

# Sunnyside Union School District

21644 Avenue 196  
Strathmore, California 93267

Website: [www.sunnysideunion.com](http://www.sunnysideunion.com)  
Email: [comments@sunnysideunion.com](mailto:comments@sunnysideunion.com)

## SUNNYSIDE UNION SCHOOL DISTRICT

Board of Education

### AGENDA

Regular Board Meeting

May 11, 2021 at 6:00 p.m.

Multi-Purpose Room or Outdoor Learning Center  
All Social Distancing & Face Covering Protocols to Be Followed

#### I. OPEN SESSION/CALL TO ORDER/ROLL CALL

#### II. ADA ACCOMMODATIONS REQUIREMENT

Persons who are in need of disability-related modification of accommodation to participate in the board meeting must make a request in writing to the District Office, 21644 Avenue 196 Strathmore, California, 559-568-1741 x. 203.

A request for accommodation should specify the nature of the modification or accommodation requested, including any necessary auxiliary aids or services required and the name and telephone number of the person making the request. The written request should be done as soon as possible and no later than two days before the meeting. The agenda, agenda packet, and any written documents distributed to the Board during a public meeting will be made available in appropriate alternative formats upon request by a person with a disability as required by the Americans with Disabilities Act.

Written documents concerning agenda items are available for public inspection during normal business hours within 72 hours of the regular board meeting at the Sunnyside Union School District Office.

#### III. GENERAL BUSINESS

- A. Flag Salute
- B. Welcome Visitors
- C. Adoption of Agenda for May 11, 2021      \_\_\_ M \_\_\_ S \_\_\_ A

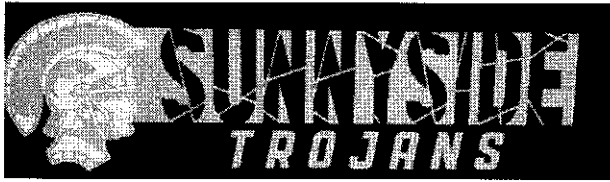
#### IV. PUBLIC COMMENTS

Members of the public may address the Board on non-agenda items that are within the subject matter jurisdiction of the Board. Please fill out a yellow card available at the entrance. Speakers may be called in the order that requests are received, or grouped by subject area. We ask that comments are limited to three (3) minutes with no more than 15 minutes per single topic so that as many people as possible may be heard. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to district staff or calendar the issue for future discussion.

#### V. CONSENT CALENDAR

##### ROUTINE ITEMS

- A. Approve payroll for April 2021 for \$258,034.80.
- B. Approve Pay Vouchers/Purchase Orders for April 29 of 2021, Numbering 210944 to 210978 in the amount of \$84,267.73      *Enclosure #1*
- C. Approve April 13, 2021, Regular Governing Board Meeting Minutes      *Enclosure #2*
- D. Approve April 27, 2021, Regular Governing Board Meeting Minutes      *Enclosure #3*
- E. Annual TCOE Renewal: Consideration and Approval of Tobacco Free Policy Certification and Documents 2021-2022 School Year.      *Enclosure #4*
- F. Annual Agreement: Consideration and Approval of Interquest Detection Canines Agreement for 2021-2022 SY.      *Enclosure #5*
- G. Approve the Committee on Assignment Members for the 2020-2021 SY  
Members: Theresa Armas, Josh Tredway, Lori Dieterle      *Enclosure #6*



- H. Approve the 2021-2022 Renewal of STAR ASSESSMENTS, with Renaissance Learning in the amount of \$4900.00.

\_\_\_ M \_\_\_ S \_\_\_ A

## VI. OLD BUSINESS

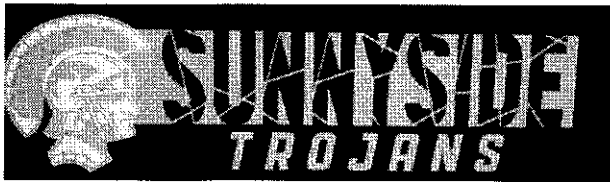
- A. Review of the Second Period Interim Report, 2020-2021 *Enclosure #7*
- B. Review of the First Draft of the Local Control Accountability Plan Goals and Actions *Enclosure #8*
- C. Review of AB 86 In Person and Extended Learning Opportunities Grant *Enclosure #9*
- D. Review of ESSER II and ESSER Spending Plan *Enclosure #10*
- E. Further discussion on Graduation 2021

## VII. DISCUSSION ITEMS

- A. Review and discussion of Job Descriptions for new positions beginning 2021-2022 school year. *Enclosure #11*
- B. Discussion of the propose Senate Bill 545 Pupil Retention Bill
- C. Update on Request for Qualifications for Architect (RFQ) Process and Recommendations *Enclosure #12*
- D. Review "Summer Learning Series" and "Summer Camp" Offerings for extended learning opportunities *Enclosure #13*
- E. The Sunnyside News Program
- F. District's Plan for Instructional Offerings for the 2021-2022 School Year.

## VIII. NEW BUSINESS

- A. Consideration and Approval of Budget Revision for the 2020-2021 School Year.  
Candy Alari \_\_\_ M \_\_\_ S \_\_\_ A *Enclosure #14*
- B. Consideration and Approval of Application for Use of School Facility for Strathmore Youth Football  
Steve Tsuboi \_\_\_ M \_\_\_ S \_\_\_ A *Enclosure #15*
- C. Consideration and Approval of 1330 BP and AR Policy  
Steve Tsuboi \_\_\_ M \_\_\_ S \_\_\_ A *Enclosure #16*
- D. Consideration and Approval of 3513.3 BP and AR Policy  
Steve Tsuboi \_\_\_ M \_\_\_ S \_\_\_ A *Enclosure #17*
- E. Consideration and Approval for Summer Flooring Project Bid Number #206630 from DFS Flooring in the amount of \$112,680.00.  
Steve Tsuboi \_\_\_ M \_\_\_ S \_\_\_ A *Enclosure #18*
- F. Consideration and Approval the Agency Agreement between the Tulare County Superintendent of Schools and Sunnyside Union School District for two (2) days of Mental Wellness Services, for 37 weeks, in the amount of \$30,000, for the 2021-2022 school year.  
Steve Tsuboi \_\_\_ M \_\_\_ S \_\_\_ A *Enclosure #19*



*Sunnyside Union School District*

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- G. Consideration and Approval of Adela Totty to serve on the Measure O Budget Oversight Committee.  
Steve Tsuboi                    \_\_\_ M \_\_\_ S \_\_\_ A
- H. Consideration and Approval of Duane Hilty to serve on the Measure O Budget Oversight Committee.  
Steve Tsuboi                    \_\_\_ M \_\_\_ S \_\_\_ A

**IX. BOARD INFORMATION & REPORTS**

- A. Superintendent-Principal's Report;                    *Enclosure #20*
- B. Vice Principal and Categorical Manager Report;    *Enclosure #21*
- C. Other Reports (Staff and Students)

**X. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS**

**XI. ADJOURN TO CLOSED SESSION (Read Items Below)**

While the Brown Act creates broad public access rights to the meetings of the Board of Education, it also recognizes the legitimate need to conduct some of its meetings outside of the public eye. Closed session meetings are specifically defined and limited in scope. They primarily involve personnel issues, pending litigation, labor negotiations, and real property matters.

- A. Government Code 54957.6: Labor Negotiations CSEA Chapter 675 – Conference with Labor Negotiator Sunnyside Teachers Association, CSEA Chapter 675, Unrepresented Groups-Confidential Management
- B. Government Code 54597: Public Employee Discipline/Dismissal/Release

**XII. ADJOURN TO CLOSED SESSION \_\_\_\_\_ PM**

**XIII. CALL BACK TO ORDER**

**XIV. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION**

**XV. NEXT SCHEDULED BOARD MEETING**

- A. May 25, 2021 – 6:00 p.m.

**XVI. ADJOURNMENT \_\_\_\_\_ PM**

\*\*\* FINAL \*\*\*  
Batch No 366

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT						
012549	A T & T	PV-210978	4/24/2021		0306025811		010-00000-0-00000-72000-59000-0-0000	\$19.22								
							010-00000-0-00000-27000-59000-0-0000	\$44.87								
<b>Total Check Amount:</b>								<b>\$64.09</b>								
013718	A T & T MOBILITY - ROC	PV-210953	4/1/2021		287295413373		010-00000-0-00000-72000-59000-0-0000	\$121.82								
							010-00000-0-00000-27000-59000-0-0000	\$284.27								
							010-07230-0-00000-36000-59000-0-0000	\$27.88								
						<b>Total Check Amount:</b>								<b>\$433.97</b>		
014006	AMAZON	PV-210948	4/23/2021		14N6-667T-K1RH		010-07200-0-11100-10000-43000-0-0101	\$622.07								
							010-07200-0-11100-10000-43000-0-0502	\$1,263.95								
							010-73880-0-11100-10000-43000-0-0000	\$61.00								
						<b>Total Check Amount:</b>								<b>\$2,172.06</b>		
012407	AMERICAN FIDELITY ASSURANCE CO	PV-210946	4/27/2021		22635 4537428		010-00000-0-00000-00000-95024-0-0000	\$355.53		G						
						<b>Total Check Amount:</b>								<b>\$355.53</b>		
013605	AMERICAN INCORPORATED	PV-210952	4/16/2021		7126787		010-53100-0-00000-37000-56000-0-0000	\$336.60								
						<b>Total Check Amount:</b>								<b>\$336.60</b>		
013821	BANK OF THE SIERRA	PV-210975	4/13/2021		4798510056812924		010-07200-0-11100-10000-43000-0-0202	\$531.70								
						<b>Total Check Amount:</b>								<b>\$336.60</b>		
							010-11000-0-11100-10000-43000-0-0000	\$420.66								
						<b>Total Check Amount:</b>								<b>\$3,056.42</b>		

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Batch No 366

Amount Flag EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013821	BANK OF THE SIERRA	PV-210975	4/13/2021		4798510056812924		010-07200-0-11100-10000-58000-0-0101	\$149.90		
	BANK OF THE SIERRA		4/13/2021		4798510056812924	SCHOOL SUPPLIES	010-00000-0-00000-71500-43000-0-0000	\$52.11		
	BANK OF THE SIERRA		4/13/2021		4798510056812924		010-07200-0-11100-10000-43000-0-0101	\$35.78		
								<b>Total Check Amount:</b>		
								\$4,941.10		
014009	BEST BUY BUSINESS	PV-210945	4/15/2021		5221725		010-07200-0-11100-10000-44000-0-0101	\$1,016.84		
						REPLACEMENT OF MAC BOOK				
								<b>Total Check Amount:</b>		
								\$1,016.84		
013610	CALIFORNIA DEPARTMENT OF ED	PV-210954	4/16/2021		C-065826		010-62300-0-00000-81000-58000-0-0000	\$45,147.00		
								<b>Total Check Amount:</b>		
								\$45,147.00		
013315	DEAN THOMPSON RENTAL & SALES	PV-210972	4/21/2021		10173		010-81500-0-00000-81100-43000-0-0000	\$3,604.73		
								<b>Total Check Amount:</b>		
								\$3,604.73		
012481	EMPLOYMENT DEVELOPMENT DEPT	PV-210955	4/30/2021		94238409		010-00000-0-00000-00000-95025-0-0000	\$371.49		G
								<b>Total Check Amount:</b>		
								\$371.49		
013574	FLYERS ENERGY, LLC	PV-210956	4/15/2021		CFS-2602858		010-00000-0-00000-81000-43000-0-0000	\$175.57		
	FLYERS ENERGY, LLC		4/15/2021		CFS-2602858	BUS AND COMPANY CAR FUEL	010-07230-0-00000-36000-43000-0-0000	\$1,294.59		
								<b>Total Check Amount:</b>		
								\$1,470.16		
013795	FRONTIER COMMUNICATIONS	PV-210970	4/19/2021		5595682277		010-00000-0-00000-81000-59000-0-0000	\$63.66		
								<b>Total Check Amount:</b>		
								\$63.66		
014011	Howies Hockey Inc.	PV-210976	4/27/2021		INV067088		010-07200-0-11100-10000-43000-0-0502	\$28.51		
						CAFETERIA SUPPLIES		<b>Total Check Amount:</b>		
								\$63.66		

