



Thursday, October 21, 2021
Governing Board Agenda

Location: Bellevue-Santa Fe Charter School
1401 San Luis Bay Drive
San Luis Obispo, CA 93405

3:30-4:00 p.m. CLOSED SESSION
4:00-5:00 p.m. OPEN SESSION

1. OPEN SESSION

1.01 Announce Closed Session items

2. CLOSED SESSION

2.01 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)
Name of case: OAH Case No. 2021090586

3. OPEN SESSION

3.01 Announce action from Closed Session
3.02 Pledge of Allegiance

4. ACTION

4.01 Consensus on Order of Business
4.02 Approval of Minutes – September 16, 2021

5 PUBLIC INPUT

5.01 Correspondence
5.02 Public Comment

6. ADMINISTRATOR UPDATES

7. PTO REPORT

8. INFORMATION

8.01 Reports by Board members
8.02 Enrollment Report

9. DISCUSSION

9.01 Independent Study Policy (1st reading)
9.02 Anaphylaxis Policy (1st reading)
9.03 Afterschool Care

10. ACTION

10.01 Independent Study Policy (1st reading)
10.02 Anaphylaxis Policy (1st reading)

11. CONSENT AGENDA

N/A

12. UPCOMING MEETING PLANNING

12.01 Develop Agenda
12.02 Review assignments and action items
12.03 Next scheduled meeting: November 18, 2021



Thursday, September 16, 2021
Governing Board Draft Minutes

Location: Bellevue-Santa Fe Charter School
1401 San Luis Bay Drive
San Luis Obispo, CA 93405

4:00-5:00 p.m. OPEN SESSION

In attendance: Kevin Ashworth, JoEd Sennes, Julie Turk, Julie Stellpflug, Bradley Escobar, Megan Horner, Ellen Pitrowski
Public: Cole Cheatwood, Vicki Cheatwood, Jen Senior, Rob Rijnen, Jenny Crooks, and Amy Goodman

1. OPEN SESSION

1.01 Pledge of Allegiance

2. ACTION

- 2.01 Consensus on Order of Business
- 2.02 Approval of Minutes – August 19, 2021

Julie Turk made a motion to approve the minutes. Kevin seconded. All were in favor.

3 PUBLIC INPUT

- 3.01 Correspondence - none
- 3.02 Public Comment

Jenny Crooks - Thank you to staff and administration for adhering to the COVID guidelines and flexibility in finding ways to allow parents to participate. Thank you to all parents who come to board meetings to have their voices heard and for speaking respectfully.

Amy Goodman - Spoke about the masking mandate. Wanted to know about how to accommodate families that don't want their student(s) to wear a mask.

4. ADMINISTRATOR UPDATES

We want to extend our warmest gratitude to:

- * Sean Warner and Jeff Elmore for going to work on those posts in the southwest corner of the field.
- * Sarah Rijnen, Megan Kostelnik, Jenn Rainey, Mike Robinson, Jenny Crooks, Erika Martin, Vicki Cheatwood, Robert Pearson, Leslie Fow, Andrea Purdy, Dave Goodman, Angie White, Genie Kim & Ying Supina for keeping the lunch program going.
- * Heather Andrews, Mike Morris, Wendy Hadley, Elaine Elmore, Mike Robinson, Michelle Auran, Angie White & Jenny Crooks for getting the SciTechatorium open on Mondays and Fridays at lunch.
- * Cole Cheatwood for working on the framing and electrical for the water bottle filling station.
- * Lisa Matthews for organizing our monthly PTO Restaurant Nights.
- * Robert Boss for agreeing to paint a Sensory Path on the PEACOCK building and blacktop.
- * Chris Zacker for offering to create a new BSFCS website.

We are looking for a few volunteers to open the SciTechatorium for the after school program. This will be for 30 minutes, once or twice a month. Let me know if you are interested.

We are also looking for a volunteer or volunteers to help with the food-composting program.

We've got quite a wasp issue around the school. I've had a pest control company spray the nests we know of and have put up traps. If anyone knows of any other ways to abate them, please let me know. Next to the parking lot entrance on See Canyon Road is a gate into a neighborhood. Please remember the street in front of the school is a two-way street and when turning into the parking lot, we need to leave a space for passage into the neighboring community.

The guidance released yesterday from SLOPHD was worded that masks worn outdoors IN CROWDS are "strongly recommended." As such, please discuss with your child what you would like him/her to do in those situations. We've managed to re-work assembly on the playground area so students are separated by class, with a little more space in between. As previously stated, we will keep you posted as to changes in CDPH guidelines, which we are bound to follow.

