

SEP 03 2020

HUMBOLDT COUNTY
ELECTIONS

2020 Local Agency Biennial Notice

Name of Agency: Arcata School District

Mailing Address: 1435 Buttermilk Lane, Arcata CA 95521

Contact Person: Luke Biesecker, Superintendent Phone No. (707) 822-0351, extension 4

Email: lbiesecker@arcatasd.org Alternate Email: superintendent@arcatasd.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

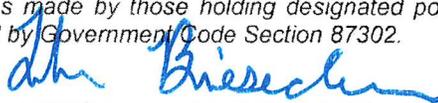
- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer

9/1/2020

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2020**, or by the date specified by your agency, if earlier, to:

Humboldt County Office of Elections
Attn: **Lucinda Jackson**
2426 6th Street, Eureka, CA 95501

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

DECLARATION OF CHIEF EXECUTIVE OFFICER

Local Agency Conflict of Interest Code for

ARCATA SCHOOL DISTRICT

Name of Agency

The proposed conflict of interest code specifically includes each agency position that involves the making or participation in the making of decisions which may foreseeably have a material financial effect on an economic interest. Positions that do not make or participate in decisions are not included.

The disclosure categories are written to address the agency's current programs and require disclosure of only foreseeable interests that may create a conflict of interest.

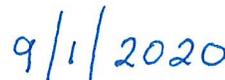
The agency has satisfied all of the requirements of Government Code Sections 87302, 87302.6, 87303, 87306, 87306.5, 87307, 87309, 87310, 87311, and 87314 preliminary to approval of the proposed code.



Signature

Luke Biesecker

Printed Name



Date

Superintendent

Title

revised code
approved
8/17/2020

ARCATA SCHOOL DISTRICT

RESOLUTION 2021-2

ADOPTING A CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Board of Trustees of the Arcata Elementary School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Arcata Elementary School District has recently reviewed its positions, and the duties of each position, and has determined that changes to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Arcata Elementary School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS 17th day of August, 2020 at a meeting, by the following vote:

AYES: 4 NOES: 0 ABSENT: 1

Attest: _____

Secretary/President Joe McKinzie, Arcata Elementary School District

Conflict of Interest Code of the Arcata Elementary School District

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosures for Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)

Exhibit ARCATA ELEMENTARY SCHOOL DISTRICT

Approved: December 10, 2018

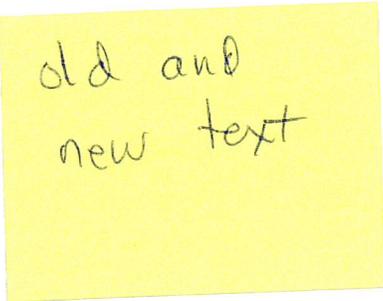
Reviewed and Approved: August 17, 2020

Arcata ESD | E 9270 Board Bylaws

Conflict Of Interest

RESOLUTION ADOPTING A

CONFLICT OF INTEREST CODE



WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Board of Trustees of the Arcata Elementary School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Arcata Elementary School District has recently reviewed its positions, and the duties of each position, and has determined that (~~changes/no changes~~) to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Arcata Elementary School District Board of Trustees adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS _____ day of _____, _____ at a meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest: _____

Secretary/President Joe McKinzie, Arcata Elementary School District

Conflict of Interest Code of the Arcata Elementary School District-
Arcata Elementary School District

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Board of Trustees members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

1. Category 1: A person designated Category 1 shall disclose:

a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.

b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

2. Category 2: A person designated Category 2 shall disclose:

a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.

b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

3. Full Disclosure: Because it has been determined that the district's Board members and/or Superintendent "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:

a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.

b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.

Designated Positions

Designated Position Disclosure Category

Board of Trustees Members: 1

Superintendent of Schools: 1

~~Assistant/Associate Superintendent 1~~

~~Business Manager/Purchasing Agent: 1~~

~~Director 2~~

~~Principal 2~~

~~Assistant Principal 2~~

~~Maintenance and Operations Director 2~~

~~Program Coordinator 2~~

~~Project Specialist 2~~

~~Supervisor 2~~

~~Dean of Students 2~~

[Director, Extended Student Programs: 2](#)

[Director, Food Service: 2](#)

[Director, Home-Based Independent Study: 2](#)

[Director, Maintenance/Operations & Transportation: 2](#)

[Director, Student Services: 2](#)

[Director, Technology: 2](#)

[Principal, Elementary School: 2](#)

[Principal, Middle School: 2](#)

Written explanation of all changes made to Arcata School District Conflict of Interest Code 2020

