



# SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

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

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Santa Rosa, CA 95403

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## MEMORANDUM

**To:** All Clients  
**From:** Carl D. Corbin, General Counsel *CDC*  
**Date:** May 2, 2019  
**Re:** End of School Year Survey, Attorney Kaitlyn Schwendeman,  
2019-2020 Retainer Hours, SCLS Website, and 2019-2020  
Workshop List

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As we approach the last few weeks of the 2018-2019 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 our annual “end of school year” survey, re- introduce attorney Kaitlyn Schwendeman, discuss the 2019-2020 Retainer Hours, mention the SCLS website, and to discuss the 2019-2020 schedule of SCLS workshops.

### End of the School Year Survey

We encourage you to complete our annual “end of the school year” survey. This short online survey is designed to obtain your thoughts and ideas on how our office can best address your legal needs.

Please take a few minutes to complete the electronic survey by clicking [here](#).

The link will be “active” until June 15, 2019. Thank you in advance for your comments and suggestions. And, as always, please feel free to contact me directly with any thoughts you may have regarding SCLS.

### Attorney Kaitlyn Schwendeman

Kaitlyn Schwendeman joined our office on April 22, 2019. Ms. Schwendeman graduated law school in 2015. Prior to joining SCLS, Ms. Schwendeman represented over 75 school districts throughout New York State for approximately three years focusing on collective bargaining and special education matters. Ms. Schwendeman most recently worked at a boutique labor and employment law firm in San Francisco. Ms. Schwendeman’s areas of focus at SCLS will be primarily special education, collective bargaining, and personnel.



### 2019-2020 Retainer Hours

Thank you to our existing “retainer” clients for purchasing retainer hours for the 2018-2019 school year. You should have already received via postal mail an agreement for services from SCLS for the 2019-2020 school year. For retainer clients, you are asked to select the number of hours you would like to purchase for the 2019-2020 school year. I know this can be a complicated issue. Please contact me if you would like to discuss this matter more depth in order for you to make the best informed decision for your educational institution.

For our “billable” clients, you should have already received via postal mail an agreement for services from SCLS for the 2019-2020 school year. Please contact me if you have any questions.

### SCLS Website

Did you know that you can access lots of different information on the SCLS website? Our website has information to include biographies on our attorneys and their specialty areas, our latest Legal Updates, registration for our workshops, and more! Please check out our website and let us know if you have any suggestions for improvement: <http://www.sclscal.org/>.

### Workshops

The mission of SCLS is not only to assist our clients in resolving legal issues that arise, but to also assist our clients in avoiding legal issues entirely. SCLS has a strong preventative law focus which we address through various methods to include our workshops. Our multi-client workshop rates are very cost effective with a two-hour workshop at \$30 per participant and a three-hour workshop at \$45 per participant for workshops located in Santa Rosa. Our rates are only slightly increased for any workshops we offer in Eureka to account for travel costs. All workshops include extensive reference materials. I believe the quality and low cost of SCLS workshops are unmatched in the area of preventative law!

Please find attached a schedule of the 2019-2020 workshops available for attendance by registering with our office. We are providing our clients this list now to assist with your professional development planning for the next school year. Please note that the list may be revised based on our clients’ needs and the needs of the office. The workshop list may be also found at: <http://www.sclscal.org/workshops>.

As you can see while most workshops will be offered in Santa Rosa, we are also offering workshops in Humboldt County (Eureka). Please contact me if you would like to arrange for a workshop for your district on a specific topic.

On behalf of all of the attorneys at SCLS we thank you for your continued support of our organization!



