.01.21.pdf

- CCSPA_EPA resolution_21-22.pdf
- CCSPA_EPA spending plan 21-22.pdf
- CCSPA CARS AppforFndng 2021-22 (06.10.21).pdf
- 21 06 11 - SPA Graduation Policy.pdf
- CCSPA April Financials for June Board Meeting 05.28.21.pdf
- CCSPA June Board Meeting.pdf

Cover Sheet

Homeless Student Policy

Section: V. Action Items
Item: A. Homeless Student Policy
Purpose: Vote
Submitted by:
Related Material: SPA Homeless Student Policy Draft 2021-08-04.pdf



Contra Costa School of Performing Arts Homeless or Displaced Youth Policy

The McKinney-Vento Homeless Assistance Act (McKinney-Vento Act) (42 U.S.C. § 11431-11435) is federal legislation that ensures the educational rights and protections of children and youth experiencing homelessness. It requires all local educational agencies (LEAs) to ensure that homeless students have access to the same free, appropriate public education, including public preschools, as provided to other children and youth. The McKinney-Vento Act defines LEAs as public school districts, direct-funded and locally funded charter schools, and county offices of education. The McKinney-Vento Act also authorizes the funding for the federal Education for Homeless Children and Youth Program.

In accordance with the requirements of federal law, including the McKinney-Vento Homeless Assistance Act, state law, and State Board of Education Rules, Contra Costa School of Performing Arts will work with homeless students and families to provide stability in school attendance and other services. Special attention will be given to the enrollment and attendance of homeless students not currently attending school. The Executive Director shall designate an appropriate staff person to be the school liaison for homeless students and their families. The liaison's responsibilities include compiling data collected on children and youth in transition, determining and arranging for needed services, facilitating enrollment, and settling disputes.

IDENTIFICATION OF HOMELESS STUDENTS:

The McKinney-Vento Homeless Assistance Act (Act), 42 U.S.C. § 11434a(2)et seq., defines homeless students as those who lack a fixed, regular and adequate nighttime residence.

This includes children and youth who:

1. Share the housing of other persons due to the loss of housing, economic hardship, or a similar reason;
2. Live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
3. Live in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Are awaiting foster care placement;
6. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
7. Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar setting; or
8. Migratory children who qualify as homeless because they are living in circumstances set forth in Items 1, 2, and 3 above.



ENROLLMENT/WITHDRAWAL OF HOMELESS STUDENTS:

1. A homeless student should be enrolled immediately even if the student lacks records normally required for enrollment.
2. If a homeless student arrives at school without a parent/guardian, the unaccompanied youth shall be enrolled immediately. The Executive Director shall contact the parent/guardian and complete the enrollment process. Students must meet the School's age eligibility criteria for enrollment.
3. Homeless students qualify for free lunch.
4. When students enroll without records (i.e. transcripts/grade reports, birth certificate, immunizations/health records) the Principal or designee shall contact the former school to request the student's records.
5. Parents/guardians shall provide the school with contact information.

Withdrawal:

Homeless students often leave school without officially withdrawing. If the school is contacted by another district for a homeless student's records, requested information shall be provided and school records sent within 15 days to the receiving school district.

SERVICES

Comparable Services

Each homeless child or youth shall be provided services comparable to services offered to other students at SPA.

Nutrition Programs

Homeless students automatically qualify for free breakfast and lunch. Families do not have to fill out an application or provide proof of income. Homeless students will be added to the free meals program as soon as they have been identified.

Professional Development for All School Staff

All administrators, teachers and employees of the school will be provided professional development on the identification, services and sensitivity necessary when dealing with homeless children and youth. All identified or suspected homeless children and youths will be referred to the school's homeless liaison. Professional Development will be provided to all staff as the need arises.

Process for Monitoring

Families are informed to contact a teacher (or the Homeless Liaison directly) if they are homeless. In addition, information on homeless services is sent to parents via newsletters and email announcements. Teachers are instructed to notify the homeless



liaison if they identify (or suspect) a student as being homeless. The homeless liaison works very closely with the teachers to ensure accommodations are made to address the student's homeless status (extra support, extended deadlines, transportation to testing, etc.). Also, as needed, the homeless liaison will meet with relevant school administration and staff (e.g. Title I Coordinator) to follow up on any additional services that may be requested.