1. Page 1, paragraph 5: The former code did not indicate if changes were needed (“changes/no changes”). The new code clearly indicates changes were needed (“changes”).
2. Page 1, under voting details, to the right of “Attest”: signature line added.
3. Page 1, under signature line, to the right of “Secretary/President”: “Joe McKinzie, Arcata Elementary School District” was added.
4. Page 1, under signature line for Secretary/President: The document was reformatted to include “Arcata Elementary School District” after “Conflict of Interest Code” as one line instead of two.
5. Page 2, Designated Position Disclosure Category:
 - a. The Assistant/Associate Superintendent title was deleted because no such position exists.
 - b. The Purchasing Agent title was redefined as Business Manager/Purchasing Agent.
 - c. The Director title was deleted because no such position exists.
 - d. All current Director positions were added with their full titles:
 - i. The title Director, Extended Student Programs was added.
 - ii. The title Director, Food Service was added.
 - iii. The title Director, Home-Based Independent Study was added. *This is a new position – job title included in packet.*
 - iv. The title Director, Maintenance/Operations & Transportation was added.
 - v. The title Director, Student Services was added. *This is a new position – job title included in packet.*
 - vi. The title Director, Technology was added. *This is a new position – job title included in packet.*
 - e. The Principal title was deleted, and the more specific Principal titles were added:
 - i. Principal, Elementary School
 - ii. Principal, Middle School
 - f. The Assistant Principal title was deleted because no such position exists.
 - g. The Program Coordinator title was deleted because no such position exists.
 - h. The Project Specialist title was deleted because no such position exists.
 - i. The Supervisor title was deleted because no such position exists.
 - j. The Dean of Students title was deleted because no such position exists.

ARCATA SCHOOL DISTRICT
JOB DESCRIPTION
DIRECTOR OF STUDENT SERVICES
(Certificated Management Position)

Board Approved: 05/13/2019

General Position Description/Job Summary:

Under the direction of the District Superintendent, the Director of Student Services is responsible for supporting, coordinating, supervising, and leading student support services. The Director of Student Services specializes in family outreach, behavioral and academic interventions, and facilitating appropriate interventions for students and families with unique needs. In order to meet student and family needs the Director of Student Services connects students and their families with outside resources, facilitates school-based interventions, and builds positive relationships with all school and community stakeholders. Primary position responsibilities include serving as the facilitator of the Arcata Family Resource Center (FRC); overseeing and supporting staff in order to ensure a legally compliant and effectively run Special Education program; coordinating, planning, and supporting the development and facilitation of 504 plans; and writing grants to maintain and enhance student support services and all aspects of district operations.

Examples of Duties:

1. Assists site administrators in the areas of Special Education instruction, discipline, and processes and procedures for the purpose of compliance with State and Federal laws and regulations
2. Coordinates psychologists, counselors, speech therapists, resource teachers, SDC teachers, and other IEP service providers
3. Monitors and conducts site pre-planning and IEP meetings for school teams in accordance with federal and state regulations
4. Represents the district at county and state meetings regarding Special Education
5. Handles parent concerns and questions about Special Education programs or related issues
6. Supports the development and implementation of staff development for guidance, health services, special education, and general education
7. Assists with student attendance oversight and management of the SARB process
8. Serve as liaison to various county and district-based committees, programs, and schools – including serving as the homeless/foster youth liaison
9. Oversee the planning, development, implementation and evaluation of the Family Resource Center (FRC) program
10. Provides leadership and supervision for FRC staff, including Ameri-Corps, Work-Study, Interns, Volunteers and other staff in the design and implementation of the Family Resource Center program
11. Responsible for fiscal integrity and management of the Family Resource Center; including budget development and invoicing
12. Maintains and tracks data for the Family Resource Center, including the submission of reports in a timely fashion, and ensuring CalWORKs compliance
13. Participate in monthly meetings with Humboldt Network of Family Resource Centers (HNFRC) and Humboldt Bridges-DHHS
14. Develop and sustain working alliances with parents, school district personnel, local educational institutions, various agency representatives, and community members.
15. Receives, reviews, and appropriately responds to differential response referrals

16. Researches, compiles, writes, and edits grant applications to maintain and enhance student support services and all aspects of district operations
17. Facilitates meetings, processes, etc. for the purpose of implementing and maintaining programs and services of the district which achieve desired objectives
18. Maintains appropriate confidentiality of student and family information
19. Perform other duties as assigned

Qualifications:

- Valid Clear California Administrative Credential. Concurrent enrollment in a program to obtain a California Administrative Credential will be considered (including enrollment for the 2019/2020 school year). Master's Degree desirable.
- Minimum five years of experience teaching in regular education, special education, psychological services, school administration, or school social work.
- An extensive background in Special Education is preferred.
- Experience in school social work and grant writing is desired.
- Strong leadership, organizational, communication, and human relation skills
- Competence in communicating effectively with staff, district personnel, members of the general public, and representatives of other local, state, and federal agencies.
- A valid Class C California driver license, TB clearance, California Department of Justice fingerprint clearance

Experience, Knowledge, and Abilities:

- Skills to appropriately manage programs, effective interpersonal and communication techniques
- Knowledge of, public law, education codes, and district policies related to Special Education
- Provide direction to others and make independent judgments
- Keep and maintain accurate records
- Meet deadlines
- Communicate with individuals of varied cultural and educational backgrounds
- Communicate effectively in oral and written form
- Experience supervising and working cooperatively with others
- Current computer skills and related technology
- Knowledge of Google email and calendaring
- Knowledge of concepts of grammar and punctuation

Work Environment:

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally, the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high-decibel noise, etc.), and in a clean atmosphere.