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**Santa Rosa Office**  
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**Eureka Office**  
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Phone: 707-441-3997

**2019-2020 Workshops**  
as of April 29, 2019

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

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
August 28, 2019 9:00 a.m. - 12:00 p.m. \$45 clients/\$55 non-clients	Title IX Athletics*	Ellie R. Austin	<b>K-12/CCD</b> Administrators, Title IX Coordinators, Deputy Title IX Coordinators, and Equity and Inclusion Staff	Redwood Rooms A&B
September 11, 2019 9:00 a.m. - 12:00 p.m. \$45 clients/\$55 non-clients	Student Discipline Including Special Education Issues <sup>1</sup>	Carl D. Corbin	<b>K-12</b> Administrators, school psychologists, and special education teachers	Redwood Rooms A&B
September 19, 2019 9:00 a.m. - 1:00 p.m. \$60 clients/\$70 non-clients	Title IX Part I – Title IX Coordinator Essentials <sup>2</sup>	Ellie R. Austin & Monica D. Batanero	<b>K-12/CCD</b> Administrators, Title IX Coordinators, Deputy Title IX Coordinators, and Equity and Inclusion Staff	Redwood Rooms A&B
September 25, 2019 9:00 a.m. - 12:00 p.m. \$45 clients/\$55 non-clients	Special Education – Behavioral Interventions <sup>1</sup>	Jennifer E. Nix	<b>K-12</b> Administrators, school psychologists and special education providers	Redwood Room C
October 1, 2019 1:00 p.m. - 4:00 p.m. \$45 clients/\$55 non-clients	Legally Defensible Practices Regarding Section 504 of the Rehabilitation Act of 1973 <sup>1</sup>	Carl D. Corbin	<b>K-12</b> All certificated staff would benefit, especially Administrators and School Psychologists	Redwood Room C

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
October 8, 2019 9:00 a.m. - 12:00 p.m. \$45 clients/\$55 non-clients	How to Respond to those Frequently Asked Questions: A legal overview of key issues when responding to student, parents, community, trustee and administrator questions and requests.	Nancy L. Klein & Steven P. Reiner	<b>K-12</b> School Site & District Office Staff	Redwood Rooms A&B
October 9, 2019 9:00 a.m. - 1:00 p.m. \$60 clients/\$70 non-clients	Title IX Part II – Conducting Title IX Investigations <sup>2</sup>	Ellie R. Austin & Monica D. Batanero	<b>K-12/CCD</b> Administrators, Title IX Coordinators, Deputy Title IX Coordinators, and Equity and Inclusion Staff	Redwood Rooms A&B
October 16, 2019 9:00 a.m. - 11:00 a.m. \$30 clients/\$40 non-clients	Sexual Harassment Prevention Training <sup>2</sup>	Monica D. Batanero & Kaitlyn A. Schwendeman	<b>K-12/CCD</b> Supervisory personnel including District Board Members and non supervisors	Redwood Rooms A&B
October 22, 2019 9:00 a.m. - 12:00 p.m. \$45 clients/\$55 non-clients	Basics of Clery Act Compliance*	Ellie R. Austin & Monica D. Batanero	<b>CCD</b> Public safety/Security, HR, Student Affairs, Athletics, and Student Housing Staff	Redwood Rooms A&B
October 29, 2019 9:00 a.m. - 12:00 p.m. \$45 clients/\$55 non-clients	Common Special Education Mistakes Leading to Litigation <sup>1</sup>	Jennifer E. Nix	<b>K-12</b> Special Education Staff	Redwood Rooms A&B
November 5, 2019 9:00 a.m. - 1:00 p.m. \$60 clients/\$70 non-clients	Comprehensive Review and Practical Guidance on Student Discipline <sup>1</sup>	Monica D. Batanero & Kaitlyn A. Schwendeman	<b>K-12</b> All school site and district administrators who have student discipline responsibilities	Oak Room