**49 Sunnyside Union Elementary School I Tulare County Office of Education**  
**Accounts Payable Final Prelist - 4/29/2021 10:44:50AM**

**4/29/2021 10:44:50AM**

**\*\*\* FINAL \*\*\***

**Batch No 366**

**Amount Flag EFT**

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013409	KNIGHT GUARD ALARM	PV-210957	5/1/2021		50292/50291		010-00000-0-00000-81000-58000-0-0000	\$28.51		
							FIRE AND BURGLAR ALARM MONITORING	\$214.05		
							<b>Total Check Amount:</b>	<b>\$224.05</b>		
012992	MIRANDA, RICHARD	PV-210958	4/1/2021		RM-APR21		010-00000-0-11100-42000-43000-0-0000	\$173.86		
							SPORTS EQUIPMENT	\$173.86		
							<b>Total Check Amount:</b>	<b>\$173.86</b>		
013490	MONTROYA, CHRISTINA	PV-210959	4/22/2021		CM-APR21		130-53100-0-00000-37000-47000-0-0000	\$15.10		
							CAFETERIA FOOD	\$15.10		
							<b>Total Check Amount:</b>	<b>\$15.10</b>		
012047	PITNEY BOWES	PV-210961	4/15/2021		1017952400		010-00000-0-00000-72000-56000-0-0000	\$210.62		
							LEASING FEES	\$210.62		
							<b>Total Check Amount:</b>	<b>\$210.62</b>		
014030	R & L Crow Distributing	PV-210960	4/12/2021		DAIRY		130-53100-0-00000-37000-47000-0-0000	\$2,056.56		
							DAIRY PRODUCTS	\$2,056.56		
							<b>Total Check Amount:</b>	<b>\$2,056.56</b>		
013392	SOUTHWEST SCHOOL & OFFICE	PV-210947	4/15/2021		PINW0804302		010-32100-0-11100-10000-44000-0-0000	\$11,239.40		
							AIR PURIFIERS	\$11,239.40		
							010-00000-0-00000-72000-43000-0-0000	\$237.05		
							OFFICE SUPPLIES	\$237.05		
							010-11000-0-11100-10000-43000-0-0000	\$54.18		
							CLASSROOM SUPPLIES	\$54.18		
							010-11000-0-11100-10000-43000-0-0000	\$1.94		
							<b>Total Check Amount:</b>	<b>\$11,532.57</b>		
012474	SYSCO FOOD SERVICES OF MODESTO	PV-210963	4/22/2021		809889		130-53100-0-00000-37000-43000-0-0000	\$618.14		
							CAFETERIA FOOD AND SUPPLIES	\$618.14		
							130-53100-0-00000-37000-47000-0-0000	\$1,680.18		
							<b>Total Check Amount:</b>	<b>\$1,680.18</b>		

Accounts Payable Final Prelist - 4/29/2021 10:44:50AM

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Batch No 366

Amount Flag EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Total Check Amount:	Audit
013469	TORRES-MARQUEZ, JEANNETTE	PV-210966	4/19/2021		JT-APR21		010-00000-0-00000-72000-52000-0-0000	\$2,298.32	
							MILEAGE	\$24.95	
								<b>Total Check Amount:</b>	
								\$24.95	
013629	TOTAL COMPENSATIONS SYSTEMS IN	PV-210967	4/21/2021		9219		010-00000-0-00000-72000-58000-0-0000	\$967.50	
							GASB75 ROLL FORWARD VALUATION		
								<b>Total Check Amount:</b>	
								\$967.50	
013197	TSUBOI, STEVE	PV-210964	3/31/2021		ST-MAR21		010-00000-0-00000-71500-43000-0-0000	\$102.43	
							SCHOOL SUPPLIES		
								<b>Total Check Amount:</b>	
								\$102.43	
013111	TULARE CO. OFFICE OF EDUCATION	PV-210944	3/23/2021		211509		010-00000-0-00000-71100-58000-0-0000	\$2,921.10	
							LOZANO SMITH LEGAL CONSORTIUM		
							010-30100-0-11100-10000-58000-0-0000	\$15.00	
							TCOE EQUITY CONFERENCE		
							010-00000-0-11100-10000-58000-0-0000	\$40.00	
							SPELLING BEE		
								<b>Total Check Amount:</b>	
								\$2,976.10	
013955	VALLEY EXPETEC	PV-210968	5/1/2021		Y0000777		010-00000-0-00000-72000-58000-0-0000	\$378.00	
							BDR AGREEMENT		
								<b>Total Check Amount:</b>	
								\$378.00	
013221	VALLEY FOOD SERVICE	PV-210969	4/23/2021		397417/397670/397883		130-53100-0-00000-37000-43000-0-0000	\$409.70	
							CAFETERIA FOOD AND SUPPLIES		
							130-53100-0-00000-37000-47000-0-0000	\$2,902.23	
								<b>Total Check Amount:</b>	
								\$3,311.93	

Accounts Payable Final Prelist - 4/29/2021 10:44:50AM

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Batch No 366

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
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Total District Payment Amount:

\$84,267.73



\*\*\* FINAL \*\*\*

Batch No 366

Audit  
Amount Flag EFT

Vendor No Vendor Name Reference Number Invoice Date PO # Invoice No Separate Check Account Code

Batch No 366 Total Accounts Payable: \$84,267.73

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 84,267.73 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Authorizing Signature *Steve Park* Date 4/29/21

Fund Summary	Total
010	\$76,249.22
130	\$8,018.51
Total	\$84,267.73

Sunnyside Union Elementary School  
Governing Board Minutes  
April 13, 2021  
6:00 pm – Multi-Purpose Room/Auditorium

- I. OPEN SESSION/CALL TO ORDER/ROLL CALL 6:00 PM  
Board Members Present – Kimberly Braziel, Schuyler Glover, Rudy Ruiz, Humberto Cardenas, Humberto Quezada
- II. ADA ACCOMMODATIONS REQUIREMENT  
A. All Accommodation Meet
- III. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS – **None**
- IV. ADJOURN TO CLOSED SESSION (Read Items Below)
  - A. Government Code 54957.6: Labor Negotiations CSEA Chapter 675 – Conference with Labor Negotiator Sunnyside Teachers Association, CSEA Chapter 675, Unrepresented Group-Confidential Management
  - B. Government Code 54597: Public Employee Discipline/Dismissal/Release
  - C. Government Code 54956.9 Conference with Legal Counsel – Anticipated Litigation
    - a) Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9 (One Potential Case)
- V. ADJOURN TO CLOSED SESSION **6:02 PM**
- VI. CALL BACK TO ORDER AT **6:29 PM** & PLEDGE OF ALLEGIANCE **Kimberly Braziel**
- VII. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION – **None**
- VIII. GENERAL BUSINESS
  - A. Adoption of Agenda for April 13, 2021
  - B. Welcome Visitors – **None**  
Motion by: Schuyler Glover  
Second by: Humberto Cardenas  
Votes: 5-0
- IX. PUBLIC COMMENTS – **None**
- X. CONSENT CALENDAR  
ROUTINE ITEMS
  - A. Approve payroll for March 2021 for \$257,002.03
  - B. Approve Pay Vouchers/Purchase Orders for February 4 and March 11 of 2021, Numbering 210785 to 210884 in the amount of \$156,963.27; *Enclosure #1*
  - C. Approve March 9, 2021, Regular Governing Board Meeting Minutes *Enclosure #2*
  - D. Accept a donation of tree removal by All Trees Trimming for the value of \$1,175.00
  - E. Accept the donation of two plants/shrubs from Reyes Nursery for the value of \$135.00.  
Motion by: Schuyler Glover  
Second by: Humberto Quezada  
Votes: 5-0.

- XI. OLD BUSINESS
  - A. Discussion on the filing of the Bond Oversight Committee
  - B. Strathmore Public Utility District Water Annual Water Report
  - C. Review of the Local Control Accountability Plan Guidelines, Timeline and Preliminary Recommendations.
  - D. Budget Update (Including Health and Welfare Rates for 2021-2022)
  - E. COVID 19 Guidelines and Updates.

Mr. Tsuboi briefly went over A through E with the Board. See the provided Governing Board Notes in the board packet.
- XII. DISCUSSION ITEMS
  - A. Discussion on the Request for Qualifications-Proposals (RFQ-P) for 2021; *Enclosure #3*
  - B. Discussion on Facility Projects and Timelines: *Enclosure #4*
  - C. Information and Discussion of Senate Bill 95 (SB 95) Paid Sick Leave; *Enclosure #5*
  - D. Information on Full Campus Reopening (TK-8)
  - E. California Voting Rights Act (CVRA) – 2020 Census Data and Redistricting; *Enclosure #6*
  - F. Professional Development Day Update (March 18 & March 19, 2021)
  - G. Information and Discussion on State Academic Testing Requirements
  - H. Discussion on End of Year Events and Board Directed Protocols
  - I. Discussion on Staff Appreciation Event

Mr. Tsuboi briefly touched on items A through I with the Board. See the provided Governing Board Notes in the board packet.
- XIII. PUBLIC NOTICE
  - A. Consideration and public notice of the district’s initial proposal to Sunnyside Faculty Association regarding certificated unit collective bargaining agreement negotiations 2021-2022.
  - B. Consideration and public notice of the Sunnyside Faculty Association’s proposal to the district regarding certificated unit collective bargaining agreement negotiations, 2021-2022. *Enclosure #7*
  - C. Consideration and public notice of the district’s initial proposal to California School Employees Association CSEA 675 regarding certificated unit collective bargaining agreement negotiations 2021-2022.
  - D. Consideration and public notice of California School Employees Association (CSEA) 675 proposal to the district regarding certificated unit collective bargaining agreement negotiations, 2021-2022. *Enclosure #8*

Kimberly Braziel read each Public Notice and the Summary during the board meeting. No comments.
- XIV. NEW BUSINESS
  - A. Consideration and Approval of E-Rate Y24 Bid. All bids are contingent upon E-rate Year 2021-2022 (FY2021) approval. *Enclosure #9*
    - Category 1 Services
    - 1. 1Gbps Internet Access Project ..... Tulare County Office of Ed - \$12,000.00
    - 2. 1Gbps Internet Transport Only ..... CVIN, LLC Yearly Contract - \$42,000.00

Motion: Schuyler Glover  
 Second: Rudy Ruiz  
 Vote: 5-0
  - B. Ratify Contract No: 2021-22.49 with Project Consulting Adjunct Staff 4 Education, Inc. between Tulare County Superintendent of Schools and Sunnyside Union School District for Internet Service Agreement. Steve Tsuboi *Enclosure #10*
    - Motion: Humberto Quezada
    - Second: Rudy Ruiz
    - Vote: 5-0

