



Lozano Smith
ATTORNEYS AT LAW

FREQUENTLY REQUESTED WORKSHOPS



Bakersfield
Fresno
Los Angeles
Mission Viejo
Monterey
Sacramento
San Diego
Walnut Creek

LozanoSmith.com

Governance

Board Member Conduct and Protocol
Board Member Orientation
Board Member Roles & Responsibilities
Boards and Collective Bargaining
Building Effective Governance Teams

E-mail Policies
Effective Use of Legal Counsel
Ethics, Conflicts of Interest and Public Service
Public Meetings Law (Brown Act)
Public Records Act

Elections

Bond Campaigning
Campaign Finance/Contribution Limitations
Election Do's and Don'ts on Campus
Guidelines for Mass Mailings Sent at Public Expense
Political Activity by Staff and Third Parties

Proper Use of Facilities for Political Activity
Public Agency Involvement in Ballot Measure Elections
The California Voting Rights Act
Timing and Conduct of Election

Labor & Employment

A Successful Framework for Labor Negotiations
Accommodating Employees with a Disability
Administering the Contract
Affordable Care Act – Health Care Reform
Americans with Disabilities Act
Collective Bargaining – Basics and Advanced
Certificated Employee Status
Effective Evaluation and Discipline of Employees
Effective Handling of Complaints Against Employees
Employee Drug Testing

Employee Leaves: FMLA/CFRA, Differential, and the Education Code
Effective Practices in Personnel Management
Evaluation of Superintendent
Hiring and Employment Contracts
Interest-Based Bargaining
Introduction to the EERA and Negotiations
Investigations: Successful Strategies and Methods
Layoff Procedures for Certificated and Classified Employees

Legal, Effective & Accurate Document (LEAD) –
Framework for Positive Communications, Evaluations,
Discipline & Investigation

Making Sense of the Family and Medical Leave Act

Negotiating the Use of Student Achievement Data in
Employee Evaluations

Religious Accommodations and Public Sector
Employees

Sexual Harassment and Workplace Bullying

Special Education and Collective Bargaining: The
Impact of the IDEA on Negotiations

Superintendency – How California Law Applies

The Interaction Between Workers' Compensation &
Disability Laws

Union Rights to Access

Union Grievances

Facilities & Business

Acquiring, Building and Financing a School

Bond Elections and Financing

Construction

Contracting Out

Defending Assaults on the Construction Project –
Stop Payment Notices, False Claims, Payment and
Change Orders

Developer Fees

Long-term Debt Financing

Minding Your Contracts

OK, the Bond Passes – Now What?

Parcel Taxes

Personal Services Contracting

Public Bidding and Purchasing

Private Financing of Public Agency Solar Transactions

Real Property

Surplus Property

Use of Surplus School Property – Options for School
Districts

Students

Conducting Internal Investigations of Students:
Successful Strategies and Methods

Expulsion Hearings – Evidentiary Issues, Dealing With
Advocates

FERPA and Student Records

Hiring and Supervising Athletic Coaches

Involuntary Transfers

Mandatory Reporting and Megan's Law

Public Services for Private School Students and
Reimbursement for Private School Costs

Residency, Caregiver Affidavits and Inter-District
Transfers

School Violence Prevention and Threat Assessment

Serving Students with Diverse Backgrounds

Student Bullying and the Bullying Complaint Process
Student Discipline, Suspension and Expulsion
Student Discipline Alternatives
Student Fees and the Free School Guarantee
Student Free Speech Rights
Student Gender Identity

Student Records and Record Requests
Student Search and Seizure Issues
The Law Regarding Administration of Medication on Campus
The Open Enrollment Act
Title IX

Special Education

A History and Overview of Special Education Law
Addressing Educational Mental Health Needs
Addressing Sensory Issues at School
Addressing Student Health Issues
Board Member's Guide to Special Education
Behavior: Eligibility and Safety
Common Core and the IDEA
Conducting and Writing Legally Compliant Assessments
Effectively Managing Difficult IEP Meetings
Ensuring Parental Participation and Avoiding Predetermination
General Educator's Guide to Special Education
Key Aspects of a Legally-Defensible IEP
Section 504

Least Restrictive Environment
Preparing for Mediation and Due Process
Prior Written Notice
Private School Students with Disabilities
Responding to CDE Complaints
Responding to OCR Complaints
Serving Preschool Students with Disabilities
Serving Students with Autism Spectrum Disorders
Special Education and Student Discipline
Student Records
Transition Planning under IDEA
Transportation and the IDEA
Understanding and Implementing Section 504
Writing Legally Compliant IEP Goals
Writing Procedurally Compliant IEPs

Technology & Innovation

E-mail Policies
Employee and Student Use of the Internet and E-Mail
Employee Speech and Privacy in Cyberspace

Impact of Social Media and Technology on Personnel Matters
Technology Legal Issues

Charter Schools

Charter School Facilities Issues

Charter Schools vs. Traditional Public Schools: What's the Difference?

Charter School Oversight and Governance

If You Can't Beat 'Em, Join 'Em: Operating a Dependent Charter School