



SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

*A Joint Powers Authority
serving school and
college districts
throughout the state.*

5350 Skylane Boulevard
Santa Rosa, CA 95403

Tel: (707) 524-2690
Fax: (707) 578-0517
santarosa@sclscal.org
www.sclscal.org

General Counsel
Carl D. Corbin

Attorneys
Monica D. Batanero
Nancy L. Klein
Jennifer E. Nix
Steven P. Reiner
Mia N. Robertshaw
Loren W. Soukup
Patrick C. Wilson
Frank Zotter, Jr.

Of Counsel
Robert J. Henry
Margaret M. Merchat
Virginia A. Riegel

MEMORANDUM

To: All Clients

From: Carl D. Corbin, General Counsel CDC

Date: July 29, 2016

Re: SCLS Staff Update, End of the School Year Survey, Website, and 2016-2017 Workshop List

Welcome to the 2016-2017 school year! I want to thank you for allowing School and College Legal Services (SCLS) to assist you in addressing your legal needs. The purpose of this memorandum is to discuss the “end of the school year” survey, SCLS website, and provide a copy of the 2016-2017 SCLS workshop list.

Update on SCLS Staff

Everyone at SCLS is excited to have Amber Gonzales join our office as a Legal Secretary. Amber previously worked at the Sonoma County Office of Education and brings significant administrative skills to our office.

I am also pleased to announce that our part-time receptionist, Linda Lowe, will be working on a full-time basis effective August 1, 2016.

The increase in support staff for our office will better allow SCLS to address the needs of our clients in a timely and effective manner.

End of the School Year Survey

As you may recall, we sent an email on April 18, 2016, requesting that you complete (sometime prior to June 15, 2016) our annual “end of the school year” survey regarding the services provided by SCLS. We collected survey responses from ninety-nine respondents. We appreciate the feedback from all of our clients that responded. The results of the survey demonstrated significant satisfaction with the services provided by SCLS. Please see attached a two-page summary of the survey results.



Website

As I mentioned in my April 18, 2016, memorandum, the SCLS website was updated and re-designed. In reviewing the “end of the school year” survey, many of our clients have not accessed our website. When you have the chance, I encourage you to visit our website. Changes to the website should allow clients to quickly search for and obtain previously published Legal Updates. Please contact our office at legal_services@sclscal.org in order to obtain a user name and password in order to access and search our library of Legal Updates. Our workshop list is also updated and maintained on the website.

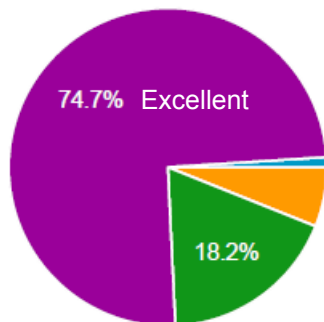
2016-2017 Workshop List

Please find attached a schedule of 2016-2017 workshops available for attendance by any of our clients by registering with our office. Please note that the list may be revised based on our clients’ needs and the needs of the office. The majority of workshops are scheduled to occur in Santa Rosa although we are also offering a number of workshops at the Humboldt County Office of Education. Upon request of a client, we will consider offering multi-client workshops at alternative locations such as at the Santa Cruz and/or Mendocino County Offices of Education. Also, please contact me if you would like a workshop developed and provided to just your district.

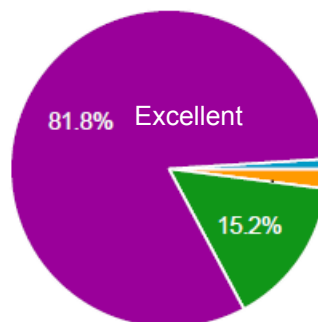
On behalf of all of the attorneys at SCLS we thank you for your continued support of our joint powers authority public law organization!

2015-16 End of School Year Survey

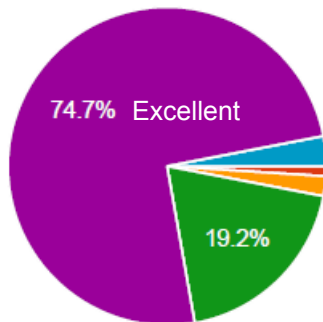
1. Accessibility on short notice.