The Arcata School District is committed to the principles of equal employment opportunity. Consistent with that philosophy is the receptivity to consider requests to modify the traditional modes of delivering services to reasonably accommodate an individual's disabilities as long as the quality of the program offered remains consistent with the standards established by the District. For further information

ARCATA SCHOOL DISTRICT
JOB DESCRIPTION
Independent Study Coordinator
(Certificated Administrative Position)

Board Approved: 3/8/2019

General Position Description/Job Summary:

Under the direction of the District Superintendent, the Independent Study Coordinator is responsible for all operations of the District Independent Study Program. This includes planning, advertising, student recruitment, student management, course management, attendance tracking, performance tracking, and effectively communicating with all stakeholders.

Essential Duties and Responsibilities:

1. Coordinate all operations of the independent study program
2. Ensure accurate attendance tracking and accounting
3. Provide independent study instruction to students
4. Evaluate and grade student work; issue grades and assemble report cards
5. Supervise, train, and evaluate independent study staff
6. Maintain effective relationships with students, staff, and families
7. Coordinate independent study curriculum and selection; including the use of online learning programs and course management systems
8. Work with teachers, staff, and administration in a collaborative, productive, and supportive environment.
9. Formalize independent study program policies and procedures; including creating and maintaining a handbook, master agreements, and other literature that ensures consistent, effective protocols.
10. Communicate effectively both orally and in writing
11. Effectively communicate with the superintendent, board of trustees, and school community regarding all aspects of the independent study program.
12. Effectively use the district's student information system to support program operations and student management
13. Perform other duties related to independent study operations and management as assigned.

Qualifications and Experience:

- Valid Multiple Subject Teaching Credential
- Valid Administrative Services Credential
- Minimum five years of teaching experience
- Experience providing independent study instruction to students
- Experience operating/coordinating an independent study program preferred
- Knowledge of CA education code and other laws pertinent to the operation of a K-8 independent study program
- Knowledge of Independent Study attendance tracking and best practices for Independent Study attendance accounting.
- Previous supervisory experience desired
- Ability to maintain effective relationships with students, staff, and families

- Candidates should be able to function independently and effectively and be able to communicate effectively and clearly with a diverse staff and student population.
- Experience/familiarity with online learning programs and course management systems desired.
- Demonstrated ability to meet needs of learners
- Ability to work with teachers, staff and the administration in a collaborative, productive, and supportive environment.

Work Environment: The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally, the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.), and in a clean atmosphere.

The Arcata School District is committed to the principles of equal employment opportunity. Consistent with that philosophy is the receptivity to consider requests to modify the traditional modes of delivering services to reasonably accommodate an individual's disabilities as long as the quality of the program offered remains consistent with the standards established by the District. For further information concerning the specific requirements of any particular assignment, please contact the District Office at (707) 822-0351.

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ARCATA SCHOOL DISTRICT
JOB DESCRIPTION
DIRECTOR OF TECHNOLOGY
(Classified Management Position)

Board Approved: 10/8/18

General Position Description/Job Summary:

Under the direction of the District Superintendent, the Director of Technology is responsible for directing, supervising, coordinating and evaluating the functions of the technology, information services and student information systems including CALPADS reporting. This position provides dynamic, responsive, collaborative and forward-thinking vision, leadership and management of technology systems and services to support the mission and goals of the District. This includes the planning, development, implementation, management and maintenance of all applications, infrastructure, security, networks, technology training and communications. Provides and recommends the vision of technology services in support of District computer services including computer applications, networks, wireless and phone services. Responsible for delivering services to users to meet defined needs; assure cost-efficient and effective operations.

Essential Duties and Responsibilities:

1. Responsible for the District-wide computer network and provides administrative direction for all technology functions within the District.
2. Administers and monitors the District management information system to obtain maximum benefit of all computer installations and peripheral equipment.
3. Provide leadership in the development, installation, supervision, and evaluation of administrative, managerial, and educational operation systems that includes the needs of all school sites and departments.
4. Responsible for the implementation, maintenance and support of the District's student information system (SIS), including attendance and enrollment data collection and reporting.
5. Compiles and prepares all necessary record extracts, labels and records related to SIS data (including all CalPADS data reporting requirements) to be sent to the Federal government, State, District and other outside agencies or departments within the District.
6. Manages the data warehousing of demographic and assessment statistics as they relate to education and provides public information.
7. Evaluates technological changes, emerging technologies and best practices in computer and communication fields to recommend innovative and cost-effective integration of new technologies.
8. Provides oversight and direction for integrated data communications networks and the use of integrated database management systems.
9. Maintain computer labs and provide regularly scheduled instructional support.
10. Manages the District web presence, including Webpages and Facebook. Facilitates and supports other designated District staff in facilitating updates and ensuring effective public communications.
11. Works collaboratively with schools and departments to support technology integration and innovation.
12. Supports instructional applications for technology.
13. Implements and evaluates systems and procedures to protect data integrity, reliability, security and accessibility.