- C. Ratify Contract No: 2021/22.49EQ with Project Consulting Adjunct Staff 4 Education, Inc. between Tulare County Superintendent of Schools and Sunnyside Union School District for Agreement for Internet Equipment. Steve Tsuboi *Enclosure #11*  
    - Motion: Rudy Ruiz
    - Second: Schuyler Glover
    - Vote: 5-0
  - D. Ratify the MOU for Student Research Agreement with Fresno State from March 18, 2021 to December 31, 2021. Steve Tsuboi *Enclosure #12*  
    - Motion: Schuyler Glover
    - Second: Humberto Cardenas
    - Vote: 5-0
  - E. Consideration and Approval of Memorandum of Understanding with Brandman University. Steve Tsuboi *Enclosure #13*  
    - Motion: Schuyler Glover
    - Second: Humberto Quezada
    - Vote: 5-0
  - F. Consideration and Approval of the 1<sup>st</sup> Quarter Williams Valenzuela Complaint Survey Report. Steve Tsuboi *Enclosure #14*  
    - Motion by: Rudy Ruiz
    - Second by: Humberto Quezada
    - Votes: 5-0
- XV. BOARD INFORMATION (Non-Discussion Items)
- A. Treasury Monthly Report – February 2021; *Enclosure #15*
  - B. Superintendent-Principal’s Report; *Enclosure#18* **Mr. Tsuboi provided the Board with his report. See the provided board packet report.**
  - C. Vice Principal/Categorical Manager; *Enclosure #19* **Mrs. Gunderman provided the Board with her report. See the provided board packet report.**
  - D. Other Report (Staff and Students) – **None**
- XVI. NEXT SCHEDULED BOARD MEETING
- A. April 27, 2021 – 6:00 p.m. (Delivery Method: To Be Determined)
- XVII. ADJOURNMENT 8:12 PM

Respectfully Submitted,

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Rudy Ruiz, Clerk

Sunnyside Union Elementary School  
Governing Board Minutes  
April 27, 2021  
6:00 pm – Multi-Purpose Room/Auditorium

- I. OPEN SESSION/CALL TO ORDER/ROLL CALL 6:03 PM  
Board Members Present – Schuyler Glover, Humberto Quezada, Kimberly Braziel, Rudy Ruiz  
(arrived at 6:13 pm)
- II. ADA ACCOMMODATIONS REQUIREMENT
  - A. All Accommodation Meet
- III. GENERAL BUSINESS
  - A. Flag Salute
  - B. Adoption of Agenda for April 27, 2021
  - C. Welcome Visitors – *None*  
Motion by: Schuyler Glover  
Second by: Humberto Quezada  
Votes: 3-0
- IV. PUBLIC COMMENTS -- *None*
- V. CONSENT CALENDAR  
ROUTINE ITEMS
  - A. Approve Pay Vouchers/Purchase Orders for April 8 and 15 of 2021, Numbering 210886 to 210943 in the amount of \$101,411.27; *Enclosure #1*
  - B. Approve the hiring of Julian Arroyo to a short – term (end of 2020-2021 school year).  
Position: Part Time Custodian
  - C. Annual TCOE Renewal: Consideration and Approval of ERS Library Media Services Agreement for the 2021-2022 School Year. *Enclosure #2*  
Motion by: Schuyler Glover  
Second by: Humberto Quezada  
Votes: 3-0
- VI. PUBLIC NOTICE
  - A. Hearing and public comment regarding the Sunnyside Faculty Association’s initial proposal to the district regarding certificated unit collective bargaining agreement negotiations, 2021-2022.
  - B. Hearing and public comment regarding the District’s initial proposal to the Sunnyside Faculty Association regarding certificated unit collective bargaining agreement negotiations, 2021-2022
  - C. Hearing and public comment regarding the CSEA Chapter 675 initial proposal to the district regarding certificated unit collective bargaining agreement negotiations, 2021-2022.
  - D. Hearing and public comment regarding the District’s initial proposal to the CSEA Chapter 675 regarding certificated unit collective bargaining agreement negotiations, 2021-2022.  
**Steve Tsuboi explained to the Board that the section should read Public Hearing. Kimberly Braziel read each Public Hearing and opened and closed the Public Hearings for comments. No comments.**
- VII. OLD BUSINESS
  - A. Review of the initial draft of the 2021-2022 Three Year Local Control Accountability Plan
  - B. Review of Expenditure Guidelines and Plan for AB 86 – In Person Funds
  - C. Review of Expenditure Guidelines and Plan for AB 86 – Expanded Learning Funds

- D. Review of Expenditure Guidelines and Plan for ESSER II and ESSER III Funds
  - E. Review of Capital Project Request Approvals; *Enclosure #3*
  - F. Update on the School Facility Bond
    - i. Oversight Committee
    - ii. Materials Cost for Roofing Project *Enclosure #4*
  - G. Review of the FamilyID Program to be fully implemented for the 2021-2022 school year
  - H. Review of Superintendent-Principal's Evaluation Form
- Mr. Tsuboi briefly went over A through E with the Board. See the provided Governing Board Notes in the board packet.

VIII. DISCUSSION ITEMS

- A. Discussion and developing school philosophy and vision for Sunnyside Learners
  - B. Recommendations for Staffing for the 2021-2022 School Year
  - C. Preliminary Review of Job Descriptions for Possible New Positions for the 2021-2022 School year
  - D. Open Discussion on COVID, Campus Learning/Instruction and Activities
- Mr. Tsuboi briefly touched on items A through C with the Board. Item B – We would have the same teacher return plus an additional eight more employees. My concerns are ADA, enrollment, Instructional Aide for every classroom, Reading Teacher, and District Intern to replace future retirees. The Board and Mr. Tsuboi discussed item D by indicating that the culture needed to change in the classroom to keep students engaged with learning. If we do not give students the opportunity to achieve a higher education than 8th grade or high school. Then we are not successfully helping them to reach their potential for their future. We want to be the school where students say I am who I am because of Sunnyside School, but in a positive way. By finding the student's career passion can help with the engagement of learning for the students. The Board agreed and asked that together we need to find a method to help students achieve the very best education at Sunnyside School. See the provided Governing Board Notes in the board packet.

IX. NEW BUSINESS

- A. Consideration and Approval of the LEA Medi-Cal Direct Billing Program OptiServices Contract for the 2021-2022 SY; Jody Gunderman *Enclosure #5*
  - Motion: Rudy Ruiz
  - Second: Schuyler Glover
  - Vote: 4-0
- B. Consideration and Approval of Application for Use of School Facility for Strathmore Youth Football. Steve Tsuboi *Enclosure #6*

The Board asked to table the item until the next board meeting so that Mr. Tsuboi can talk to the representative of the football group.
- C. Consideration and Approval of bid for Summer 2021 Roofing Project with Fresno Roofing in the amount of \$130,163.00 (base bid). Steve Tsuboi *Enclosure #7*
  - Motion: Schuyler Glover
  - Second: Humberto Quezada
  - Vote: 4-0
- D. Discussion and Approval to Change the Graduation Date to After June 15, 2021. Mr. Tsuboi explained to the Board that it is, said that school regulations should lift on June 15. He asked the Board to change the graduation date to June 16, 2021, so that 8th-grade students can have an opportunity to have a graduation ceremony with fewer restrictions and more family attendees. Three of the Board members agreed with the exception that they follow all safety guidelines.
  - Motion: Humberto Quezada
  - Second: Rudy Ruiz
  - Vote: 3-1
- E. Consideration and Approval of Application for Use of School Facility for Kern Community College District (on Behalf of Porterville College). Steve Tsuboi *Enclosure #8*
  - Motion: Rudy Ruiz
  - Second: Humberto Quezada

Vote: 4-0

- X. BOARD INFORMATION & REPORTS
  - A. Superintendent-Principal's Report; *Enclosure#9* Mr. Tsuboi provided the Board with his report and explained that when they get a chance to stop by and see the good things happening in the classrooms. See the provided board packet report.
  - B. Vice Principal/Categorical Manager; *Enclosure #10* Mrs. Gunderman provided the Board with her report. See the provided board packet report.
  - C. Other Report (Staff and Students) – None
  
- XI. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS – None
  
- XII. ADJOURN TO CLOSED SESSION (Read Items Below)
  - A. Government Code 54957.6: Labor Negotiations CSEA Chapter 675 – Conference with Labor Negotiator Sunnyside Teachers Association, CSEA Chapter 675, Unrepresented Groups-Confidential Management
  - B. Government Code 54597: Public Employee Discipline/Dismissal/Release
  - C. Government Code 54956.9 Conference with Legal Counsel – Anticipated Litigation
    - i. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9 (One Potential Case)
  
- XIII. ADJOURN TO CLOSED SESSION 7:45 PM
  
- XIV. CALL BACK TO ORDER AT 7:55 PM & PLEDGE OF ALLEGIANCE Pledge of Allegiance done at the beginning of board meeting.
  
- XV. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION – None
  
- XVI. NEXT SCHEDULED BOARD MEETING
  - A. May 11, 2021 – 6:00 p.m. (Delivery Method: To Be Determined)
  
- XVII. ADJOURNMENT 7:55 PM

Respectfully Submitted,

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Rudy Ruiz, Clerk

## INSTRUCTIONS FOR COMPLETION OF TOBACCO-FREE CERTIFICATION DOCUMENTS

The district, direct-funded charter school, or county office of education (COE) must meet the requirements for tobacco-free certification by July 1 to apply for Tobacco-Use Prevention Education (TUPE) funding during that fiscal year (FY). **If the district, charter school, or COE does not meet the requirements for certification until after July 1, they are ineligible to apply for TUPE funding until the following FY.**

If compliance cannot be documented for **any** compliance requirement, the agency is not eligible to apply for TUPE funding from the Cigarette and Tobacco Products Surtax Fund.

1. On page one, enter the name of the school district, charter school, or COE; county name; County-District-School (CDS) code(s); contact person; telephone number; email address; and the date submitted. The CDS code includes the 2-digit county code, 5-digit district code, and 7-digit school code. The school code is necessary only if a direct-funded charter school. For districts and COEs, use "0000000" as the school code.
2. For each compliance requirement listed on page two, the agency should assemble the required documentation, as identified on the form.

Suggested documentation includes:

- a. Copies of the board adopted policies and corresponding administrative regulations that impact students, staff, visitors, and civic use permit holders.

For agencies that subscribe to the California School Board Association's services, this could include the following policies:

1. Board Policy (BP) 1330 and Administrative Regulation (AR) 1330
  2. BP 3513.3 and AR 35313.3
  3. BP 5131.62 and AR 5131.62
- b. A memorandum/letter from the agencies lead administrator, or designee, which states the agency will fully enforce all aspects of the tobacco-free policies adopted by the governing board.
  - c. A written description of how students, parents, and staff are made aware of the agency's tobacco-free policy and enforcement procedures.



- d. A written description of how the community is made aware of the agency's policy including civic use permits.

Page 2 of 2

- e. A clear picture of a permanent sign posted on agency property that represents the signage used by the agency to alert visitors to the agency's prohibition of tobacco use.
- f. A written description of the cessation opportunities available to students and staff, a description of how students and staff are made aware of these services and encouraged to access them.

**Note:** The agency is not required to provide the services, but must be able to identify where and how services are available.

3. After completing pages one and two of the form and assembling all the supporting documentation showing the agency's compliance with the law, **submit the certification form and supporting documentation to the COE TUPE Coordinator or to the California Department of Education (CDE) TUPE Office.**

A list of the COE TUPE Coordinators is available on the CDE's COE TUPE Coordinators web page at <http://www.cde.ca.gov/ls/he/at/countycoordinators.asp>.

The COE TUPE Coordinator will review all the documentation submitted by the agency to demonstrate compliance with the law. The COE TUPE Coordinator will notify an agency directly if documentation does not clearly demonstrate compliance and assist the agency in meeting compliance.