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
November 7, 2019 9:00 a.m. - 12:00 p.m. \$45 clients/\$55 non-clients	Confidentiality and Record Retention/Destruction 101 <sup>2</sup>	Erin E. Stagg	<b>K-12/CCD</b> Administrators, Deputy/Asst. Administrators, Business Managers, and lower-level administrative staff	Redwood Rooms A&B
November 12, 2019 9:00 a.m. - 1:00 p.m. \$60 clients/\$70 non-clients	Title IX Part III – Nuts and Bolts of the Title IX Coordinator’s Role <sup>2</sup>	Ellie R. Austin & Monica D. Batanero	<b>K-12/CCD</b> Administrators, Title IX Coordinators, Deputy Title IX Coordinators, and Equity and Inclusion Staff	Redwood Rooms A&B
November 14, 2019 9:00 a.m. - 11:00 a.m. \$30 clients/\$40 non-clients	How to Respond to a Public Records Act Request <sup>2</sup>	Erin E. Stagg	<b>K-12/CCD</b> Administrators, Deputy/Asst. Administrators, Business Managers, and lower-level administrative staff	Oak Room
November 19, 2019 9:00 a.m. - 12:00 p.m. \$45 clients/\$55 non-clients	Collective Bargaining: Everything District Negotiators Need to Know <sup>2</sup>	Ellie R. Austin	<b>K-12/CCD</b> Negotiating Team Members	Redwood Rooms A&B
November 21, 2019 9:00 a.m. - 12:00 p.m. \$45 clients/\$55 non-clients	Brown Act, Ethics, and Conflicts of Interest <sup>2</sup>	Erin E. Stagg	<b>K-12/CCD</b> Board Members, Administrators, Deputy/Asst. Administrators, and Business Managers	Redwood Rooms A&B
December 10, 2019 9:00 a.m. - 12:00 p.m. \$45 clients/\$55 non-clients	Layoffs 101 (Certificated & Classified)	Carl D. Corbin	<b>K-12</b> Staff responsible for layoffs.	Redwood Rooms A&B

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
December 12, 2019 9:00 a.m. - 1:00 p.m. \$60 clients/\$70 non-clients	Title IX Part IV – Additional Title IX Challenges for Community Colleges <sup>2</sup>	Ellie R. Austin & Monica D. Batanero	<b>CCD</b> Administrators, Title IX Coordinators, Deputy Title IX Coordinators, and Equity and Inclusion Staff	Redwood Rooms A&B
December 17, 2019 9:00 a.m. - 11:00 a.m. \$30 clients/\$40 non-clients	Website Accessibility <sup>2</sup>	Ellie R. Austin	<b>K-12/CCD</b> District Web Specialists, Technology Coordinators, Equity/Inclusion Staff, & ADA/504 Coordinators	Redwood Rooms A&B
January 22, 2020 9:00 a.m. - 12:00 p.m. \$45 clients/\$55 non-clients	School and Workplace Investigations <sup>2</sup>	Monica D. Batanero & Ellie R. Austin	<b>K-12/CCD</b> Site administrators, HR Staff, Title IX Coordinators, any others who might conduct investigations	Redwood Rooms A&B
January 30, 2020 2:00 p.m. - 4:00 p.m. \$30 clients/\$40 non-clients	Sexual Harassment Prevention Training <sup>2</sup> Combined 2 hours for supervisors and 1 hour for non-supervisors	Monica D. Batanero & Kaitlyn A. Schwendeman	<b>K-12/CCD</b> Supervisory personnel including District Board Members and non-supervisors	Redwood Rooms A&B
February 4, 2020 9:00 a.m. - 12:00 p.m. \$45 clients/\$55 non-clients	Public Contracting <sup>2</sup>	Erin E. Stagg & Jennifer Henry	<b>K-12/CCD</b> Superintendents, Business Managers, and Facility Directors	Oak Room
February 12, 2020 9:00 a.m. - 12:00 p.m. \$45 clients/\$55 non-clients	Preschool Special Education Issues <sup>1,2</sup>	Jennifer E. Nix	<b>K-12</b> School Site Administrators	Redwood Rooms A&B