Transportation

Per the McKinney-Vento Act, Local Education Agencies must provide transportation to homeless students to and from their school of origin. SPA, where (a) feasible, (b) applicable, (c) at the request of the parent/guardian, and/or (d) in the best interest of the homeless children, shall provide transportation to students experiencing homelessness to ensure the students are able to stay at SPA during the duration of their homelessness. SPA may work with the student's district of residence or other agencies, including the California Department of Education, to provide transportation services.

ROLE OF THE HOMELESS LIAISON:

The Homeless Liaison works to ensure:

1. Homeless students and unaccompanied youth:
 - a. Are identified by school personnel;
 - b. Enroll in and have an equal opportunity to succeed in school
 - c. Receive educational services for which they are eligible;
2. Parents/guardians of homeless students are made aware of educational and related opportunities available to their children and are provided with a meaningful opportunity to participate in their children's education;
3. Enrollment disputes are remediated in accordance with the McKinney-Vento Homeless Assistance Act;
4. Students who do not have immunization or medical records are assisted;
5. Collaboration and coordination with State Coordinators for the Education of Homeless Children and Youth and community and school personnel responsible for providing education and related support services to homeless children and youth.

The school administration shall attempt to remove existing barriers to school attendance by homeless children:

1. Enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the superintendent or designee. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.



2. Fees and charges that may present a barrier to the enrollment or transfer of a homeless child or youth may be waived at the discretion of the superintendent or designee.
3. Customary transportation policies and regulations may be waived at the discretion of the superintendent or designee.
4. Official school records policies and regulations may be waived at the discretion of the superintendent or designee.
5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense.

ENROLLMENT DISPUTE RESOLUTION PROCESS

In a case where a dispute occurs regarding the enrollment of a homeless child or youth, the following process must be used:

Step 1

If a disagreement arises over school selection or enrollment, the student must be immediately enrolled in the school in which he/she is requesting enrollment, pending resolution of the dispute. Enrollment is defined as “attending classes and participating fully in school activities.” The parent or unaccompanied youth must file a request for dispute resolution wSPA’s homeless liaison by submitting a letter that initiates the dispute resolution process. SPA will refer the parent or unaccompanied youth to its homeless liaison to carry out the dispute resolution process as expeditiously as possible. The homeless liaison must ensure the dispute resolution process is followed for unaccompanied youth. Within five (5) business days of receipt of the letter, the Executive Director, or other designee, shall provide a written explanation of the School’s decision regarding enrollment to the parent or unaccompanied youth. The written explanation shall be complete and simply stated.

Step 2

If the parent or unaccompanied youth disagrees with the decision, (s)he may notify the homeless liaison within ten (10) school days of his/her intent to appeal the decision to the SPA’s Governing Board. The homeless liaison will forward all written documentation and related paperwork to the Board. The Governing Board will review the information and provide a written decision to the parent or unaccompanied youth within fifteen (15) school days of receipt.

Step 3

If the dispute remains unresolved or is appealed following the final decision by the Board, the homeless liaison will forward all written documentation and related paperwork



to the California Department of Education's Homeless Program Consultant for charter schools for final disposition of this matter.

Legal Reference

42 USC 11431

Cover Sheet

Independent Study/Extended Independent Study Policy

Section:	V. Action Items
Item:	B. Independent Study/Extended Independent Study Policy
Purpose:	Vote
Submitted by:	
Related Material:	Update of SPA BP5 Independent Study Policy 2021-08-04.pdf



Policy Number: 5.042017

Policy Type: Governing Board Policy

Policy Name: Independent Study Policy

Background

AB 130 makes significant changes to independent study (IS) and, for the 2021–22 school year only, requires school districts and county offices of education to offer independent study as an educational option (California Education Code Section 51745). The Contra Costa County School of the Performing Arts offering of Independent Study will be operated in such a manner as to prioritize students with medical restrictions first. In consideration of restrictions by the California Department of Education on ADA and education program designation, Independent Study will be offered on a first come-first serve basis up to 20% of the enrolled student population established by *EC* Section 51745.6. Eligible students in excess of the 20% threshold will be placed on a waitlist until such a time as space is available.