Today was the last day to turn in forms to teach an elective. If you were planning on turning one in, it's not too late, just get it to me by Monday. We have enough volunteers to get started soon. We could still use help with teaching "assistants" to supervise the groups. Let me know if you are interested. We are looking at Fridays around 2:00. We'll be giving the students interest forms and finalizing plans soon. Very exciting offerings...

Our Artist in Residence will begin on September 27th, with Sarah Rijnen in Dramatic Arts for grades K-5! Starting in February, Josh Ekblom will join us for dance, culminating in a production right before Spring Break.

Don't forget that all next week dismissal is at 12:30 to allow for Goal Setting Conferences.

5. PTO REPORT

Tiki Time tickets are now on sale. This is our big fall fundraiser. Staff tickets are sponsored. Spouses will be half-price. Restaurant Night at Poke-Rito raised \$200. Lisa Matthews has several offerings in the works for future restaurant nights. We had many new people at the first meeting, which was great to see. Jen Senor will be the teacher representative. We're working to bring back VAPA and to open the library. Campus beautification and garden committees have plans in the works. We're going to be creative to find ways to get back on campus.

6. INFORMATION

6.01 Reports by Board members

Kevin - I want to share how much fun I am having with the kids. It has been so fun to get to know and be introduced to all of our new students. We have amazing kids at this school.

Julie Stellpflug- It's been so great to be back at school and see all of the community coming back together. Hearing from our kids about their experiences has been so nice. My first Finance Committee meeting went well; we're in good hands with our new accounting.

Bradley Escobar - The garden party a few weeks ago was great. The school looks better and better. It would be good to get rid of the poison oak around the edges of the fence. Some parents need drop-in childcare. Is there a way that can be done?

Megan - The kids are so happy. It's fun seeing the kids playing every day. I want the school to recognize how happy the kids are to be back on campus. It reminds me of why I love the school so much. There are a lot of bees in the lunch area. Let's keep staying safe and keeping the school open. I feel blessed to be part of this community.

Ellen - My goal is to keep the school open whatever it takes. If you have concerns, please feel free to reach out to me if you need a listening ear. Listening tours will start up soon.

JoEd - School has felt like a happy place to be. The kids are excited and up for anything right now. It feels good to be here.

6.02 Enrollment Report

We have 159 students and 117 families

6.03 CAASPP Report

A report on the 2020-2021 CAASPP results was given.

7. PUBLIC HEARING

7.01 Instructional Materials Sufficiency: California Education Code 60119 requires the Governing Board to hold an annual public hearing to determine whether each pupil has sufficient textbooks and instructional materials.

8. DISCUSSION

8.01 Governing Board Goals

The following policies will be reviewed:

- Independent Study Policy (BP) - October
- Anaphylaxis Policy (AR) - October
- Racial Balance Outreach (BP) - November
- Internal Complaint (BP) - November
- Behavior Expectations (AR) - January
- Attendance (MP) - January
- Homework (AR) - January
- Student Use of Technology (AR) - February

- Dress Code (AR)- February
- Admissions (BP) - February

8.02 Appoint Governing Board Officers

We filled the treasurer position at the last meeting. Officer positions need to be filled for president and secretary.

9. ACTION

9.01 Unaudited Actuals

Julie Turk gave a report on the Unaudited Actuals.

Ellen made a motion to approve the Unaudited Actuals. JoEd seconded the motion. All were in favor.

9.02 Appoint Governing Board Officers

Julie Turk nominated Kevin Ashworth as Governing Board Secretary. Ellen seconded the motion. All were in favor.

Megan nominated Ellen Pitrowski as Governing Board President. Julie Stellpflug seconded. All were in favor.

9.03 Instructional Materials Sufficiency

Kevin made a motion to approve the resolution. Julie Stellpflug seconded the motion. All were in favor.

10. CONSENT AGENDA

10.01 Cash Donations N/A

10.02 Approval of 4/5- Grade Overnight Fieldtrip

Megan made a motion to approve the Consent Agenda. JoEd seconded the motion. All were in favor.

11. UPCOMING MEETING PLANNING

11.01 Develop Agenda - Childcare will be added; add policies as noted above

11.02 Review assignments and action items

11.03 Next scheduled meeting: October 21, 2021

**BELLEVUE-SANTA FE CHARTER SCHOOL
CURRENT ENROLLMENT
2021-2022 SCHOOL YEAR
October 15, 2021**

Forum	Enrollment
Yellow (K)	24
Orange (1)	24
Red (2/3)	24
Purple (2/3)	23
Green (4/5)	22
White (4/5)	22
Blue (6)	20
Enrollment K-6	159
K-3	95
4-6	64

117 Families

Bellevue-Santa Fe Charter School

"What we learn with pleasure, we never forget."

Independent Study Policy

The Administrator shall approve independent study for an individual student only upon determining that the student is prepared to meet the school's requirements for independent study.