14. Consult with the Superintendent on an on-going basis regarding bids and contract concerns regarding technology for both current and future needs.
15. Chairs and provides leadership to the District Advisory Committee for Technology – including development of a technology skills scope and sequence with standards for various grade levels.
16. Develops functional specifications, standards and requirements for hardware and/or software purchase and design to ensure optimum system and end-user performance.
17. Assist both school and departments in developing both short and long-range action plans regarding technology.
18. Manages an inventory spreadsheet for all technology equipment.
19. Monitor the acquisition and installation of technical computer hardware and software to ensure compliance with District policies, State and Federal laws.
20. Coordinate and direct the installation and modifications of both hardware and software to meet the needs of the District.
21. Directs and coordinates development of a District-wide integrated information systems ensuring the most efficient and effective use of hardware including wireless devices for both staff and students.
22. Manage all existing technology resources while creating additional resources through special funding, grant writing, E-Rate, and vendor/business partnerships.
23. Responsible for preparation and maintenance of a variety of narrative and statistical reports related to assigned duties.
24. Develop and prepare the annual preliminary budget for technology operations; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
25. Facilitates the full and successful implementation of state assessment procedures and related infrastructure relative to Common Core and Smarter Balanced Assessment.
26. Monitor the accuracy of accountability data within the instructional data warehouse student information systems; ensures the continuous function and optimization information systems and oversee the accurate transmission of electronic records to the state including CalPADS, etc.
27. Ability to effectively manage and supervise other District technology support staff as needed.
28. Perform other duties as assigned.

Qualifications:

Knowledge of:

- Current computer, mobile devices, and telecommunications systems, hardware, software, and related technology, including virtualization and cloud connectivity
- Windows Server and AD infrastructure
- Knowledge and/or experience with Google for Education (GAFE) management, including email, calendaring, Drive and other Google applications
- Pertinent Federal, State, and local laws, codes, regulations, and E-Rate
- Current trends in informational technology and education technology
- Advanced concepts and principles of local area and wide area networks and protocols
- Preventive maintenance principles, policies, and programs related to higher-end technology equipment
- Effective techniques for assessing and analyzing user needs and recommending hardware/software solutions, as well as installation, repair, and upgrading techniques.

Ability to:

1. Research and prepare a District-wide information and education technology plan
2. Assess current and future computer, telephone, VOIP resource needs
3. Supervise, evaluate, train, and coach personnel
4. Demonstrate a proactive approach to finding solutions and work to remove barriers for the use of technology

5. Communicate effectively both orally and in writing
6. Knowledge of managing multiple operating systems on same network, e.g. Windows, Apple and Google
7. Ability to work well with others

Certification (desirable):

- Related Four year or Associates degree preferred
- Google for Education (GAFE) certification
- Five years of experience in managing or supervising a similarly sized network in an education or public service environment
- CCTO Mentor Certification
- Certified Network Engineer Certificate
- Experience with Ruckus Wireless, Cisco VOIP phone systems, and Chromebook management
- Valid California driver's license (required)