If an agency demonstrates compliance with all requirements, the COE TUPE Coordinator will sign and date the certification form on page three. The effective date of this certification will be July 1 of the FY **following** the approval of the document. The certification will expire three years from the effective date. The COE TUPE Coordinator will enter the effective date and expiration date of the certification on page three of the document. The COE TUPE Coordinator will submit the original form to the TUPE Office and return a copy to the agency. The COE will retain the submitted documentation for audit purposes.

**Note:** The COE TUPE Coordinator cannot certify the COE and must submit the required documentation with the form to the TUPE Office for review and certification.

If you have any questions regarding Tobacco-Free Certification, contact your COE TUPE Coordinator or the CDE TUPE Office by phone at 916-323-1540.

For more information concerning the TUPE Program, please visit the CDE's Tobacco-Use Prevention Education Office web page at <http://www.cde.ca.gov/ls/he/at/tupe.asp>.

**California Department of Education  
Tobacco-Free School District Certification**

District/Charter/County Office of Education Name:

Sunnyside Union Elementary School District

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County Name:

Tulare

---

County-District-School Code:

547218100000000

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Contact Person:

Steve Tsuboi

---

Telephone Number:

559-568-1741 ext. 208

---

Email Address:

stsuboi@sunnysideunion.com

---

Date Submitted:

May 11, 2021

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## **California Health and Safety Code, Section 104420 Compliance Requirements**

The agency's tobacco-free policy prohibits the use of tobacco products any time in agency owned or leased buildings, on agency property, and in agency vehicles. The agency has established written procedures to enforce this policy.

- **Review** the submitted agency tobacco-free policies **and** enforcement procedures to ensure the above factors are addressed, including dates of approval and revisions. Submitted policies and enforcement should address use by staff, students, visitors, and joint use of property.
- **Review** the submitted assurance signed by the Superintendent of Designee that states provisions of the policy are implemented and will be enforced by the agency (see provided sample).

The agency's tobacco-free policy specifically prohibits the use of electronic cigarettes or other devices that deliver a vaporized liquid.

Policy and enforcement procedures have been communicated clearly to agency personnel, parents, students, and the larger community.

- **Review** the submitted description of how the information was disseminated to show the policy and enforcement procedures have been communicated.

Permanent signs stating, "Tobacco Use is Prohibited" are prominently displayed at all entrances to all agency properties/locations.

- **Review** submitted evidence of compliance that includes a picture of a permanent sign.

Information about tobacco cessation support programs is made available and encouraged for students and staff.

- **Review** the submitted description as to how information regarding these programs are disseminated.

County Office of Education (COE) Coordinators for the Tobacco-Use Prevention Education Program should request of each district or direct-funded charter school evidence of compliance as outlined above for review by the COE and complete this form for submission to the California Department of Education (CDE).

**Note:** COEs must submit this form and documentation pertaining to the certification of the COE to the CDE TUPE Office for review.

Agencies must meet the requirements for certification by July 1 to apply for TUPE funding for that fiscal year. If the agency does not meet the requirements for certification until after July 1, it is ineligible to apply for TUPE funding until the following year.

### For County and State Use Only

The agency identified above meets the criteria for certification as a Tobacco-Free agency as defined in *California Health and Safety Code* Section 104420 and is eligible to apply for funding beginning:

Date: \_\_\_\_\_

This certification will remain valid until:

Date: \_\_\_\_\_

Signature of COE TUPE Coordinator:

\_\_\_\_\_

Printed Name of TUPE Coordinator:

Tony Cavanagh

\_\_\_\_\_

Date: \_\_\_\_\_ Telephone Number: 559-651-0155

Signature of TUPE Office Consultant:

\_\_\_\_\_

Printed Name of TUPE Office Consultant:

\_\_\_\_\_

Date: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Initials: \_\_\_\_\_

# SUNNYSIDE UNION SCHOOL DISTRICT

21644 Avenue 196 - Strathmore, California 93267 - (P) 559-568-1741 - [www.sunnysideunion.com](http://www.sunnysideunion.com)

To: Tobacco-Use Prevention Education Office  
California Department of Education

From: Steve Tsuboi, Superintendent  
Sunnyside Union Elementary School District

54            72181            0000000  
County       District       School

**Re: Assurance of Compliance with Tobacco-Free Policy**

As the [Superintendent/Assistant Superintendent/CEO] of [Enter Agency Name], I hereby attest that this agency complies with California *Health and Safety Code*, Section 104420, as it pertains to:

- Adoption of Tobacco-Free Policy and enforcement procedures,
- Communication of said policy and enforcement procedures to staff, students, parents, and community,
- Posting of appropriate signs at all entrances to agency property, and
- Dissemination of information to students and staff regarding tobacco cessation opportunities.

This memorandum is my assurance to the California Department of Education that this agency will enforce all aspects of the policy adopted by the agency's Governing Board.

Steve Tsuboi  
Print Name

Superintendent-Principal  
Title

\_\_\_\_\_  
Signature

May 11, 2021  
Date

**Board of Trustee:** Kimberly Braziel | Humberto Cardenas | Schuyler Glover | Andy Manning | Humberto Quezada  
**Administration:** Steve Tsuboi, Superintendent-Principal | Jody Gunderman, Vice Principal-Categorical Manager  
Candy Alari, Business Manager | Jeannette Torres-Marquez, Administrative Secretary



## Attachments

Student–Parent Handbook

Board Policy 1330 – Use of School Facilities

Administrative Regulation – Use of School Facilities

Board Policy 3513.3 – Tobacco-Free Schools

Administrative Regulation – Tobacco-Free Schools

Board Policy 5131.62 – Tobacco

Administrative Regulation 5131.62 – Tobacco

Pictures of Tobacco-Free Signs on Campus

**Interquest Detection Canines®**  
**Of Fresno**  
**Sunnyside Union Elem.**  
**(the District)**

This shall serve as an agreement by and between Interquest Detection Canines® of Fresno and the DISTRICT for substance awareness and detection services for the period of August 2021 through June 2022.

It is understood that the DISTRICT has established and communicated a policy clearly defining contraband as all drugs of abuse (in the broadest terms), alcoholic beverages, firearms and ammunition, prescription and over-the-counter medication, and that this policy has been disseminated to all campus locations. Violations are considered inimical to the welfare of students and contrary to the DISTRICT'S desire to foster an atmosphere conducive to safety and education.

INTERQUEST shall provide contraband inspection services utilizing non-aggressive contraband detection canines. Such inspections may be conducted on an unannounced basis under the auspices and direction of the DISTRICT administration with INTERQUEST acting as an agent of the DISTRICT while conducting such inspections. Communal areas, lockers, gym areas, parking lots (automobiles), grounds, and other select areas as directed by DISTRICT officials, shall be subject to inspection. Contraband detected on DISTRICT property is the responsibility of the DISTRICT.

INTERQUEST policy precludes the use of detection canines to "sniff" individuals under any circumstances.


INTERQUEST agrees to provide 4 HALF day visits for the contract period. The DISTRICT may increase the total number of visits by notifying INTERQUEST in writing. Each visit will be \$210.00/visit. Multiple canine teams will be charged on a per team basis. INTERQUEST will invoice for service on a monthly basis at the conclusion of the service month. The DISTRICT agrees to pay for services within thirty (30) days of receipt of such invoice.

INTERQUEST will schedule DISTRICT visits in conjunction with days designated by the DISTRICT as appropriate for visits. DISTRICT will provide a school calendar with inappropriate dates for service noted. This calendar will serve as an addendum to the Agreement. All other dates will be considered acceptable for visits. Service will NOT be scheduled until the calendar is received.

INTERQUEST is licensed and registered by the U.S. Department of Justice, Drug Enforcement Administration, and regional regulatory agencies as required. Detection canines are certified as reliable by the National Narcotic Detector Dog Association or equivalent independent agency. All employees are registered with the Department of Justice in accordance with California Education Code requirements.

The DISTRICT agrees to hold harmless INTERQUEST, its Director and employees from and against any and all claims, demands, actions and suits, including but not limited to, any liability for damages by reason of or arising from contraband remaining undetected.

INTERQUEST DETECTION CANINES®  
Of Fresno

  
Cynthia Yniguez  
Owner

FOR THE SCHOOL: Sunnyside

Steve Tsuboi, Superintendent

Date: \_\_\_\_\_

Please return one (1) copy of this Agreement and your District calendar to:  
P.O. Box 407  
Kerman, CA 93630

Retain the other copy for school files.





## *Committee on Assignments*

**2020-2021**

**MINUTES**

**Tuesday, April 27, 2021  
3:00 PM – Outdoor Learning Center**

The 2020-2021 Committee on Assignments was used to approve this elective assignment:

**1. Approve the Dance Elective for Alicia Franco, for the 2020-2021 School Year**

Members Present: Steve Tsuboi, Josh Tredway, Theresa Armas, Lori Dieterle

Meeting Called to Order at 3:00 PM

Mrs. Franco could not be present. Mr. Tsuboi read the attachment. Mrs. Armas made a motion to approve the assignment. Mrs. Dieterle seconded the motion. All members present voting AYE. Motion Passes 4-0

Meeting adjourned at 3:07 PM

**Committee**

Jody Gunderman  
Steve Tsuboi  
Josh Tredway  
Theresa Armas  
Lori Dieterle

# Sunnyside Union School District

21644 Avenue 196  
Strathmore, California 93267

Website: [www.sunnysideunion.com](http://www.sunnysideunion.com)  
Email: [comments@sunnysideunion.com](mailto:comments@sunnysideunion.com)

## Committee on Assignments

### Administrative Regulation 4113(b)

A full-time teacher with special skills and preparation outside his/her credential authorization may, with his/her consent and the prior approval of a district committee on assignments, be assigned to teach an elective course in the area of the special skills or preparation, excluding a course in English, Mathematics, Science, or Social Studies. (Education Code 44258.7)

Please complete the following if you are teaching an elective outside of your credentialed area.

Name of Instructor: Alicia Franco

School Year: 2020-2021

First Trimester  Name of Elective: DANCE

Second Trimester

Third Trimester

All Year

Brief Description: practice & teach broad understanding of  
Dance as an art form, specific genres.

### Areas the Committee Will Consider:

- Prior Experience (Taught Previously)
- Observation by Subject Matter Specialists
- Oral Interviews
- Demonstration Lessons
- Presentation of Curricular Portfolio
- Written Examinations

<b>Teacher Education (Additional Coursework or Professional Development, Activities, Etc.)</b> Assisted in dance classes at a private dance school. passed Cset M.S. subject III focusing on the Arts & Physical Education. <i>Alicia Franco 4/26/2021</i>	<b>Oral Interview:</b>
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Committee Approved Date: 4/27/2021

Not Approved Date and Reason: \_\_\_\_\_

# Tulare County Office of Education

*Committed to Students, Support & Service*

APR 22 2021

**Tim A. Hire**  
County  
Superintendent  
of Schools

P.O. Box 5091  
Visalia, California  
93278-5091

(559) 733-6300  
tcoe.org

**Administration**  
(559) 733-6301  
fax (559) 627-5219

**Business Services**  
(559) 733-6474  
fax (559) 737-4378

**Human Resources**  
(559) 733-6306  
fax (559) 627-4670

**Instructional Services**  
(559) 302-3633  
fax (559) 739-0310

**Special Services**  
(559) 730-2910  
fax (559) 730-2511

## *Main Locations*

**Administration  
Building & Conference  
Center**  
6200 S. Mooney Blvd.  
Visalia

**Doe Avenue Complex**  
7000 Doe Ave.  
Visalia

**Liberty Center/  
Planetarium &  
Science Center**  
11535 Ave. 264  
Visalia

April 15, 2021

Mr. Steve Tsuboi, Superintendent  
Sunnyside Union School District  
21644 Avenue 196  
Strathmore, CA 93267

**SUBJECT: REVIEW OF SECOND PERIOD INTERIM REPORT, 2020-21**

Dear Steve:

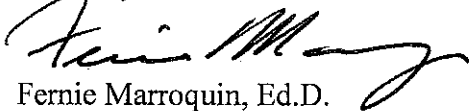
The county office has reviewed the 2020-21 Second Period Interim Report of the Sunnyside Union School District, and will be able to certify to the California Department of Education that the district has submitted a positive report for the period ending January 31, 2021.