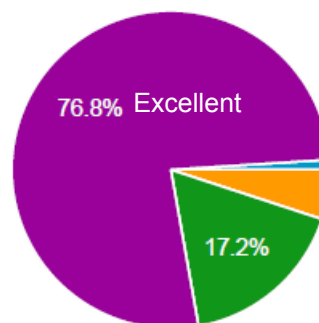
5. Knowledge of attorney.



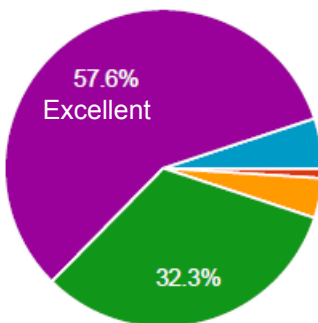
2. Turnaround time on urgent matters.



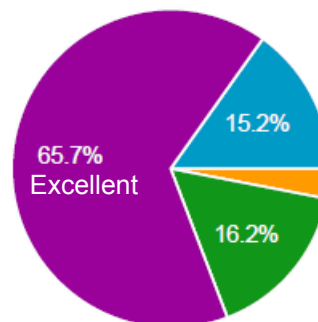
6. Quality and usefulness of Legal Update memoranda.



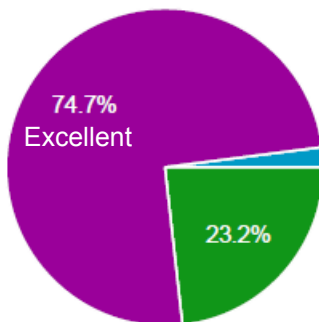
3. Turnaround time on routine matters.



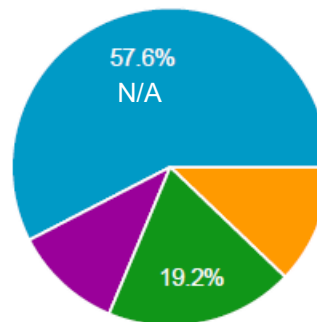
7. Helpfulness of printed materials.



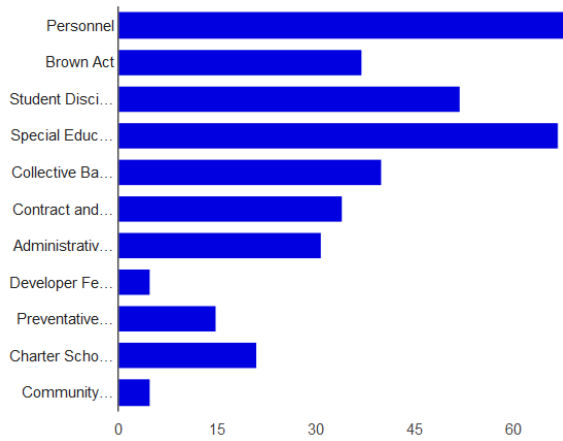
4. Responsiveness of attorney to your needs.



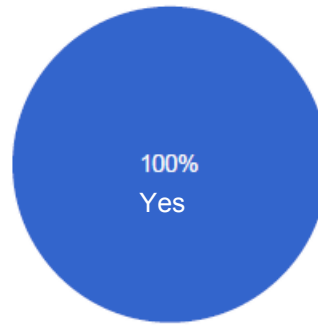
8. Helpfulness of website.



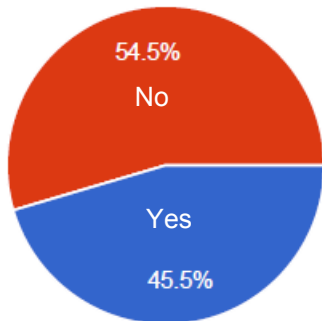
9. Specific Service Areas



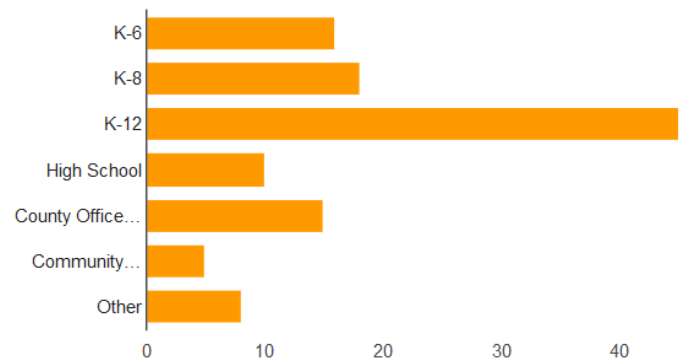
11. Do you find the SCLS Support Staff responsive to your needs?