Definition

Independent Study provides an alternative education program and setting for students. Independent study programs are voluntary and use alternative instructional strategies that respond to individual student needs and learning styles. The flexibility of independent study programs makes it possible to serve a wide variety of students, enabling some students who otherwise might not graduate to stay in school. Students who enroll in independent study include students who have health problems, are parents, need to work, and are child actors or aspiring Olympic athletes. Additionally, independent study serves students who desire to accelerate or move more slowly through a course, or to make up a subject that they have missed in a traditional classroom.

Traditional Independent Study (IS): Attendance is based on the time value of assignments, and shall be under the general supervision of a LEA employee with a valid credential.

Course-based Independent Study (CBIS): Attendance is earned if all course requirements are met and the pupil is making satisfactory progress. CBIS replaces time valued assignments with enrollment and the satisfactory progress in certified courses. All courses shall be under the general supervision of a teacher with the appropriate subject matter credential.



A. This Policy shall apply to all pupils participating in independent study. This statute also requires the board policy to reflect an awareness that excessive leniency in the duration of assignment due dates can result in students falling so far behind their peers as to increase, rather than decrease, their risk of failing or dropping out of school.

B. This Policy confirms access to all pupils to devices and connectivity (as-needed) adequate for participation and completion of work.

C. Educational opportunities offered through independent study may include, but shall not be limited to, the following:

1. Individualized alternative education designed to teach the knowledge and skills of the core curriculum.
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum.

C. Contra Costa School of Performing Arts shall comply with all state and federal laws regarding independent instruction.

D. Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of an assigned certificated employee or employees.

E. The maximum length of time that may elapse between the times an independent study assignment is made and the date by which the pupil must complete the assigned work shall be determined in each student's independent study agreement or as modified by an assigned certificated employee at the time the work is assigned to the pupil.

F. After three missed assignments within an evaluation period an evaluation shall be conducted to determine whether it is in the best interests of the pupil to remain in independent study. A written record of the findings of any evaluation made pursuant to this subdivision shall be maintained in the pupil's permanent record.

G. A current written agreement for each independent study pupil shall be maintained on file for each participating student. The independent study agreement for a student must require and cover a study plan that represents the same amount of study that would be required of a student in the classroom. Written agreements may include subsidiary agreements, such as course contracts and assignment and work records. Also each agreement shall contain the following:



- The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his or her progress.
- The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.
- The specific resources, including materials and personnel that will be made available to the pupil.
- A statement of the policies adopted regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study.
- The duration of the independent study agreement, recognizing that no independent study agreement shall be valid for any period longer than one semester per instance. The duration of time will be no more than fifteen school days for short term independent study, and no more than the length of a semester for long term independent study..
- A statement of the number of course credits to be earned by the pupil upon completion.
- The inclusion of a statement that IS program is optional and pupil may be provided IS instruction if pupil is also offered classroom instruction. Before the commencement of IS, master agreement must be signed and dated by pupil, pupil's parent or legal guardian, and certificated employee designated as providing general supervision of the student in IS.
- Each written agreement shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or care giver; if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil.

H. Contra Costa School of the Performing Arts shall not provide any funds or other things of value to the pupil or his or her parent or guardian that SPA could not legally provide to a similarly situated pupil of the school, or to his or her parent or guardian.

I. Contra Costa School of the Performing Arts may only receive funding for the provision of independent study to pupils who are residents of Contra Costa County or who are residents of a county immediately adjacent to Contra Costa County. Participation by claiming state apportionment for students whose residence status is based on parents' place of employment within district boundaries (ED Code section 51747.3) will not be permitted.

J. Contra Costa School of the Performing Arts must comply with Education Code Section 51745.6 and California Code of Regulations Section 11704 regarding teacher to ADA limits.



K. Each enrolled student will be assigned a certificated employee, who will serve as teacher to the student and mentor to the home-schooling parent as applicable. The parent will provide the daily instruction or the computer so the student may participate in independent study/on-line learning, while the teacher will meet with the student(s) and parent(s) on a regular basis (as provided by the written independent study agreement) to provide lesson planning, consultation, and resource check-out.

