

Alvord Unified School District

LEA COLLABORATIVE

Bylaws

ARTICLE I

SECTION 1.0 Name

- 1.1 This committee shall be called the **ALVORD UNIFIED SCHOOL DISTRICT LEA COLLABORATIVE**.

SECTION 2.0 Purpose

- 2.1 To identify areas of potential enhancement in Medi-Cal Related services for children and families in the Alvord Unified School District.
- 2.2 To provide comprehensive and integrated services to the children and families who are served by the Alvord Unified School District.
- 2.3 To promote integrated community services to ensure early, accessible, and responsible service delivery to families.
- 2.4 To coordinate strategies to assure more comprehensive services.
- 2.5 To assess and monitor outcomes for children and families.
- 2.6 Any federal funds received by the Alvord Unified School District LEA Collaborative for LEA services shall be reinvested in services for school children and their families, and academic support. Academic support services includes tutoring, mentoring, employment, community service internships, and inservice training for teachers and administrators.

SECTION 3.0 Objectives

- 3.1 Recommend programs and services operated by or on behalf of the Alvord Unified School District through a stated process that will use the LEA billing reimbursement revenues.
- 3.2 Expand, improve or enhance the provisions of health and human services for all the children and families serviced in the Alvord Unified School District programs.

SECTION 4.0 Membership

- 4.1 The voting members of the Alvord Unified School District LEA Collaborative will be composed of the following members:

Alvord Unified School District Representatives:

Administration:

Fiscal Services	1 member
Site Administrator	1 member
Student Services	1 member
Special Education	1 member

Service Providers

Nurse	1 member
Speech-Language Pathologist	3 members
Psychologist	1 member
Behavior Specialist	1 member
Occupational Therapist	1 member
Elementary Counselor	1 member
Secondary Counselor	1 member
District Liason-Homeless/Foster	1 member

Outside Stakeholders:

Parents	1 member
Community Representative	1 member

See Attachment A for appointed committee members

- 4.2 Other interested district employees are welcome to submit written request to the Collaborative 5 working days prior to the scheduled meeting.

SECTION 5.0 Appointments

5.1 Each agency or department will be responsible for appointing their allotted representatives. Each department and service provider category will assign one substitute representative for voting purposes. In order for a vote to take place, 51% of the original voting members must be present.

5.2 Appointments shall be made annually.

SECTION 6.0 Vacancies

6.1 When an agency or department is absent for three (3) consecutive meetings during their annual term the agency or department will be contacted to replace the vacant seat.

SECTION 7.0 Voting

7.1 Each member shall have one vote.

SECTION 8.0 Chairperson

8.1 The chairperson/facilitator shall be the Chief Business Officer of the Alvord Unified School District or their designee.

- 8.2 The chairperson's duties shall include presiding over meetings of the LEA Collaborative, presiding over meetings of the Resource Allocations, preparing agendas, and performing all duties normally given to the Chairperson of any organization, and such duties as may be prescribed by the Collaborative.

SECTION 9.0 Meetings

- 9.1 Meetings shall be held at least four (4) a school year.
- 9.2 The Collaborative may choose to hold additional meetings during the year by a majority vote of the membership or as determined by the Chairperson. A minimum of 5 business days advance notice will be given.
- 9.3 The Collaborative may choose to hold "Special On-Line" vote during the year by a majority vote of the membership. Only under the following circumstances.
1. The item was previously presented to the Collaborative Team and was Tabled/follow up
 2. Amendment

SECTION 10.0 Priority Determination of Resource Allocations

- 10.1 For decisions regarding the allocation of LEA funds, the LEA Collaborative may choose to convene a meeting to determine LEA funding priorities.

SECTION 11.0 Resource Review

- 11.1 All programs and services funded with LEA Billing revenue must be presented annually.

SECTION 12.0 State Annual Reports

- 12.1 The State annual report, will include:
- ❖ Data on activities of preceding year accompanied by program budget
 - ❖ Service priorities for the current fiscal year
 - ❖ List of agencies and entities participating in the collaborative
 - ❖ Description of the collaborative decision making process
 - ❖ Frequency of meetings
 - ❖ Certification of State matching funds
 - ❖ Statement of commitment to reinvest
- 12.2 All collaborative members will receive a copy of this report annually.

SECTION 13.0 Amendment of Bylaws

- 13.1 These bylaws may be amended by majority votes of the membership.

ARTICLE II

SECTION 1.0 Funding Guidelines

- 1.1 Any federal funds received by a LEA Provider for LEA Services shall be reinvested in LEA services for school children and their families.

- 1.2 LEA Medi-Cal Billing Option Program reimbursement may be reinvested in the allowable LEA services as outlined in the LEA Provider Manual, including: assessment, treatment, target case management, and school-based transported services.

- 1.3 School-linked support services benefiting children and their families may consist of:
 - a. Case-Managed Health Services
 - b. Mental Health Services
 - c. Social Services
 - d. Academic Support Services

- 1.4 The services are intended to benefit children and their families and may include, but are not limited to the following examples as Senate Bill (SB) 620 originally outlined, and now can be found in California Education Code, Section 8804(g):
 1. Health Care:
 - a. Immunizations
 - b. Vision and Hearing Testing and Services
 - c. Dental Services
 - d. Physical examinations, Diagnostic, and Referral Services
 - e. Prenatal Care
 - f. Health and medical supplies
 2. Mental Health Services:
 - a. Primary Prevention
 - b. Crisis Intervention
 - c. Assessments and Referrals
 - d. Training for Teachers in the detection of mental health problems
 3. Substance Abuse Prevention and Treatment Services
 4. Family Support and Parent Education:
 - a. Child Abuse Prevention
 - b. School Age Parenting Programs
 5. Academic Support Services:
 - a. Tutoring
 - b. Mentoring
 - c. Employment
 - d. Community Service Internships
 - e. In-service Training for Teachers and Administrators
 6. Counseling:
 - a. Family Counseling
 - b. Suicide Prevention

7. Services and Counseling for Children Who Experience Violence in Their Communities
8. Nutrition Services
9. Youth Development Services:
 - a. Mentoring
 - b. Recreation
 - c. Career Development
 - d. Job Placement
10. Case Management Services
11. Provisions of On-Site Medi-Cal Eligibility Workers
12. Assessment/testing

1.5 Travel & Conference Reimbursement

*Requests must adhere to District Guidelines outlined in Board Policy 3350/AR 3350

- a) Travel & Conference Requests need to be submitted on the LEA Medi-Cal Billing Funds Request Form. Reimbursement can only occur once the Funds Request Form has been approved by LEA Collaborative and a CF in Informed K12 has been approved. This bylaw is to be reviewed on an annual basis.
- b) Meals will not exceed the District Board Policy, including the tax and gratuities. If meals are provided by the conference the meals will not be reimbursed by the District or LEA. See funding guidelines on LEA Medi-Cal Billing Funds Request Form for current reimbursement rates.
- c) The following requests will not be permitted: Hotel, airfare, shuttle to and from airports.

Revised: 8/25/2023