We find that these documents reflect a satisfactory fiscal position and indicate the district will be able to meet its financial obligations during this fiscal year and the two subsequent years as certified by your governing board. We thank you for the timely filing of your Interim Report with our office. The efforts of your staff in the preparation and submission of this report along with the supporting documentation is appreciated.

Please read our attached addendum for further comments and recommendations.

If you have any concerns or questions about this review, our comments or recommendations, please do not hesitate to call at 733-6474.

Sincerely,



Fernie Marroquin, Ed.D.  
Assistant Superintendent, Business Services  
Tulare County Office of Education

FM/es  
Encls.

cc: Kimberl Braziel, Board President  
District Business Manager

## BACKGROUND

Our review of the district's 2020-21 Second Period Interim Report and the comments included are based on information the district had available at the time the Interim Report was prepared. The Governor's proposed budget for 2021-22 reflects unanticipated increases in funding for California Public Education during a time of an unprecedented global pandemic. The State economy has recovered from the COVID-19 pandemic much faster than originally anticipated and state revenues are much higher than projected when the 2020 Budget Act was enacted last summer. As a result, the Governor's 2021-22 budget proposal includes significant investments to address the immediate and long-term impacts of the pandemic on K-12 education.

Of most significance is the Governor's proposal to allocate roughly \$2 billion in Prop 98 funding to fund a statutory cost of living adjustment (COLA) of 3.8% in 2021-22. This COLA is comprised of a catch-up COLA adjustment of 2.31% to address the unfunded COLA in 2020-21 and a COLA of 1.5% for the 2021-22 budget year. Building upon the \$3.15 billion CalSTRS and CalPERS pension relief already provided to school employers, the Governor is proposing an \$850 million one-time general fund contribution to buy down 2021-22 employer contribution rates for both retirement systems. The budget also proposes investments in teacher credentialing programs, educator professional development, and early childhood education.

As part of the Governor's January budget proposal, roughly \$6.7 billion in funding was proposed for allocation to schools in order to mitigate COVID-19 Pandemic impacts on students and transition back to safe in-person learning. On March 1, 2021, the Governor and State legislature reached an agreement to reopen schools via the passage of Senate Bill 86 which provides \$2 billion to districts to fund the In-Person Instruction Grants for classroom based districts and charter schools providing in-person instruction by April 1<sup>st</sup>. Also included in SB 86 is \$4.6 billion to fund the Expanded Learning Opportunities Grants to provide supplemental instruction, support for social and emotional well-being, and meals to eligible students. Ten percent of this latter funding must be set-aside and used to hire paraprofessionals to provide supplemental instruction and support through the duration of this program. In order to receive the Expanded Learning Opportunities Grant, districts must adopt an expenditure plan detailing how the fund will be used. This plan must be adopted by the district's board by June 1<sup>st</sup> and submitted to the Tulare County Office of Education.

Supplementing the already higher than anticipated funding for schools is the \$900 billion Coronavirus Response and Relief Supplemental Appropriations Act signed into law on December 27, 2020. This new federal stimulus money includes \$82 billion for education and is comprised of Elementary and Secondary School Emergency Relief (ESSER) and Governor's Emergency Education Relief (GEER) funding. These resources are earmarked to assist schools in reopening and address the multitude of new costs incurred by schools attributable to the COVID-19 pandemic. On March 11, 2021 President Biden signed the \$1.9 trillion American Rescue Plan into law which will provide a third round of ESSER funding to districts. Both the ESSER II and ESSER III allocations will be based on each district's 2020-21 Title I eligibility and apportionment amount and having a spending timeline of September 30, 2023 and September 30, 2024 respectively.

The Department of Finance recognizes that in spite of a global public health crisis the State's economic recovery is outperforming expectations. In addition, two additional rounds of unanticipated federal stimulus money to offset expenses associated with learning loss mitigation and continuity of services during the COVID-19 pandemic has been a welcome relief. However, going forward we face unprecedented challenges and disruptions in providing K-12 education that come with hefty costs. A global pandemic combined with risks unique to California including emergency preparedness costs due to wildfires, affordable housing woes, statewide declining enrollment and reliance on significant one-time federal funding point to the importance of districts exercising fiscal prudence even when times are good.

**LOCAL CONTINUITY AND ATTENANCE PLAN**

Given the uncertain trajectory of COVID-19, the Local Control Accountability Plan (LCAP) was not required for 2020-21 as established via the passage of SB98. Accountability in 2020-21 has instated relied on the Learning Continuity and Attendance Plan required that was adopted by each district on or before September 30, 2020. This plan was intended to provide information at the district level for how student learning continuity will be addressed during the COVID-19 crisis in the 2020-21 school year.

It is important to note that the LCAP document will resume as the main accountability document for K-12 education in 2021-22 and there continues to be a growing emphasis on accountability measures. The 2021-22 budget proposal includes language that will require districts to maintain supplemental and concentration grant funds to increase and improve services to unduplicated pupils until the funds are fully spent. This provision, if included in the final budget language, will effectively disallow supplemental and concentration dollars from being carried over in an unrestricted fashion from one year to the next. This provision will be especially challenging for those districts that are falling short of meeting their minimum proportionality requirement.

**BUDGET OVERVIEW FOR PARENTS**

Due to the passage of AB1808 in 2018 the LCAP template for 2019-20 incorporates a new section titled “Budget Overview for Parents” which is intended to help stakeholders better understand funding decisions included in the LCAP. This bill takes an additional step towards increasing transparency over those additional supplemental and concentration dollars generated by unduplicated students. SB98 added Education Code Section 43509 changing the adoption date for the Budget Overview for Parents in the 2020-21 school year and is intended to help stakeholders better understand funding decisions included in the Learning Continuity and Attendance Plans.

For 2020-21, local governing boards are required to adopt and submit the Budget Overview for Parents on or before December 15, 2020 in conjunction with the district’s first interim budget. As of the date of this approval letter, we have confirmed the district’s Budget Overview for Parents document was adopted by the December 15, 2020 deadline and has been reviewed by the county office. As the result of this review process, our Leadership Support Services department sent comments (if any) in separate correspondence.

**RETIREMENT COSTS**

The Governmental Accounting Standards Board Statement No. 68 (GASB 68) reporting requirements took effect for the 2014-15 financial statements for State and local government employers. Districts now need to recognize their proportionate share of the net pension liability (NPL) for both CalSTRS and CalPERS retirees in their accrual based financial statements (Audit Reports).

The CalPERS Board adopted changes to the actuarial assumptions that became effective June 30, 2015. The changes result in a projected increase to the employer contribution rates for 2015-16 and for the following five years. The CalPERS Circular Letter 200-012-14 dated March 10, 2014 provided projected rates for 2014-15 through 2020-21 which were subsequently modified as shown below. Both the CalPERS and CalSTRS rates shown for 2019-20 and beyond include the subsidy provided as part of the passage of AB84 on April 21, 2020 and the proposed rate offset included in the Governor’s 2021-22 proposed budget.

CalPERS Actual and Projected Rates					
2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Projected
13.888%	15.531%	18.062%	19.721%	20.70%	23.0%

Likewise, Assembly Bill 1469 increased the contribution rates that employers, employees and the state pay to support the State Teachers Retirement System. Employer rates will continue to increase until 2020-21. Thereafter, the STRS employer rate is set by the CalSTRS board.

CalSTRS Rates per Education Code Sections 22901.7 and 22950.5					
2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Projected
12.58%	14.43%	16.28%	17.10%	16.15%	15.92%

Districts should be cautious about budgeting for these lowered PERS and STRS rates in 2021-22 as they include a proposed offset not yet agreed upon by the legislator.

**RESERVES**

**Reserve Caps** – Our office continues to reinforce the need for reserves over the state minimum reserve requirements. Past experience has clearly demonstrated these minimum levels are not sufficient to protect educational programs from severe disruption in an economic downturn. The typical 3% reserve minimum represents less than two weeks of payroll for nearly all districts. Many LEAs have established reserve policies calling for higher than state minimum reserves, recognizing their duty to maintain fiscal solvency.

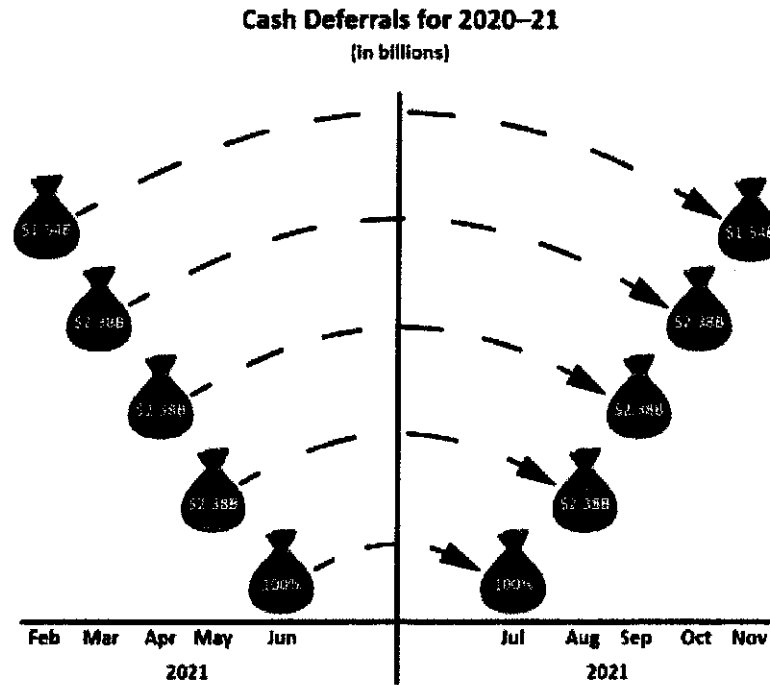
In October 2017 the Governor signed Senate Bill 751 which made significant changes to the previous Senate Bill 858 reserve cap requirements. These changes became effective January 1, 2018. The cap now allows for 10% of assigned or unassigned ending balances on a more limited number of district funds. It also exempts districts with fewer than 2,501 average daily attendance from the cap requirement.

The provisions of SB 751 are not imposed until the year after funds in the Public School System Stabilization Account equals or exceeds 3% of Proposition 98 funding for school districts. The State Superintendent of Public Instruction is required to notify districts and county offices of education when the conditions are met. The \$389 million contribution made as part of the Governor’s 2019-20 budget was short of the \$2.1 billion contribution amount that would have triggered the cap on district reserves in 2020-21. It is projected that required deposits of \$747 million and \$2.2 billion will be required in 2020-21 and 2021-22 respectively, triggering the school district reserve cap in 2022-23. It is recommended that districts impacted by the reserve cap take board action to commit funds for a specific purpose so they are not subject to the reserve cap.