L. Each enrolled student will be afforded weekly synchronous instruction (classroom-style instruction) or designated small group or One on one instruction delivered in person or internet or telephonic communications involving live two-way communication between the teacher and pupil. Synchronous instruction shall be provided by the teacher of record also known as the assigned supervising teacher who must be an employee

M. Contra Costa School of Performing Arts will work with the parents and students to ensure that students are participating in enrichment activities. Contra Costa School of the Performing Arts shall facilitate enriched educational opportunities beyond the standard curriculum such as educational opportunities for students at other institutions of learning when available, shared instruction amongst charter school families, field trips, internships, outdoor education, shared social events for Contra Costa School of the Performing Arts students, and community service according to considerations of student capacity, safety, and wellbeing.

N. The assigned teacher and the parent and student shall evaluate the education program and modify as necessary, consistent with the written independent study agreement, to maximize student success. The assigned teacher of record will have the final authority with regard to the education program of the student, with the exception of students who qualify for special education services whose services and outcomes will be determined by an Individual Education Plan (“IEP”) team pursuant to law.

O. Contra Costa School of the Performing Arts will provide academic and other supports to address the needs of pupils not performing at grade level, or needed support in other areas such as English learners, individuals with exceptional needs consistent with pupil’s IEP or 504 plan, pupils in foster care, pupils experiencing homelessness, and pupils requiring mental health supports

P. It is understood that no student who qualifies for special education services under the Individuals with Disabilities in Education Act (“IDEA”) shall participate in independent study unless it is specifically authorized under his or her IEP.

Q. It is further understood that for the 21-22 school year only, written agreements must be signed no later than 30 days after the first day of instruction, but all other IS requirements



must be met upon commencement of instruction. For any other school year, written agreements must be signed prior to commencement of IS.

R. Independent Study Roles:

The Certificated Employee will:

- Be responsible for completing designated portions of the written agreement for independent study, and add additional information when appropriate.
- Supervise and approve course work.
- Design all lesson plans.
- Write assignments for students.
- Assess the student's work, either orally or in written form.
- Suggest reinforcement of content when needed or requested.
- Personally judge the time value of student assignments or work products before ADA is earned.
- Assess the child's level of education, modifying the curriculum as necessary to meet district or county guidelines, and administer state mandated tests as required.
- Inform parents of or offer workshops that will enhance the teaching techniques of the parents as applicable.
- Select and save with each agreement representative samples of the student's completed and evaluated assignments on at least a monthly basis.
- Sign and complete the agreement when the student has reached his or her objectives or the agreement is terminated.
- Maintain any required records and files on a current basis.
- Determine and assign grades or other approved measures of student achievement when appropriate.

Parents will:

- Be committed to understand and use the independent study strategy appropriately.
- Provide an appropriate environment for the student's study.
- Participate with the assigned certificated employee in the development of the student's educational plan, including goals, objectives, and assignments. (While the assigned teacher is responsible for the educational design, the parent must be concerned about his or her role and the student's needs and interests.)
- Along with the student, prepare a study schedule that incorporates family and educational responsibilities.
- Facilitate and enable, as much as possible, the student's effective and successful study under the written agreement. This would include avoiding disturbances during study such as phone calls, TV watching, and conflicting family duties.



- Supervise the student while following the plan as the student is working on assignments, making sure that the student's effort at least meets the minimum requirement set forth in the written agreement.
- Take steps to ensure the timely submission to the assigned teacher of all student work, completed assignments, and accurate records that will be needed for the assessment of student progress and attendance accounting as specified in the written agreement.
- Participate in a supportive role in regularly scheduled teacher/student meetings.
- Under the direction of the supervising teacher and with the assistance of any other assigned Contra Costa School Of Performing Arts staff, participate in the student's instruction and assessment of learning and skills mastery. This may include the following:
 - Assuming responsibility for supplied textbooks, instructional materials and supplies, and equipment
 - Making intermediate assignments
 - Introducing curricular elements
 - Reinforcing learning
 - Promptly checking student work for errors, which the student should then correct
 - Whenever possible, attend workshops that provide instruction and guidance that will make independent study a satisfying and beneficial experience for the participating child and parent/guardian.
 - Ensure the student's voluntary participation in and understanding of independent study and facilitate the student's transfer to traditional instruction when ready or when the student is unwilling to continue in independent study.