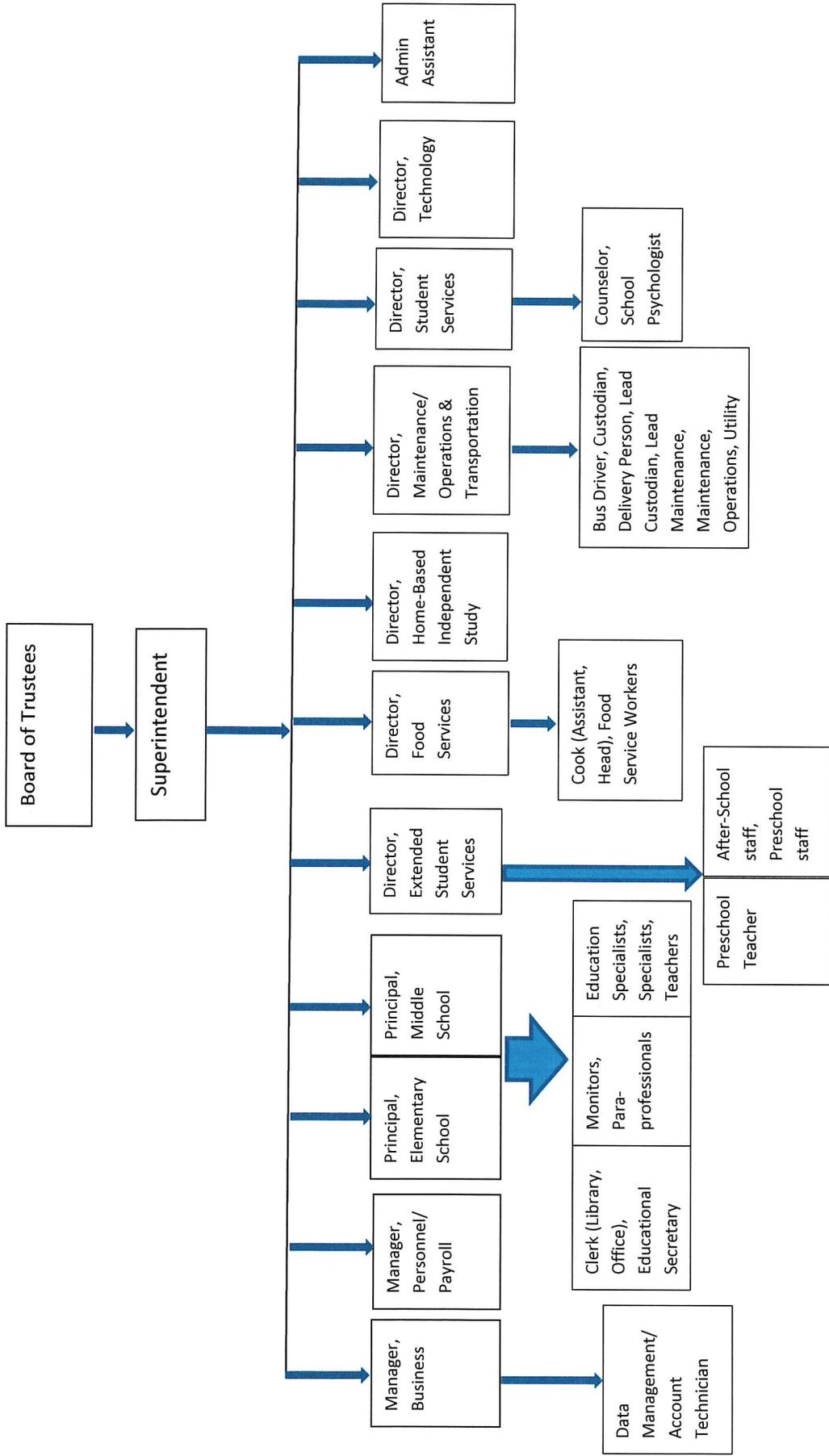
PHYSICAL AND MENTAL DEMANDS: The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand, walk, talk, or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands: While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District staff, managers, instructors, vendors, and other organizations and the public; occasionally required to deal with staff in conflict situations.

Work Environment: The employee typically works in an office environment. The employee travels to a variety of school and off-site facilities. The employee will on occasion be required to climb a ladder, access wires under desks, access cabling in conduit on rooftops, etc.

The Arcata School District is committed to the principles of equal employment opportunity. Consistent with that philosophy is the receptivity to consider requests to modify the traditional modes of delivering services to reasonably accommodate an individual's disabilities as long as the quality of the program offered remains consistent with the standards established by the District. For further information concerning the specific requirements of any particular assignment, please contact the District Office at (707) 822-0351.



ARCATA SCHOOL DISTRICT ORGANIZATIONAL CHART
2020/2021

These minutes are scheduled for adoption at the 9/14/2020 Regular Meeting of the ASD Board of Trustees. The minutes have been approved for submission by Superintendent Biesecker. See item 11.7 for Code approval.

UNADOPTED

ARCATA SCHOOL DISTRICT BOARD OF TRUSTEES – REGULAR BOARD MEETING MINUTES

Monday, August 17, 2020

MEETING ACCESS VIA ONLINE AND TELEPHONE

1430 Buttermilk Lane, Arcata CA 95521
(707) 822-0351

BOARD MEMBERS:

- Carrie Kelly, Board President – Present online
- Joe McKinzie, Board Clerk – Present online
- Prairie Moore – Absent
- John Schmidt - Present online
- Jeffrey Schwartz – Present online

Superintendent: Luke Biesecker - present online

Administration: Becky MacQuarrie, Victoria Parker - present online

District Office Staff: Jen DaParma, Travis West - present online

Others Present Online: Carson Brady, Melanie Dawson, Shanice Gilbert, Carol Grimes, Judy Hollified, Carrie Hurst, Liz Jacobson, Karissa Kinyon, Brian Lovell, Grace Lovell, Sara Morgan, Cindy Olsen, Nicole Reis, Erik Peterson, Matt Rizkowsky, Ann Youmans ...

(1.0) 5:32 PM BOARD OPEN SESSION – CALL TO ORDER

Location: Virtual (Meeting Access via Online and Telephone)

Board President Kelly called the meeting to order at 5:32 pm.

(2.0) CLOSED SESSION

Location: Virtual (Meeting Access via Online and Telephone)

2.1 Announcement of Closed Session Items

Board President Kelly announced the closed session items.

2.2 Public Comment - Closed Session Agenda

There were no public comments on closed session items.