**Full Accrual Financial Position** - As audit reports have begun to recognize long-term pension obligations under GASB 68, districts find their annual audit report may reflect a negative unrestricted balance on their Statement of Net Position. Beginning with fiscal year 2017-18, district audit reports will also reflect the full impact of long-term commitments for Other Post-Employment Benefits (Retiree health plans) under GASB 75. This will further reduce a district’s unrestricted net position. This will likely result in public concern over the fiscal management of the school district and higher costs associated with long-term financing. We encourage districts to review and understand their district’s unrestricted net position upon receipt of the district’s audited financial statements for 2019-20 in case questioned.

**DEFERRALS**

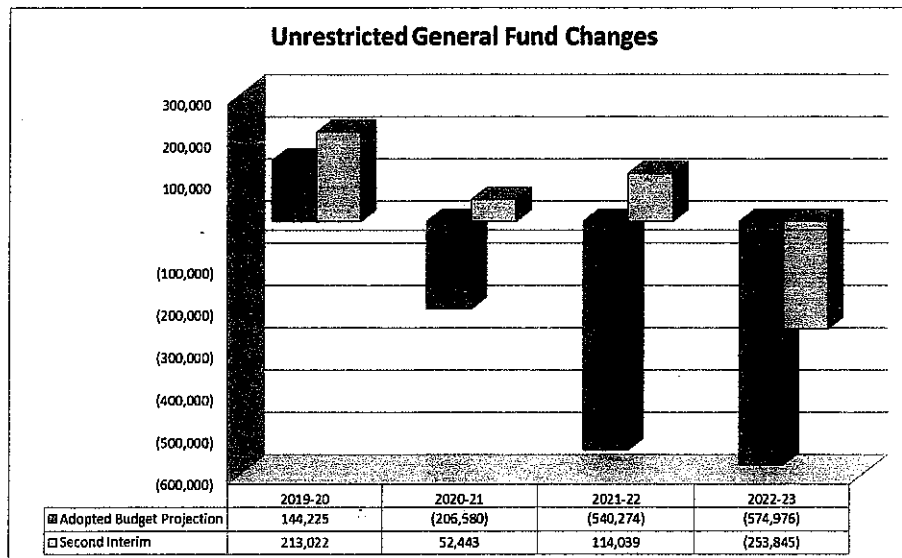
The 2020-21 enacted budget included approximately \$11 billion in deferrals from 2020-21 to 2021-22 beginning February 2021. The Governor’s 2021-22 proposed budget maintains the original deferral schedule for February through June 2021. Below is an illustration of the deferral repayment schedule:



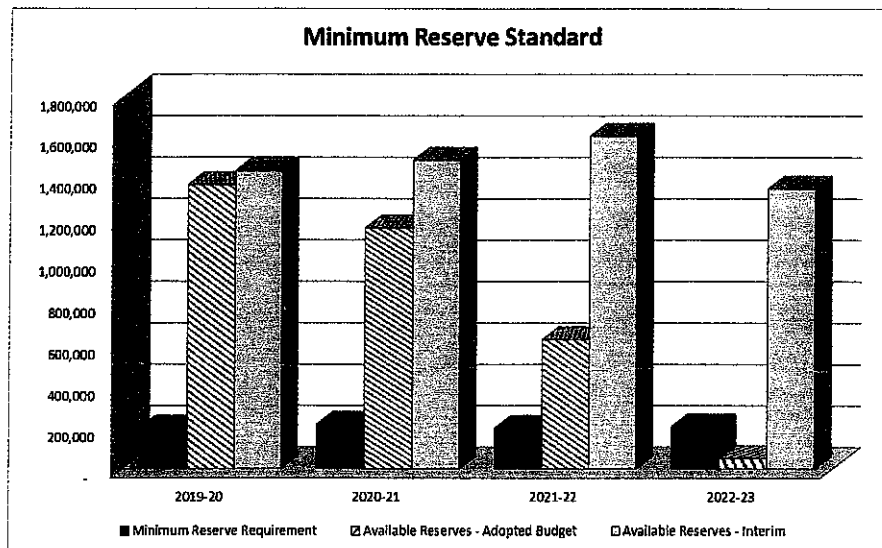
Districts should be reviewing cash balances on a monthly basis until these scheduled deferrals are repaid. Districts should be preparing cash flow projections for at least the next 18-24 months. These cash flow projections should be analyzed to determine if internal or external borrowing is going to be necessary. Cash flow monitoring is critical as we enter these deferral months.

#### LOCAL CONTROL FUNDING FORMULA PROJECTIONS

Below is a comparison of the district's adopted budget and the current interim's anticipated change in the unrestricted general fund balance. The differences primarily represent an updated beginning balance for the year, changes in state LCFF estimates and changes in district provided ADA estimates.



The next graph presents the district's 2020-21 Second Interim reserve status compared with the original adopted budget and state minimum reserve requirement.



#### COMMENTS AND RECOMMENDATIONS

This section of our letter lists comments and recommendations we consider appropriate as a result of our review and current state budget projections.

- *The district is projecting current and future reserves that reflect a sound fiscal position. We commend the district for maintaining a secure financial position.*
- *Some of the district's interfund loans appear to be on-going or increasing on a regular basis. The district should review the requirements of Education Code 42603 to ensure the limitation and repayment requirements for such loans are being met.*
- *There are no additional comments or recommendations.*



MASTER PLAN #	Goal #	Action #	Item Title	MEASURES	Item Description	Type of Expenditure	100% Year 1 (2021-22)
2	1	1	Computer Technician	SURVEY TO TEACHERS DESIGNED BY COMPUTER TECH	Purpose: FULL TIME 1.0 To provide the district and its students technology support and up to date and usable technology that will help students become PROFICIENT LEARNERS in a 21st century environment. POSITION HELD CURRENTLY HELD BY JOSE ALCANTAR.	Salary & Benefits	78,795
34	1	2	Technology Hardware & Software	SURVEY TO TEACHERS DESIGNED BY COMPUTER TECH	PURPOSE: To provide workable and usable technology that is accessible and equitable for ALL students. In addition providing a safe and effective learning environment for learners using technology (10,000,, 8620, 10,000)	Materials- Vendor Contracts	31,805
52	1	3	Accessible WIFI	CONNECTIVITY DATA AND USER SURVEY	PURPOSE: To ensure that all students have connectivity to extend and expand in distance learning, extended learning and daily support learning settings. Continued contracting for Wi-Fi devices or connectivity via a Third Party, or through TCOE delivery system.	Vendor Contract	13,195
13		1	Early Step to Success (Save the Children)	PRE-POST SAVE THE CHILDREN ASSESSMENT	Purpose: To provide support to early childhood learners by annual contributing to the Save the Children Early Steps Program. Financial Support will be used at the discretion of the Save the Children Program Supervisor	Salary-Benefits- Materials	20,000
25		2	Thrively	STUDENT SURVEY	PURPOSE: To build meaningful experiences and learning around individual aspirations, strengths and interests. (THRIVELY PROGRAM SCHOOL WIDE)	Vendor Contract	10000
26		3	Payroll and Attendance Technician	INITIAL SARB LETTERS AND/OR PERCENTAGE OF STUDENTS CONSIDERED HABITUAL ABSENT	PURPOSE: To increase student engagement by minimizing student Absences. Split Funded Position.	Salary and Benefits	16,495
38		4	School Website, Aplegy, Thrilshare	PARENT SURVEY	PURPOSE: To effectively communicate with parents and publicize events at the school. This may include website costs, Thrilshare, and the Aplegy package. PURPOSE: SSICA - To allow the district to track student locations, accountability and contact trace in the event of a health breakout. Parent Notification System for Attendance and Other Student Behaviors. (5700/4000 annually)	Vendor Contract	9,700
49		5	Parent Involvement Nights	PARTICIPATION RATES	PURPOSE: To provide students and parents the opportunity to participate in a Parent Learning Series focused on Stakeholder Survey Topics of Interest (Keynotes and Hybrid Delivery Method)	Speaker Contracts, Materials	15,000
60		6	FamilyID System	PARTICIPATION RATES	PURPOSE: To provide families the ability to complete all applications, forms, permission slips, and other school related materials remotely and in a safe manner.	Purchased Program	5,000
63		7	Behavior Aides	SURVEY BY SPED	PURPOSE: To provide behavior supports and interventions for students with individualized behavior needs. Full Salaries for three positions. Current Positions held by Ana, Berenese and Robert (3 POSITIONS)	Salary and Benefits	87,614
45	3	1	Playground Equipment/Structures	STUDENT SURVEY	PURPOSE: To provide a safe and engaging environment for students to socialize in a fun setting. Outdoor Playground Equipment (REPLACE CURRENT EQUIPMENT AND LOOK FOR MATCHING FUNDS WITH SPORTIME OR SIMILAR OUTFIT). Equitable and Accessible	Equipment and Labor (Install)	84,000
54	3	2	Campus Security	STUDENT SURVEY	PURPOSE: To provide additional safety and security systems so students and staff feel safe and confident while on campus. Additional cameras, hardware, security features that improve overall student and staff safety	Materials and Labor	12,000

55	3	Campus Enhancements (Culture)	STUDENT SURVEY	PURPOSE: To provide a positive learning environment that encourages and inspires learning and social activity. (BENCHES, HALLWAY FLAGS, BANNERS, ETC.)	Materials	12,000
12	1	ELD Paraprofessional	ELPAC GROWTH	ELD Paraprofessional to assist with Newcomer, Level I and Level II Support POSITIONS CURRENTLY UNFILLED - 2 Positions	Salary & Benefits	48,422
23	2	Elid Instructional Support	ANNUAL ELPAC GROWTH	PURPOSE: To provide instructional support and professional development to certificated staff to improve outcomes for English Language Learners 6 days of TCQE consulting and additional \$5000 in conferences/speakers)	TCQE Contract & Vendor Contracts	13,176
68	3	ELD Support Materials	ELPAC GROWTH	PURPOSE: To provide English Language Learners books and materials in their native language leading to improve proficiency.	Materials	5,000
4	1	Academic Coach	SELF ASSESSMENT	Purpose: To oversee the district's professional development program and provide academic support for students and staff. POSITION CURRENTLY HELD BY JOSH TREDWAY	Salary & Benefits	131,700
6	2	TK-5 Physical Education Teacher	FIFTH GRADE PHYSICAL EDUCATION ASSESSMENT	Purpose: To provide a high quality education for TK-5 students and to teach an promote a healthy lifestyle. . POSITION CURRENTLY HELD BY MARIA JIMENEZ	Salary & Benefits	82,648
7	3	TK-K Teacher	DRA READING OR STAR READING ASSESSMENT	Purpose: To provide a meaningful Transition year were students establish at minimum basic reading skills that will be required to become a successful PROFICIENT STUDENT in the upcoming academic years. POSITION CURRENTLY HELD BY ANGIE SHIMER	Salary & Benefits	68,027
14	4	Learner Trips	AVERAGE ATTENDANCE PERCENTAGES DAY OF TRIPS	Purpose: To provide meaningful and real-life learning experiences for all students annually, by grade span.	Materials and Admissions	25,000
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22	6	Electives	STUDENT SURVEY	PURPOSE: To engage students in programs/classes that are of student interest. (\$20,000 Salary and Benefits+ \$5,000 Materials)	Salary & Benefits	25,000
36	7	Multi-Media Center	STAFF SURVEY ON USAGE AND IMPLEMENTATION	PURPOSE: To provide a state of the art, 21st century learning environment that allows students to access a variety of media.	Materials	15,000
37	8	Schoolwide Professional Development Including	MATH AND ELA CAASPP SCORES	PURPOSE: To provide professional development opportunities to staff addressing both academic and social needs. Topics to include, but are not limited to special education/students with disabilities. Expenditures may include substitute costs, stipends, presenter costs/materials.	Materials, Trainings and Conferences	20,000