10. In addition to School and College Legal Services do you use a private firm?



12. Students Served



K-6	16	16.2%
K-8	18	18.2%
K-12	45	45.5%
High School	10	10.1%
County Office of Education	15	15.2%
Community College District	5	5.1%
Other	8	8.1%



SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

*A Joint Powers Authority
serving school and
college districts
throughout the state.*

5350 Skylane Boulevard
Santa Rosa, CA 95403

Tel: (707) 524-2690
Fax: (707) 578-0517
santarosa@scscal.org
www.scscal.org

General Counsel
Carl D. Corbin

Attorneys
Monica D. Batanero
Nancy L. Klein
Damara L. Moore
Jennifer E. Nix
Steven P. Reiner
Mia N. Robertshaw
Loren W. Soukup
Patrick C. Wilson
Frank Zotter, Jr.

Of Counsel
Robert J. Henry
Margaret M. Merchat
Virginia A. Riegel

2016-17 WORKSHOPS

as of July 26, 2016

Sonoma County Office of Education 5340 Skylane Blvd., Santa Rosa, CA 95403

			Anticipated Audience
	August 23, 2016 10:00 a.m. – 12:00 p.m.	Sexual Harassment Prevention Redwood Rooms A & B Monica D. Batanero	K-12/CCD
	September 15, 2016 9:00 a.m. – 12:00 p.m.	Common Special Education Mistakes Leading to Litigation Redwood Rooms A & B Jennifer E. Nix	K-12
	September 20, 2016 9:00 a.m. – 12:00 p.m.	Student Discipline Including Special Education Oak Rooms D & E Carl D. Corbin	K-12
	September 22, 2016 9:00 a.m. – 12:00 p.m.	School Site Administrators Part I Oak Rooms D & E Carl D. Corbin and Mia N. Robertshaw	K-12
	September 27, 2016 1:00 p.m. – 4:00 p.m.	Brown Act, Ethics, and Conflicts Redwood Rooms A & B Patrick C. Wilson	K-12/CCD
	September 29, 2016 1:00 p.m. – 4:00 p.m.	Employee Leaves 101 Oak Rooms D & E Nancy L. Klein	K-12/CCD
	October 4, 2016 1:00 p.m. – 4:00 p.m.	Special Education 101 for Administrators Oak Rooms D & E Jennifer E. Nix	K-12
	October 6, 2016 9:00 a.m. – 12:00 p.m.	Layoffs 101 (Classified & Certificated) Oak Rooms D & E Carl D. Corbin	K-12
	October 11, 2016 9:00 a.m. – 11:00 a.m.	18+ Year Student Issues Redwood Rooms A & B Monica D. Batanero and Steven P. Reiner	K-12