2.3.1 CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code 54957.6)

Name of Agency Designated Representative: Superintendent Luke Biesecker

Name of Employee Organization: California School Employees Association (CSEA)

2.3.2 CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code 54957.6)

Name of Agency Designated Representative: Superintendent Luke Biesecker

UNADOPTED

Name of Employee Organization: Arcata Elementary Teachers' Association (AETA)

2.3.3 CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code 54957.6)

Name of Agency Designated Representative: Superintendent Luke Biesecker

Name of Employee Organization: Unrepresented (Confidential and Classified & Certificated Management)

2.3.4 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code 54957)

Title: Superintendent

The Board met in closed session from 5:32 to 6:34 pm.

(3.0) 6:34 PM RETURN TO OPEN SESSION – GENERAL SESSION: CALL TO ORDER Location: Virtual (Meeting Access via Online and Telephone)

(4.0) REPORT FROM CLOSED SESSION

Board President Kelly announced that there was one action taken during closed session:

- 1). The Board of Trustees voted to extend Keenan safety training stipend compensation to unrepresented employees consistent with that of other employees.

Approval: Kelly, McKinzie, Schmidt, Schwartz

Absent: Moore

(5.0) PUBLIC COMMENT

A staff member asked for an explanation of the report from closed session. Superintendent Biesecker stated that an agreement was put in place to pay certificated staff, consistent with the hourly rate to complete the safety trainings.

(6.0) APPROVAL OF AGENDA.

Superintendent Biesecker suggested pulling item 7.4 (*Approval of Retirements, Management: Brian Lovell, Director, Extended Student Programs*) from the Consent Calendar for further discussion.

Motion 1: Motion made to pull item 7.4 from the Consent Calendar and move to item 8.1

By: Joe McKinzie

Seconded: John Schmidt

Approved: Kelly, McKinzie, Schmidt, Schwartz

Absent: Moore

(7.0) CONSENT CALENDAR.

7.1 Approval of Minutes

7.1.1 June 15, 2020 - Regular Board Meeting

UNADOPTED

- 7.1.2 July 22, 2020 - Special Board Meeting
- 7.1.3 August 10, 2020 - Special Board Meeting
- 7.2 Approval of Warrants
 - 7.2.1 FY 2019/2020
 - 7.2.2 FY 2020/2021
- 7.3 Approval of Resignations (Classified)
 - 7.3.1 Nancy Buzzard (Afterschool Assistant)
 - 7.3.2 Ann Cecil (Preschool Assistant)
 - 7.3.3 Jessica Deshon (Preschool Assistant)
- 7.5 Board Policy Updates
 - 7.5.1 ASD Policy Update
 - 7.5.1.1 BP 6163.4 (Technology)
 - 7.5.1.2 AES Acceptable Use Policy
 - 7.5.1.3 SBMS Acceptable Use Policy
 - 7.5.2 CSBA Policy Updates
 - BP 3555 - Nutrition Program Compliance, Exhibit 3555 - Nutrition Program Compliance, AR 4030 - Nondiscrimination in Employment, BP 4119.11/4219.11/4319.11 - Sexual Harassment, AR 4119.11/4219.11/4319.11 - Sexual Harassment, BP 5141.22 - Infectious Diseases, AR 5141.22 - Infectious Diseases, AR 5145.3 - Nondiscrimination/Harassment, BP 5145.6 - Parental Notifications, Exhibit 5145.6 - Parental Notifications, BP 5145.7 - Sexual Harassment, AR 5145.7 - Sexual Harassment, BP 6142.7 - Physical Education and Activity, AR 6142.7 - Physical Education and Activity, BP 6159 - Individualized Education Program, AR 6159 - Individualized Education Program, Board Policy 6159.1 - Procedural Safeguards for Special Education, Administrative Regulation 6159.1 - Procedural Safeguards for Special Education, Board Policy 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education, Administrative Regulation 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education

Motion 2: Motion made to approve the amended Agenda
By: John Schmidt
Seconded: Jeffrey Schwartz
Approved: Kelly, McKinzie, Schmidt, Schwartz
Absent: Moore

(8.0) DEFERRED CONSENT ITEMS

8.1 Approval of Retirements (Management): Brian Lovell, Director, Extended Student Programs

Superintendent Biesecker expressed appreciation for Director Lovell's years of contribution to the District, followed by other staff members and members of the Board.

Motion 3: Motion made to approve the retirement of Brian Lovell, Director, Extended

UNADOPTED

Student Programs

By: Joe McKinzie

Seconded: Jeffrey Schwartz

Approved: Kelly, McKinzie, Schmidt, Schwartz

Absent: Moore

(9.0) LEADERSHIP TEAM REPORTS

9.1 Principals' Reports

9.1.1 Arcata Elementary School - Victoria Parker

Principal Parker reported that staff members have been preparing for starting the school year without meeting any kids, and have had great discussions to figure out how this will all work.

9.1.2 Sunny Brae Middle School - Becky MacQuarrie

Principal MacQuarrie reported that she's been working with staff on making the school year the best they can, and thanked the staff.