As the intent of the independent study agreement is to prevent loss of learning during prolonged absences and not as a replacement for or alternative means to meet curricular requirements, the following guidelines are required.

- The minimum period of time for any independent study agreement shall be three school days.
- The maximum period of time for any independent study agreement shall be 20 school days.
- A student may only participate in an independent study agreement once per school year.

The Administrator shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. (*Education Code 51747*)

All assigned work on an independent study agreement, must be completed and submitted to the school site the day the student returns to school.

Legal Reference:

EDUCATION CODE

17289 Exemption for facilities

42283 Revenue limits

44865 Qualifications for home teachers and teachers in special classes and schools; consent to assignment

46300-46300.6 Methods of computing ADA

47612.5 Independent study in charter schools

48204 Residency based on parent employment

48206.3 Home or hospital instruction: students with temporary disabilities

48220 Classes of children exempted

48340 Improvement of pupil attendance

48915 Expulsion; particular circumstances

48916.1 Educational program requirements for expelled students

48917 Suspension of expulsion order

51225.3 Requirements for high school graduation

51745-51749.3 Independent study programs

56026 Individuals with exceptional needs

FAMILY CODE

6550 Authorization affidavits

CODE OF REGULATIONS, TITLE 5

11700-11703 Independent Study

COURT DECISION

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal. App. 4th 1365

Management Resources:

CDE PUBLICATION

Independent Study Operations, Manual, 2000 edition

WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

Bellevue-Santa Fe Charter School
INDEPENDENT STUDY AGREEMENT FOR EXTENDED ABSENCES
Information for Students, Parents/Guardians, and Staff

Independent Study is an optional educational alternative in which no pupil may be required to participate.

A student may only participate in an Independent Study Agreement once per school year.

We are unable to claim attendance for a student's unexcused absence, which extends between three and twenty days, unless there is a written agreement between the school and the family.

With a written agreement between the school and the family, the school can claim attendance for these extended absences as long as these procedures are followed:

1. **At least 4 school days prior to the absence**, parent(s)/guardian(s) contact the Office to request an Independent Study Agreement. Parent(s)/Guardian(s) and student complete and sign the Independent Study Agreement and submit it to the school office staff, who then gives a copy to the student's teacher.
2. **Within 1 day of the absence**, the classroom teacher provides class work assignments to the student on the attached Assignment Sheet, indicating what the student is expected to do while s/he is away from school in order to receive credit.
3. **The day the student returns to school**, the assigned school work must be turned in to the teacher with the Assignment Sheet.
4. **After the student returns to class**, the classroom teacher evaluates the work for credit, completes the Assignment Sheet, and submits to school office staff.
5. The office staff, with administrative support, marks the number of days of credit on the Independent Study Agreement.
6. The school office staff creates an Independent Study file for each student that contains the Independent Study Agreement, Assignment Sheet, samples of student work, and a copy of the student's attendance report from PowerSchool. A copy of the Independent Study Policy should be filed at the front of the Independent Study file drawer.
7. School office staff submits copies of completed Independent Study Agreements to SLCUSD Fiscal Services Department, with each month's attendance reports.

**Bellevue-Santa Fe Charter School
Anaphylaxis Treatment Board Policy**

For administration of epinephrine auto-injector for persons without individual physician written orders.

The Governing Board recognizes that increasing numbers of children and adults are experiencing life-threatening severe allergic reactions (anaphylaxis) which require an immediate administration of an epinephrine auto-injector in order to sustain life. This emergency reaction may occur in individuals with previously identified allergies as well as individuals who have no known history of anaphylaxis.

The Governing Board recognizes that school districts (county office of education or charter schools) shall provide emergency epinephrine auto-injectors to school nurses and trained personnel who have volunteered and school nurses or trained personnel may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from an anaphylactic reaction.

The Governing Board recognizes that the epinephrine auto-injectors are to be furnished exclusively for use at the school district site (or county education or charter school site) and that qualified supervisor of health (or administrator if there is no qualified supervisor of health) shall obtain from an authorizing physician and surgeon a prescription that, at minimum, includes one regular and one junior epinephrine auto-injector elementary and one regular for middle and high schools.

Pursuant to education code 49414, a notice shall be distributed at least once a year to all staff that contains a description of a volunteer and a description of the training that the volunteer will receive. Trained volunteer personnel shall be provided with defense and indemnification for any and all civil liability, in accordance with, but not limited to, that provided in Division 3.6 (commencing with Section 810) or Title 1 of the Government Code. This information shall be provided in writing to the volunteer and retained in the volunteer's personnel file.