		Anticipated Audience
October 13, 2016 1:00 p.m. – 4:00 p.m.	Collective Bargaining 101 Oak Rooms D & E Mia N. Robertshaw	K-12/CCD
October 18, 2016 9:00 a.m. – 11:00 a.m.	Record Retention and Destruction Oak Rooms D & E Frank Zotter, Jr.	K-12/CCD
October 20, 2016 1:00 p.m. – 4:00 p.m.	School Site Administrators Part II Oak Rooms D & E Carl D. Corbin and Mia N. Robertshaw	K-12
October 25, 2016 2:00 p.m. – 4:00 p.m.	Political Activities of Districts & Employees Redwood Rooms A & B Patrick C. Wilson and Steven P. Reiner	K-12/CCD
October 26, 2016 2:00 p.m. – 4:00 p.m.	Sexual Harassment Prevention Redwood Rooms A & B Monica D. Batanero	K-12/CCD
October 28, 2016 10:00 a.m. – 12:00 p.m.	Confidentiality, Professionalism, and Record Retention 101 Redwood Room C Frank Zotter, Jr.	K-12
November 1, 2016 9:00 a.m. – 12:00 p.m.	Title IX Coordinator 101 Redwood Rooms A & B Mia N. Robertshaw	K-12/CCD
November 9, 2016 9:00 a.m. – 12:00 p.m.	Special Education Mental Health Issues Oak Rooms D & E Monica D. Batanero and Jennifer E. Nix	K-12
November 15, 2016 1:00 p.m. – 4:00 p.m.	Public Contracting – Basic Oak Rooms D & E Patrick C. Wilson and Loren W. Soukup	K-12/CCD
December 8, 2016 10:00 a.m. – 12:00 p.m.	Copyright & Documentation Issues Oak Rooms D & E Frank Zotter, Jr.	K-12/CCD
December 8, 2016 1:00 p.m. – 4:00 p.m.	Section 504 of the Rehabilitation Act of 1973 Oak Rooms D & E Carl D. Corbin	K-12

		Anticipated Audience
December 12, 2016 10:00 a.m. – 1:00 p.m.	Workplace Investigations Oak Rooms D & E Nancy L. Klein	K-12/CCD
December 13, 2016 9:00 a.m. – 12:00 p.m.	Bullying, Cyberbullying, & Student Free Speech Oak Rooms D & E Loren W. Soukup	K-12/CCD
January 11, 2017 9:00 a.m. – 11:00 a.m.	Sexual Harassment Prevention Oak Rooms D & E Monica D. Batanero	K-12/CCD
January 25, 2017 9:00 a.m. – 12:00 p.m.	Special Education Hot Topics Redwood Rooms A & B Jennifer E. Nix	K-12
January 25, 2017 2:00 p.m. – 5:00 p.m.	Brown Act, Ethics, and Conflicts Redwood Rooms A & B Patrick C. Wilson	K-12/CCD
January 30, 2017 2:00 p.m. – 4:00 p.m.	How to Respond to a Public Records Act Request Redwood Rooms A & B Frank Zotter, Jr.	K-12/CCD
February 2, 2017 9:00 a.m. – 12:00 p.m.	Review of New Legislation Impacting Education for 2017 Oak Rooms D & E Carl D. Corbin	K-12
February 27, 2017 2:00 p.m. – 4:00 p.m.	Form 700 Basics Oak Rooms D & E Frank Zotter, Jr.	K-12/CCD
March 8, 2017 1:00 p.m. – 4:00 p.m.	Employee Leaves 101 Redwood Rooms A & B Nancy L. Klein	K-12/CCD
March 16, 2017 1:00 p.m. – 4:00 p.m.	Special Education 102 for Administrators Oak Rooms D & E Jennifer E. Nix	K-12



		Anticipated Audience
March 29, 2017 9:00 a.m. – 12:00 p.m.	Campus Security Oak Rooms D & E Frank Zotter, Jr.	K-12/CCD
April 12, 2017 10:00 a.m. – 1:00 p.m.	Public Contracting – Advanced Redwood Rooms A & B Patrick C. Wilson and Loren W. Soukup	K-12/CCD
April 18, 2017 2:00 p.m. – 4:00 p.m.	Sexual Harassment Prevention Redwood Rooms A & B Mia N. Robertshaw	K-12/CCD

Humboldt County Office of Education
901 Myrtle Ave., Eureka, CA 95501
Annex Board Room

		Anticipated Audience
September 28, 2016 1:30 p.m. – 3:00 p.m.	Hot-Off-the-Presses Special Education Cases Applying Fundamental Rules of the IDEA – An Interactive Workshop Damara L. Moore	K-12
November 30, 2016 1:30 p.m. – 3:00 p.m.	Special Education Discipline Damara L. Moore	K-12
January 10, 2017 1:30 p.m. – 3:00 p.m.	Certificated Discipline Process Damara L. Moore	K-12
March 29, 2017 9:00 a.m. – 12:00 p.m.	Special Education 101 for School Site Administrators Damara L. Moore	K-12

Workshop dates and times subject to change.
Check www.sclscal.org for more details regarding the above programs and registration.