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
February 25, 2020 9:00 a.m. - 12:00 p.m. \$45 clients/\$55 non-clients	Review of New Legislation for 2020 <sup>2</sup>	Carl D. Corbin	<b>K-12</b> Board Members and Superintendents	Oak Room
April 8, 2020 9:00 a.m. - 12:00 p.m. \$45 clients/\$55 non-clients	Legal Issues Associated with Individualized Transition Plans <sup>1</sup>	Jennifer E. Nix	<b>K-12</b> Special Education Staff	Oak Room
April 14, 2020 9:00 a.m. - 12:00 p.m. \$45 clients/\$55 non-clients	Student Discipline Including Special Education <sup>1</sup>	Carl D. Corbin	<b>K-12</b> Administrators, school psychologists, and special education teachers	Oak Room
April 16, 2020 9:00 a.m. - 3:00 p.m. \$75 clients/\$85 non-clients (Lunch will be served.)	Employee Health Leave Rights and Employer Responsibilities <sup>2</sup>	Nancy L. Klein & Kaitlyn A. Schwendeman	<b>K-12/CCD</b> Any administrator or employee responsible for monitoring or approving employee leaves or for providing notices related to health leaves	Oak Room
April 22, 2020 9:00 a.m. - 12:00 p.m. \$45 clients/\$55 non-clients	Legally Defensible Practices Regarding Section 504 of the Rehabilitation Act of 1973 <sup>1</sup>	Carl D. Corbin	<b>K-12</b> All certificated staff would benefit, especially Administrators and School Psychologists	Oak Room
May 6, 2020 9:00 a.m. - 11:00 a.m. \$30 clients/\$40 non-clients	Sexual Harassment Prevention Training <sup>2</sup> Combined 2 hours for supervisors and 1 hour for non-supervisors	Monica D. Batanero & Kaitlyn A. Schwendeman	<b>K-12/CCD</b> Supervisory personnel including District Board Members and non-supervisors	Oak Room



Workshop dates and times subject to change.

Check <http://www.sclscal.org> for more details regarding the above programs and registration.

<sup>1</sup> This course meets the qualifications for continuing education credit for LEPs, LPCCs, LMFTs, LCSWs, and NCSP. It also qualifies for hours of continuing professional development for Nationally Certified School Psychologists under provider number 1025. The California Association of School Psychologists maintains responsibility for the program and its content. Participants in this training will earn Continuing Education Units – one unit hour per hour of instruction at the workshop - which can be used toward CASP certification. If you wish to receive credit, add “CEU” after your last name at the time of registration for the workshop. Each registrant wishing to receive credit must submit at the time of the workshop, a check for \$15 made out to CASP and a completed CASP form which SCLS will provide. This payment is separate and in addition to the workshop fee which is paid to SCLS. SCLS will submit the checks and forms for CEU’s to CASP.

<sup>2</sup> Participants in this training will earn Continuing Education Units for the total length of the workshop, which can be used towards California Association of School Business Officials CASBO certification.

\*Our office is in the process of obtaining approval from the California Association of School Business Officials (CASBO) for continuing education credits.

\*\*Workshop is sponsored by the Sonoma County Office of Education. Please visit [www.scoe.org](http://www.scoe.org) for registration.

Advance reservations are necessary and space is limited. You may register on our website at [www.sclscal.org](http://www.sclscal.org), by calling Linda at (707) 524-2690, or by email to [register@sclscal.org](mailto:register@sclscal.org). The workshop fee must be paid prior to the workshop date and can be done by mailing checks payable to School and College Legal Services to 5350 Skylane Blvd., Santa Rosa, CA 95403 or by faxing a purchase order made out to School and College Legal Services to (707) 578-0517.

The workshop fee will be charged for cancellations received less than seven days prior to the date of the workshop.

If you are attending this workshop and are an individual with a disability who needs a special accommodation to participate, please call Linda Lowe at (707) 524-2690 at least 48 hours in advance of the workshop.