Students will:

- Have the right to all existing services and resources of Contra Costa School Of Performing Arts as do all other students enrolled in Contra Costa School Of Performing Arts and engaged in regular classroom study.
- Make regular, scheduled contact with the assigned certificated employee as specified in the written agreement.
- Complete *at least* the assigned work by the due date.
- Have all possible assignments available at meetings with the assigned certificated employee.
- Make an effort to participate in pertinent public or private extracurricular activities, including social activities with other children and adults.
- Be responsible for other tasks that may be required to fulfill the written agreement.



The Director will:

- Administer the use of independent study by pupils.
- Ensure that independent study occurs in accordance with state law and district policy and regulation.
- Facilitate the completion of independent study agreements.
- Authorize the selection of all staff who are assigned to supervise independent study.
- Supervise any staff assigned to independent study functions.
- Complete or coordinate the preparation of all necessary records and reports.
- Establish and maintain in a systematic manner all records required by state regulations for an audit trail of average daily attendance attributed to independent study and reported by the district.
- Monitor enrollment in independent study and the pupil to teacher ratio.

P. To Succeed in Independent Study There Must Exist:

- An understanding of independent study by all concerned
- A positive attitude by both the parents and the student about independent study
- The parents' ability to assist their child and participate in instruction
- The students' agreement to meet the requirements in the written agreement
- The students' ability and willingness to work with limited supervision by a credentialed employee
- Availability of certificated employees to supervise students' independent study effectively

Q. Attendance Rules

- Contra Costa School Of Performing Arts shall maintain records identifying all grade levels of students' participating in independent study.
- Contra Costa School Of Performing Arts shall maintain a file of all agreements with representative samples of completed and evaluated student assignments, with notations on the work samples that indicate the supervising teacher's determination of the time value of the student's work.
- Contra Costa School Of Performing Arts shall maintain a list showing the credits attempted by and awarded to each student along with a record of grade and other evaluations of independent study assignments issued to the students participating in independent study according to the agreement.
- Students will not be placed in independent study or will be ineligible for participation if they are 19 years of age or older.
- No more than 20% of Contra Costa School Of Performing Arts' population will be allowed to participate in full time independent study at any given time.



- Students who are temporarily disabled (requiring home/hospital instruction) per EC 48206.3 are not eligible for long term independent study.

R. Missed Appointments - The Director shall incorporate in program procedures the appropriate use of the following strategies to deal with missed student appointments. The aim is to increase the student's achievement as well as to reduce and prevent the student's failure to meet the terms and conditions of the written agreement. If a student misses two or more appointments, the Director shall:

- Immediately telephone or contact the student and/or parent or have the teacher do so.
- Send a letter of concern to the student and parent, if appropriate.
- Schedule a special appointment.

Cover Sheet

Declaration of Need for Fully Certified Educators

Section: V. Action Items
Item: C. Declaration of Need for Fully Certified Educators
Purpose: Vote
Submitted by:
Related Material:
Declaration of Need for Fully Qualified Educators 2021-08-04.pdf



State of California
 Commission on Teacher Credentialing
 Certification Division
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

Email: credentials@etc.ca.gov
 Website: www.etc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2021-2022
 Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Contra Costa School of Performing Arts District CDS Code: 07-10074-0134114
 Name of County: _____ County CDS Code: _____

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on ___/___/___ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2022.

Submitted by (Superintendent, Board Secretary, or Designee):

Dr. Robert Chalwell

Executive Director

Name

Signature

Title

925-235-1130

Fax Number

Telephone Number

Date

2730 Mitchell Drive Walnut Creek, CA 94598

Mailing Address

E-mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____
 Name of State Agency _____
 Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
E-Mail Address		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization:	

Resource Specialist	_____
Teacher Librarian Services	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	5
Special Education	2
TOTAL	7

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.

If no, explain why you do not participate in an internship program.