Volunteers will receive initial and annual refresher training, based on the standards set forth by the California Department of Education. Bellevue-Santa Fe Charter School shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

GB Approved 11 19 15

**BELLEVEUE-SANTA FE CHARTER SCHOOL
Governing Board Calendar – 2021-22**

<p align="center">JULY</p>	<p align="center">AUGUST 19, 2021</p> <p><u>Open Session 4:00</u> <u>Information:</u> 45 Day Budget Revise BSFCS COVID Precautions 2021-22</p> <p><u>Discussion:</u> Uniform Complaint Procedure Appoint GB Officers GB Calendar GB Declaration</p> <p><u>Action:</u> Uniform Complaint Procedure Appoint GB Officers GB Calendar</p>	<p align="center">SEPTEMBER 16, 2021</p> <p><u>Open Session: 4:00</u> <u>Information:</u> CAASPP Report Public Hearing: Instructional Materials Sufficiency</p> <p><u>Discussion:</u> Governing Board Goals Appoint GB Officers</p> <p><u>Action:</u> 2020-21 Unaudited Actuals Report Appoint GB Officers Instructional Materials Sufficiency</p> <p><u>Consent Agenda:</u> Approval of Overnight Fieldtrip</p>	<p align="center">OCTOBER 21, 2021</p> <p><u>Closed Session 3:30</u> <u>Open Session: 4:00</u> <u>Discussion:</u> Independent Study Policy (1st reading) Anaphylaxis Policy (1st reading) Afterschool Care</p> <p><u>Action:</u> Independent Study Policy (1st reading) Anaphylaxis Policy (1st reading)</p>
<p align="center">NOVEMBER 18, 2021</p> <p><u>Open Session 4:00</u> <u>Information:</u> CAASPP (state test) results PTO MOU Committee 2021-22 Budget Report Racial Balance Outreach Policy (1st reading) Internal Complaint Policy (1st reading)</p> <p><u>Action:</u> PTO MOU Committee 2021-22 Budget Report Racial Balance Outreach Policy (1st reading) Internal Complaint Policy (1st reading)</p>	<p align="center">DECEMBER 16, 2021</p> <p><u>Open Session 4:00</u> <u>Information:</u> 2022-23 Instructional Calendar</p> <p><u>Discussion:</u> 2022-23 Instructional Calendar</p> <p><u>Action:</u> 1st Interim Budget Report 2022-23 Instructional Calendar</p>	<p align="center">JANUARY 20, 2022</p> <p><u>Open Session 4:00</u> <u>Information:</u> Statement of Economic Interest</p> <p><u>Discussion:</u> Behavior Expectations Policy (1st reading) Attendance Policy (1st reading) Homework Policy (1st reading)</p> <p><u>Action:</u> Behavior Expectations Policy (1st reading) Attendance Policy (1st reading) Homework Policy (1st reading)</p> <p><u>Consent Agenda:</u> Annual Financial Audit</p>	<p align="center">FEBRUARY 17, 2022</p> <p><u>Special Governing Board meeting:</u> Annual Gov. Board/Staff joint meeting</p> <p><u>Open Session: 4:00</u> <u>Information:</u> State Budget Projections</p> <p><u>Discussion:</u> Student Use of Technology Policy (1st reading) Dress Code Policy (1st reading) Admissions Policy (1st reading)</p> <p><u>Action:</u> 2nd Interim Budget Report Student Use of Technology Policy (1st reading) Dress Code Policy (1st reading) Admissions Policy (1st reading)</p>
<p align="center">MARCH 17, 2022</p> <p><u>Open Session 4:00</u> <u>Information:</u></p> <p><u>Discussion:</u> GB Election Process</p> <p><u>Action:</u> GB Election Process</p> <p><u>Consent Agenda:</u> Annual Financial Audit</p>	<p align="center">APRIL 21, 2022</p> <p align="center"><u>ANNUAL TOWN HALL MEETING</u></p> <p><u>Open Session 4:00</u> <u>Information:</u> Curriculum and Instruction: Mid-year Report Governing Board Candidate Statements</p> <p><u>Discussion:</u></p> <p><u>Action:</u></p>	<p align="center">MAY 19, 2022</p> <p><u>Open Session 4:00</u> <u>Public Hearing:</u> 2022-2023 Proposed Budget and Local Control Accountability Plan (LCAP)</p> <p><u>Information:</u></p> <p><u>Discussion:</u> 2022-2023 Budget Review Governing Board Goals</p> <p><u>Action:</u> GB Election – ratify results</p>	<p align="center">JUNE 2, 2022</p> <p><u>Open Session 4:00</u> <u>Information:</u> Curriculum and Instruction: Year end report GB self-assessment</p> <p><u>Discussion:</u> 2022-2023 Budget Adoption 2022-2023 LCAP Adoption Personnel Handbook</p> <p><u>Action:</u> 2022-2023 Budget Adoption 2022-2023 LCAP Adoption Personnel Handbook</p>