9.2 Director Reports

9.2.1 Extended Day Program & Pre-School - Brian Lovell

Director Lovell reported that he's been working on his agenda item (item 11.2).

9.2.2 Student Services - Inga Townsend

Director Townsend expressed appreciation for the Special Education staff. They worked on a general plan, and have begun specific plans for each SpEd student. The new School Psychologist is getting ready for the year.

9.2.3 Maintenance, Operations, & Transportation - Carol Grimes

Director Grimes reported that her staff has been working hard to get grounds and classrooms ready, and creating barriers for office staff. The new electric bus is scheduled to arrive in late spring. Superintendent Biesecker added that the Bloomfield roof has been completed, and the sinkholes in the SBMS field are almost done.

9.2.5 Food Service - Carson Brady

Director Brady reported that he was thankful for the hard-working summer staff and the great teamwork. Superintendent Biesecker added that Director Brady and Business Manager West put in a ton of work to qualify the District for the Community Eligibility Program, significantly benefiting the community and both school sites.

9.2.6 Technology - Matt Rizkowsky

Director Rizkowsky reported that the Edmentum piece is coming Friday, integration will happen, and devices are almost ready for students.

9.2.7 Coastal Grove Charter School - Bettina Eipper

Director Eipper was absent.

9.2.8 Fuente Nueva Charter School - Beth Wylie

Director Wylie was absent.

9.2.9 Redwood Coast Montessori School - Bryan Little

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Director Little was absent.

9.2.10 Union Street Charter School - Rea Erickson

Director Erickson was absent.

9.3 AETA Leadership Report

Ann Youmans reported that they are moving forward, have had lots of meetings - so far, so good!

9.4 CSEA Leadership Report

There was no CSEA representative present.

(10.0) INFORMATION/DISCUSSION ITEMS

10.1 ASD Learning Continuity and Attendance Plan

Superintendent Biesecker stated that work has begun on the plan. A District Advisory Committee meeting will be scheduled before the next board meeting. A second board meeting will need to be scheduled in September to accommodate the public hearing and adoption requirements.

10.2 Site Level Response to Racial Injustice and Ongoing Equity Concerns

Superintendent Biesecker reported that the District had hoped to work with Equity Alliance, and recently found out that the Alliance isn't able to work with us as a District but they do have some resources to share with us.

Principal Parker reported that AES staff has been busy with two book clubs, and teachers Shanice Gilbert and Alyssa Clauss are District ambassadors for an HSU class designed to help participants gain a better understanding of local Native American history and how that affects their relationship to education and their children's education. Additionally, both Principal Parker and Principal MacQuarrie attended a 4-week Black Minds Matter course.

Principal MacQuarrie reported that after attending a diversity training, she shared training resources with staff, resulting in discussions about how the school can be inclusive to all, a topic that will be discussed at every staff meeting. Staff has also started a book club to focus on racial injustice and equity in a thoughtful and consistent manner.

Both principals will bring information to the Board regarding student discipline.

10.3 IMReady Program Re: Emergency Operations Plan and CA Safe Schools Plan Development

Superintendent Biesecker stated that this program is part of the 3-year process to develop a new EOP and SSP.

10.4 New Board Policies and Regulations from CSBA (First Reading)

10.4.1 BP 0520 (Intervention for Underperforming Schools)

UNADOPTED

Superintendent Biesecker stated that this item is CSBA's stock policy. The District is not currently in CSI but should have something in place in case something happens.

Board members decided to discuss all the agendaized new board policies and regulations in September.

(11.0) ITEMS FOR REPORT, DISCUSSION, AND POSSIBLE ACTION

11.1 Scheduling of Special Board Meeting for Learning Continuity Plan Adoption

Superintendent Biesecker stated that the regular board meeting is scheduled for September 14, and a second meeting will need to be held to meet the requirements of the plan. The plan needs to be in place by September 30.

Board members decided to schedule a special board meeting on September 21.

11.2 Update Regarding Onsite Supports: Student Supervision and DL Support Hub Development

Superintendent Biesecker presented the plan for the ASD 20/21 Camp Program, which the Board discussed in detail.

Motion 4: Motion made to approve the plan for the ASD 2020/2021 Camp Program

By: John Schmidt

Seconded: Joe McKinzie

Approved: Kelly, McKinzie, Schmidt, Schwartz

Absent: Moore

11.3 Update Regarding AES Distance Learning Instruction

Principal Parker presented the handbook that will go to parents regarding distance learning.

11.4 Update Regarding SBMS Distance Learning Instruction

Principal MacQuarrie stated that the handbook going home to SBMS parents will be much the same as the AES handbook, with some additions.

11.5 Consolidated Application and General Assurances

Business Manager West stated that this item is the annual application for the bulk of the District's federal funding, and that this year the District will apply to the same funds applied to last year.