**Humboldt County Office of Education 901 Myrtle Ave., Eureka, CA 95501**

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
September 10, 2019 1:00 p.m. - 4:00 p.m. \$50 clients/\$60 non-clients	Special Education – Behavioral Interventions	Jennifer E. Nix	<b>K-12</b> Administrators, school psychologists and special education providers	Redwood Room
October 2, 2019 1:00 p.m. - 4:00 p.m. \$50 clients/\$60 non-clients	Public Contracting <sup>2</sup>	Erin E. Stagg	<b>K-12/CCD</b> Superintendents, Business Managers, and Facility Directors	Redwood Room
October 17, 2019 10:00 a.m. - 1:00 p.m. \$50 clients/\$60 non-clients	Collective Bargaining: Everything District Negotiators Need to Know <sup>2</sup>	Ellie R. Austin	<b>K-12/CCD</b> Negotiating Team Members	Redwood Room
October 24, 2019 1:00 p.m. - 4:00 p.m. \$50 clients/\$60 non-clients	Common Special Education Mistakes Leading to Litigation <sup>1</sup>	Jennifer E. Nix	<b>K-12</b> Special Education Staff	Redwood Room
November 6, 2019 9:00 a.m. - 1:00 p.m. \$65 clients/\$75 non-clients	Comprehensive Review and Practical Guidance on Student Discipline <sup>1</sup>	Monica D. Batanero & Kaitlynn A. Schwendeman	<b>K-12</b> All school site and district administrators who have student discipline responsibilities	Redwood Room
November 19, 2019 10:00 a.m. - 1:00 p.m. \$50 clients/\$60 non-clients	Student Discipline Including Special Education <sup>1</sup>	Carl D. Corbin	<b>K-12</b> Administrators, school psychologists, and special education teachers	Redwood Room
December 4, 2019 9:00 a.m. - 12:00 p.m. \$50 clients/\$60 non-clients	School and Workplace Investigations <sup>2</sup>	Damara L. Moore	<b>K-12/CCD</b> Site administrators, HR Staff, Title IX Coordinators, any others who might conduct investigations	Redwood Room

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January 22, 2020 10:00 a.m. - 1:00 p.m. \$50 clients/\$60 non-clients	Legally Defensible Practices regarding Section 504 of the Rehabilitation Act of 1973 <sup>1</sup>	Carl D. Corbin	<b>K-12</b> All certificated staff would benefit, especially Administrators and School Psychologists	Redwood Room
March 3, 2020 10:00 a.m. - 1:00 p.m. \$50 clients/\$60 non-clients	Review of New Legislation Impacting Education for 2020 <sup>2</sup>	Carl D. Corbin	<b>K-12</b> Board Members and Superintendents	Redwood Room
April 8, 2020 9:00 a.m. - 3:00 p.m. \$80 clients/\$90 non-clients (Lunch will be served.)	Employee Health Leave Rights and Employer Responsibilities <sup>2</sup>	Nancy L. Klein	<b>K-12/CCD</b> Any administrator or employee responsible for monitoring or approving employee leaves or for providing notices related to health leaves	Redwood Room
April 21, 2020 1:00 p.m. - 4:00 p.m. \$50 clients/\$60 non-clients	Legal Issues Associated with Individualized Transition Plans <sup>1</sup>	Jennifer E. Nix	<b>K-12</b> Special Education Staff	Redwood Room

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Continuing Education Units – one unit hour per hour of instruction at the workshop - which can be used toward CASP certification. If you wish to receive credit, add “CEU” after your last name at the time of registration for the workshop. Each registrant wishing to receive credit must submit at the time of the workshop, a check for \$15 made out to CASP and a completed CASP form which SCLS will provide. This payment is separate and in addition to the workshop fee which is paid to SCLS. SCLS will submit the checks and forms for CEU’s to CASP.

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