42	9	Athletics	PARTICIPATION RATES	PURPOSE To provide students the opportunity for students to engage in activities that provide social-emotional growth and engagement.	Materials	15,000
43	10	Performing Arts	PARTICIPATION RATES	PURPOSE To provide students the opportunity for students to engage in activities that provide social-emotional growth and engagement.	Materials, Licenses, Possible PD	15,000
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65	13	Professional Development	STUDENT SURVEY	PURPOSE: Sunnyside will continue to fund 5 additional professional development days and paid certificated days (TOTAL 189) that focuses on developing a schoolwide cultural of learning for ALL students and where applicable to ELD.	Certificated Salary	10,789
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Priorities

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11/20/21

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18	5	Targeted Reading Specialist (Underperforming - Advanced)		Purpose: To provide learning recovery (LOW FUNCTIONING) and ADVANCEMENT (HIGH FUNCTIONING) mitigation for students FUNCTIONING below or above grade level norms. This is to be a push in program with coordinated SUPPORT AND INSTRUCTION by both teachers.	Salary & Benefits	68,027
22	6	Electives	STUDENT SURVEY	PURPOSE: To engage students in programs/classes that are of student interest. (\$20,000 Salary and Benefits+ \$5,000 Materials)	Salary & Benefits	25,000
36	7	Multi-Media Center	STAFF SURVEY ON USAGE AND IMPLEMENTATION	PURPOSE: To provide a state of the art, 21st century learning environment that allows students to access a variety of media.	Materials	15,000
37	8	Schoolwide Professional Development Including	MATH AND ELA CAASPP SCORES	PURPOSE: To provide professional development opportunities to staff addressing both academic and social needs. Topics to include, but are not limited to special education/students with disabilities. Expenditures may include substitute costs, stipends, presenter costs/materials.	Materials, Trainings and Conferences	20,000

42	9	Athletics	PARTICIPATION RATES	PURPOSE To provide students the opportunity for students to engage in activities that provide social-emotional growth and engagement.	Materials	15,000
43	10	Performing Arts	PARTICIPATION RATES	PURPOSE To provide students the opportunity for students to engage in activities that provide social-emotional growth and engagement.	Materials, Licenses, Possible PD	15,000
43	11	Professional Development and Leveraged Funds	MATH AND ELA CAASPP SCORES	PURPOSE: To participate in Professional Development/Shared Services - Leveraging Funds with other Schools with Common Learning Philosophy towards INNOVATIVE INSTRUCTION that focuses on student interest.	Speaker Contract, Conferences, Registrations,	25,000
59	12	Music Program (Materials)	PARTICIPATION RATES	PURPOSE: To provide adequate and usable musical instruments and materials for students to be successful (Applications, Materials, Music, Instruments, Etc.)	Materials	10,000
65	13	Professional Development	STUDENT SURVEY	PURPOSE: Sunnyside will continue to fund 5 additional professional development days and paid certificated days (TOTAL 189) that focuses on developing a schoolwide cultural of learning for ALL students and where applicable to ELD.	Certificated Salary	10,789
66	14	Materials		PURPOSE: To provide necessary materials to support Reading, Math, ELD, and other CORE interventions.	Materials	11,481
TOTAL						984,874
BEG. BALANCE						984,874
RUNNING TOTAL						0

Priorities

1 Basic Services (Conditions of Learning)

Teacher Assignments, Facilities in Good Repair, Standards Aligned Instructional Materials

- 2 State Standards (Conditions of Learning) Implementation of academic content and performance standards adopted by the state board for all pupils, including English learners
- 3 PARENTAL INVOLVEMENT Efforts to seek parent input in decision making, promotion of parent participation in programs for unduplicated pupils and special need subgroups
- 4 PUPIL ACHIEVEMENT Performance on standardized tests, share of pupils that are college and career ready, share of EL's that become English proficient, EL reclassification rate
- 5 PUPIL ENGAGEMENT School attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, high school graduations rates
- 6 SCHOOL CLIMATE Suspension rates, pupil expulsion rates, other local measures including surveys of pupils, parents & teachers on the sense of safety and school connectedness
- 7 COURSE ACCESS Pupil enrollment in a broad course of study that includes all of the subject areas
- 8 OTHER STUDENT OUTCOMES Pupil outcomes in the subject areas described in *Education Code* Section 51210

Goal 4: Priorities

- 1 Provide and maintain internet connectivity, student access of devices, professional development, and deliverability of quality instruction that is continuous and uninterrupted for all students
- 2 To provide a learning environment that supports, fosters, engages, and promotes collaboration of all stakeholders (students, parents, and staff) in the learning system.
- 3 Maintains a safe, healthy and effective learning environment that allows all stakeholders the ability to effectively engage in their roles.
- 4 EL Students will demonstrate necessary growth to be reclassified as proficient English Language (listening, speaking, writing, and reading) through effective support and staff training
- 5 Increase student competency and performance, including being a active and engaged learner that prepares the student for college and career.

AB 86 Year 1  
Expanded Learning  
(2021-22)

279,859		BEGINNING		
0		ENDING		
7,117	1	IMPROVED STUDENT OUTCOMES- PROFICIENCY	Instructional Aide(s)	
52,500	5	PROFESSIONAL DEVELOPMENT	Individualized Professional Development	
4,900	15	IMPROVED STUDENT OUTCOMES- PROFICIENCY	Reading and Math Assessment	
15,000	16	STUDENT ENGAGEMENT	Summer Kindergarten Academy	
40,000	17	IMPROVED STUDENT OUTCOMES- PROFICIENCY	Math Recovery and Advancement Teacher	
15,000	20	PARENT INVOLVEMENT	Teacher Led Activities for Parents	
16,800	21	PROFESSIONAL DEVELOPMENT	Tulare County Instructional Coaches	
40,000	24	IMPROVED STUDENT OUTCOMES- PROFICIENCY	Summer Learning Series "Summer School"	
24,737	27	IMPROVED STUDENT OUTCOMES- PROFICIENCY	Technology Aide	
12,000	50	IMPROVED STUDENT OUTCOMES- PROFICIENCY	Winter Learning Series "Winter School"	
25,000	51	IMPROVED STUDENT OUTCOMES- PROFICIENCY	Evening Tutoring & Possible Classes	
20,000	67	AFTER SCHOOL PROGRAMS - EXTENDED LEARNING	Stipends and Materials	
6805			WIPI ACCESS	
279,859	Running			

## Expanded Learning Opportunities Grant Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Sunnyside Union School District	Steve Tsuboi, Superintendent-Principal	<a href="mailto:stsuboi@sunnysideunion.com">stsuboi@sunnysideunion.com</a> 559-568-1741 x. 208

The following is the local educational agency's (LEA's) plan for providing supplemental instruction and support to students, including those identified as needing academic, social-emotional, and other supports, including the provision of meals and snacks. The plan will explain how the LEA will use the funds it receives through the Expanded Learning Opportunities (ELO) Grant to implement a learning recovery program for at least the students included in one or more of the following groups: low-income students, English learners, foster youth, homeless students, students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020-21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For specific requirements please refer to the Expanded Learning Opportunities Grant Plan Instructions.

### Plan Descriptions

A description of how parents, teachers, and school staff were involved in the development of the plan.

Sunnyside is a single school district and thus utilized the same stakeholders concurrently when seeking input for its Annual Local Accountability Plan. Numerous opportunities were given to provide input. This include whole staff meetings with classified and certificated staff, parent meetings (ELPAC and School Site Council, Board Meetings throughout the School Year, General Conversations with Stakeholders, Staff Surveys, Parent-Guardian Surveys, and Student Surveys [TK-8]).

A description of how students will be identified and the needs of students will be assessed.

All Sunnyside Students will have the opportunity to received Extended Learning Opportunities throughout the upcoming year. They will all have access to staff. Students who will receive direct support and who will be recommended for in class interventions (i.e. Math Recovery Teacher) will be based off of STAR Assessment and/or DRA (reading). End of year assessments will also be used including

the CAASPP Assessment, STAR Assessment and DRA's. Additional input can be provided by teacher. The goal is to have identified students for Summer Learning Series and prior to the beginning of the 2021-22 school year.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

Sunnyside will use all resources available to promote the available learning opportunities. For all programs short informational videos will be sent out to all learners and their families. An overarching video will be sent out by the District Superintendent (in both English and Spanish) to all planned actions using Extended Learning Opportunity Funding. In addition, all programs will be posted on school website under a section dedicated to Extended Learning Opportunities. Parents and students will receive emails, phone calls and texts along with general paper notifications.

A description of the LEA's plan to provide supplemental instruction and support.

#### **A. SUMMER LEARNING SERIES**

A series of short seminars (3 days) that engage students around topics of interest. During the three days students will learn general skills (reading, math, and writing) through active engagement, participation in a hands-on activity, and a culminating activity using technology or other media. Some sample ideas that have surfaced are (a) Learning About Animals/Zoo Trip, (b) Cake Decorating, (c) Learning about History/A Hands On Experience, and (d) Music Industry/Recording Studio. All students based upon grade level/span will have an opportunity to participate. Students will be evaluated based upon their culminating activity.

#### **B. WINTER LEARNING SERIES**

This program will be developed in coordination and be funded through Federal Funds and Extended Learning Funds. It will be similar to the SUMMER LEARNING SERIES but take place during Winter Break.

#### **B. PARAPROFESSIONAL SUPPORT**

Sunnyside will expand its Paraprofessional Staff to support Student Learners. It is the goal of the District to provide learning support in each classroom TK-5 and a minimum of four instructional support staff members in grades 6 thru 8 (junior high). This support will be mainly for supporting student learning, with minimal clerical time spent in the classroom.

#### **C. INDIVIDUALIZED STAFF DEVELOPMENT**

Each individual teacher will self-assess and work on areas of teaching they rate as needing improvement. One "section" must include training on Social Emotional Learning that can be implemented into the classroom.

#### **D. STAR ASSESSMENT**

The STAR Assessment will be used to measure reading, math and literacy growth throughout the school year.

#### **E. KINDER ACADEMY**

An inaugural event that is designed by Kindergarten teachers and interested staff prior to the beginning of the 2021-2022 school year. This will allow students new to the school system to be emotionally prepared for their "first day of school." This will also assist parents, especially those who are first timers, a chance to ask questions and become acquainted with their first child's teacher.

#### **F. MATH RECOVERY AND EXTENSION**

Sunnyside will reach out to a retired math teacher to work in classrooms addressing math loss over the past year and a half. The teacher will work collaboratively with the classroom teacher and work primarily with underperforming students, but not exclusively. The target students will be in 4<sup>th</sup> and 5<sup>th</sup> grade with secondary students in the junior high grade level (6-8). All push in and complete collaboration and collectivity between staff.

#### **G. TEACHER LEAD PARENT ENGAGEMENT**

Certificated staff will work collaboratively across grade spans to develop Teacher Lead Parent Engagement Activities. These activities can be around such topics of Social Emotional Support, Academic Support or any area that will help mitigate loss or increase gain in student proficiency.

#### **H. INSTRUCTIONAL COACHING**

Staff will receive training provided by staff in CORE ACADEMIC AREAS with an increased emphasis in Social Emotional and Student Engagement Strategies that can be implemented through the CORE. Training will be provided by contracted staff through the Tulare County Office of Education.

#### **I. COMPUTER AIDE**

A Computer Aide will be hired to support classroom learning by providing technology support and resources. The main task will be to address learners and staff who are experiencing technical issues. They will be there to support learners from TK thru 8<sup>th</sup> grade.