Motion 5: Motion made to approve the Consolidated Application and General Assurances

By: Joe McKinzie

Seconded: John Schmidt

Approved: Kelly, McKinzie, Schmidt, Schwartz

Absent: Moore

UNADOPTED

11.6 2020/2021 45-Day Budget Revision

Business Manager West stated that the District is required to update the budget within 45 days of the passage of the State budget act, and, if there are substantial changes, to share it with the public. Significant changes were made to the District budget because the final enacted State budget was much different than the Governor's May revision.

Motion 6: Motion made to approve the current budget as presented

By: John Schmidt

Seconded: Joe McKinzie

Approved: Kelly, McKinzie, Schmidt, Schwartz

Absent: Moore

11.7 Resolution 2021-2 Re: Adopting a Conflict Of Interest Code (Exhibit 9270)

Superintendent Biesecker stated that the Political Reform Act requires local government agencies to review their conflict-of-interest code every two years and determine if revisions to the code are necessary. Staff reviewed the ASD Code and added some new staff positions to the list of those who must disclose financial interests. He reviewed the District's code with the Office of Elections.

Motion 7: Motion made to approve Resolution 2021-2 Re: Adopting a Conflict Of Interest Code (Exhibit 9270)

By: Joe McKinzie

Seconded: Jeffrey Schwartz

Approved: Kelly, McKinzie, Schmidt, Schwartz

Absent: Moore

11.8 Injury Illness Prevention Program (IIPP)

Superintendent Biesecker stated that the IIPP is to be updated annually; it would be good practice to get Board approval every other year. There were no substantial changes to the document since CalOSHA reviewed it in 2018.

Motion 8: Motion made to approve the Injury Illness Prevention Program (IIPP)

By: Jeffrey Schwartz

Seconded: John Schmidt

Approved: Kelly, McKinzie, Schmidt, Schwartz

Absent: Moore

11.9 COVID-19 IIPP Addendum

Superintendent Biesecker stated that guidance around COVID-19 has been changing daily. He recommended the Board approve the addendum with the inclusion of an

UNADOPTED

updated COVID-19 symptoms list from the CDPH. The District will continue to update the IIPP as things change, and will present to staff.

Motion 9: Motion made to approve COVID-19 IIPP Addendum with the eleven CDE symptoms for COVID-19
By: Joe McKinzie
Seconded: John Schmidt
Approved: Kelly, McKinzie, Schmidt, Schwartz
Absent: Moore

(12.0) SUPERINTENDENT'S REPORT

Superintendent Biesecker thanked all staff members for their tireless work and the Board for giving clear direction at the July 22 meeting. He also expressed appreciation for everyone providing their input on the staff and parent surveys, and for Technology Director Rizkowsky and School Secretaries Olsen and Smith, who have greatly improved the District's ability to communicate with families and staff.

(13.0) REPORTS FROM MEMBERS OF THE GOVERNING BOARD

Board President Kelly expressed appreciation for the communication that has been coming from the District via emails and Facebook posts.

(14.0) FUTURE AGENDA ITEMS

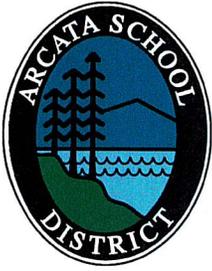
There were no future agenda items stated.

(15.0) ADJOURNMENT

Motion 10: Motion made to adjourn the meeting at 8:44 pm
By: Joe McKinzie
Seconded: John Schmidt
Approved: Kelly, McKinzie, Schmidt, Schwartz
Absent: Moore

Joe McKinzie
Clerk of the Arcata School District Board of Trustees

Date



ARCATA SCHOOL DISTRICT

1435 Buttermilk Lane Arcata, California 95521

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www.arcataschooldistrict.org

BOARD OF TRUSTEES

Carrie Kelly, President
Joe McKinzie, Clerk
Prairie Moore
John Schmidt
Jeffrey Schwartz

RECEIVED

SEP 03 2020

HUMBOLDT COUNTY
ELECTIONS

9/2/2020

Lucinda Jackson
Office of Elections & Voter Registration
2426 6th Street
Eureka, CA 95501

Dear Ms. Jackson,

Please find enclosed the 2020 Local Agency Biennial Notice and other required forms regarding the recently revised Conflict of Interest Code for the Arcata School District, reviewed and approved at the last regular meeting of the Board of Trustees on 8/17/2020. Please let me know if you need anything else.

Thank you for your assistance in clarifying what documents were needed and getting everything together. We appreciate the aid you provided very much!

Sincerely,

Jen DaParma
Administrative Assistant

Enclosed: 2020 Local Agency Biennial Notice
Declaration of Chief Executive Officer
Resolution 2021-2, Adopting a Conflict of Interest Code, approved 8/17/2020
Board Policy E 9270, Resolution Adopting a Conflict of Interest Code with
strikeouts and underlines of old and new text for Resolution 2021-2
Written explanation of all changes made to ASD Conflict of Interest Code
Job descriptions (3): Director, Independent Study
Director, Student Services
Director, Technology
Organizational chart
Minutes of Regular Board Meeting on 8/17/2020 (see item 11.7, page 7)