#### **J. TUTORING AND ADDITIONAL CLASSES**

Tutoring will be provided throughout the year. The goal is to provide at least two hours of tutoring per week at the beginning to gauge interest. This was a high priority by parent stakeholders. Additional support classes may be offered.

#### **K. AFTER SCHOOL LEARNING OPPORTUNITIES**

Sunnyside will offer afterschool on campus programs. These programs will be more "engaging" allowing students to join in groups of interest. Funding will help for additional staff stipends and materials. Learning Opportunities will run similar to Summer Learning Series but longer in duration. Programs offered can be from remediation classes to enrichment.



## Expenditure Plan

The following table provides the LEA's expenditure plan for how it will use ELO Grant funds to support the supplemental instruction and support strategies being implemented by the LEA.

<b>Supplemental Instruction and Support Strategies</b>	<b>Planned Expenditures</b>	<b>Actual Expenditures</b>
Extending instructional learning time	\$112,000	[Actual expenditures will be provided when available]
Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports	\$71,354	[Actual expenditures will be provided when available]
Integrated student supports to address other barriers to learning	[\$0.00]	[Actual expenditures will be provided when available]
Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports	\$6,805	[Actual expenditures will be provided when available]
Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility	[\$0.00]	[Actual expenditures will be provided when available]
Additional academic services for students	\$4,900	[Actual expenditures will be provided when available]
Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs	\$84,300	[Actual expenditures will be provided when available]
<b>Total Funds to implement the Strategies</b>	<b>\$279,859</b>	<b>[Actual expenditures will be provided when available]</b>

A description of how ELO Grant funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA.

Sunnyside attempted to leverage funds to with ESSER II and III funding to ensure that most of the activities listed could be maintained for a three years. Depending on actual expenditures and successes of each program will be the final determination if all actions can support programs for a full three years.

**PARAPROFESSIONAL SUPPORT:** Almost all funding of these positions is covered by ESSER II & III funding. Currently scheduled to allow for three years of services.

**INDIVIDUAL PROFESSIONAL DEVELOPMENT:** Currently scheduled for two years. This funding is supported by ESSER II Funds.

**STAR ASSESSMENT:** Currently scheduled for three years. This action is supported by ESSER II and III funds.

**MATH RECOVERY:** Currently scheduled for three years. This action is supported by ESSER III funds.

**STAFF LED PARENT INVOLVEMENT:** Currently scheduled for three years. This action is supported by ESSER III funds.

**SUMMER LEARNING SERIES:** Currently scheduled for three years. This action is supported by ESSER II and III funds.

**COMPUTER AIDE:** Currently scheduled for three years. This action is supported by ESSER III funds.

**WINTER LEARNING SERIES:** Currently scheduled for 1-2 years. This action is supported by ESSER II funds.

**TUTORING/ADDITIONAL EXTENDED DAY CLASSES:** Currently scheduled for 1-2 years. This action is supported by ESSER II funds.

**NOTE: INSTRUCTIONAL COACHING:** Currently scheduled for three years with funding leveraged with Local Control and Accountability Plan.

## Expanded Learning Opportunities Grant Plan Instructions: Introduction

The Expanded Learning Opportunities Grant Plan must be completed by school districts, county offices of education, or charter schools, collectively referred to as Local Educational Agencies (LEAs), that receive Expanded Learning Opportunities (ELO) Grant funds under California *Education Code (EC)* Section 43521(b). The plan must be adopted by the local governing board or body of the LEA at a public meeting on or before June 1, 2021, and must be submitted to the county office of education, the California Department of Education, or the chartering authority within five days of adoption, as applicable. The plan must be updated to include the actual expenditures by December 1, 2022.

*For technical assistance related to the completion of the Expanded Learning Opportunities Grant Plan, please contact [ELOGGrants@cde.ca.gov](mailto:ELOGGrants@cde.ca.gov).*

## Instructions: Plan Requirements

An LEA receiving ELO Grant funds under *EC* Section 43521(b) is required to implement a learning recovery program that, at a minimum, provides supplemental instruction, support for social and emotional well-being, and, to the maximum extent permissible under the guidelines of the United States Department of Agriculture, meals and snacks to, at a minimum, students who are included in one or more of the following groups:

- low-income,
- English learners,
- foster youth,
- homeless students,
- students with disabilities,
- students at risk of abuse, neglect, or exploitation,
- disengaged students, and
- students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For purposes of this requirement

- “Supplemental instruction” means the instructional programs provided in addition to and complementary to the LEAs regular instructional programs, including services provided in accordance with an individualized education program (IEP).
- “Support” means interventions provided as a supplement to those regularly provided by the LEA, including services provided in accordance with an IEP, that are designed to meet students’ needs for behavioral, social, emotional, and other integrated student supports, in order to enable students to engage in, and benefit from, the supplemental instruction being provided.

- "Students at risk of abuse, neglect, or exploitation" means students who are identified as being at risk of abuse, neglect, or exploitation in a written referral from a legal, medical, or social service agency, or emergency shelter.

EC Section 43522(b) identifies the seven supplemental instruction and support strategies listed below as the strategies that may be supported with ELO Grant funds and requires the LEA to use the funding only for any of these purposes. LEAs are not required to implement each supplemental instruction and support strategy; rather LEAs are to work collaboratively with their community partners to identify the supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage, plan, and collaborate on program operation with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the design and implementation of the supplemental instruction and support strategies being provided (EC Section 43522[h]).

The seven supplemental instruction and support strategies are:

1. Extending instructional learning time in addition to what is required for the school year by increasing the number of instructional days or minutes provided during the school year, providing summer school or intersessional instructional programs, or taking any other action that increases the amount of instructional time or services provided to students based on their learning needs.
2. Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports including, but not limited to, any of the following:
  - a. Tutoring or other one-on-one or small group learning supports provided by certificated or classified staff.
  - b. Learning recovery programs and materials designed to accelerate student academic proficiency or English language proficiency, or both.
  - c. Educator training, for both certificated and classified staff, in accelerated learning strategies and effectively addressing learning gaps, including training in facilitating quality and engaging learning opportunities for all students.
3. Integrated student supports to address other barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.
4. Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports.
5. Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility.
6. Additional academic services for students, such as diagnostic, progress monitoring, and benchmark assessments of student learning.
7. Training for school staff on strategies, including trauma-informed practices, to engage students and families in addressing students' social-emotional health needs and academic needs.

As a reminder, EC Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable IEP.

### **Fiscal Requirements**

The following fiscal requirements are requirements of the ELO grant, but they are not addressed in this plan. Adherence to these requirements will be monitored through the annual audit process.

- The LEA must use at least 85 percent (85%) of its apportionment for expenditures related to providing in-person services in any of the seven purposes described above.
- The LEA must use at least 10 percent (10%) of the funding that is received based on LCFE entitlement to hire paraprofessionals to provide supplemental instruction and support through the duration of this program, with a priority for full-time paraprofessionals. The supplemental instruction and support provided by the paraprofessionals must be prioritized for English learners and students with disabilities. Funds expended to hire paraprofessionals count towards the LEAs requirement to spend at least 85% of its apportionment to provide in-person services.
- An LEA may use up to 15 percent (15%) of its apportionment to increase or improve services for students participating in distance learning or to support activities intended to prepare the LEA for in-person instruction, before in-person instructional services are offered.

### **Instructions: Plan Descriptions**

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA's local community.

#### **A description of how parents, teachers, and school staff were involved in the development of the plan**

Describe the process used by the LEA to involve, at a minimum, parents, teachers, and school staff in the development of the Expanded Learning Opportunities Grant Plan, including how the LEA and its community identified the seven supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage with community partners, expanded learning programs, and existing behavioral health partnerships in the design of the plan.

#### **A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.**

Describe the LEA's plan for informing the parents and guardians of students identified as needing supplemental instruction and support of the availability of these opportunities, including an explanation of how the LEA will provide this information in the parents' and guardians' primary languages, as applicable.

**A description of how students will be identified and the needs of students will be assessed**

Describe the LEA's plan for identifying students in need of academic, social-emotional, and other integrated student supports, including the LEA's plan for assessing the needs of those students on a regular basis. The LEA's plan for assessing the academic needs of its students may include the use of diagnostic and formative assessments.

As noted above in the Plan Requirements, "other integrated student supports" are any supports intended to address barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.

**A description of the LEA's plan to provide supplemental instruction and support**

Describe the LEA's plan for how it will provide supplemental instruction and support to identified students in the seven strategy areas defined in the Plan Requirements section. As a reminder, the LEA is not required to implement each of the seven strategies; rather the LEA will to work collaboratively with its community to identify the strategies that will be implemented. The plan must include a description of how supplemental instruction and support will be provided in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports. The plan must also include a description of how the services will be provided through a program of engaging learning experiences in a positive school climate.

As a reminder, EC Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable individualized education program. Additionally, LEAs are encouraged to collaborate with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the implementation of, this plan (EC Section 43522[h]).

**Instructions: Expenditure Plan**

The 'Supplemental Instruction and Support Strategies' column of the Expenditure Plan data entry table lists the seven supplemental instruction and support strategies that may be supported with ELO Grant funds.

Complete the Expenditure Plan data entry table as follows:

In the 'Planned Expenditures' column of the data entry table, specify the amount of ELO Grant funds being budgeted to support each supplemental instruction and support strategies being implemented by the LEA and the total of all ELO Grant funds being budgeted.

The plan must be updated to include the actual expenditures by December 1, 2022. In the 'Actual Expenditures' column of the data entry table the LEA will report the amount of ELO Grant funds that the LEA actually expended in support of the strategies that it implemented, as well as the total ELO Grant funds expended.

**A description of how these funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA**

Describe how the LEA is coordinating its ELO Grant funds with funds received from the federal Elementary and Secondary School Emergency Relief (ESSER) Fund provided through the federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (Public Law 116-260), also known as ESSER II, to maximize support for students and staff.

California Department of Education  
March 2021



Item Description	Type of Expenditure	ESSR	ESSR	ESSR	ESSR	ESSR	AB 86 Year 1	AB 86 Year 1
		ROUND 2 Year 1 (2021-22)	ROUND 2 Year 2 (2022-23)	ROUND 3 Year 1 (2021-22)	ROUND 3 Year 2 (2022-23)	ROUND 3 Year 2 (2023-24)	1 - In Person (2021-22)	Expanded Learning (2021-22)
Purpose: Sunnyside will place at a minimum a 5.75 hour aide in every classroom TK-5. In addition it will place THREE instructional aides in Junior high, and one 5.75 hour aide in TK-5 Physical Education. <b>REQUIRES HIRING 4 ADDITIONAL</b>	Salary & Benefits	91,833	96,425			101,246	130,016	7,117
Purpose: To provide the district and its students technology support and up to date and usable technology that will help students become <b>PROFICIENT LEARNERS</b> in a 21st century environment. <b>POSITION HELD CURRENTLY HELD BY JOSE ALCANTAR</b>	Salary & Benefits						93,355	0
Purpose: The district will coordinate services with Steve Ventura to work with selected certificated and possibly classified staff 8 times during the 2021-22 school year. The focus of the work will be on The Six Critical Components of School Improvement (36 days of subs at	Contracted Services	49,544						
Purpose: To oversee the district's professional development program and provide academic support for students and staff. <b>POSITION CURRENTLY HELD BY JOSH TREDWAY</b>	Salary & Benefits							
Purpose: Based on individual self assessment, certificated staff will develop, in coordination with the district administration, and support of academic coach, individualized professional development targeting specific needs to improve <b>STUDENT PROFICIENCY.21</b>	Materials, Trainings and Conferences		52,500					52,500
Purpose: To provide support to current Licensed Vocational Nurse in tracking and tending to health issues of students. <b>POSITION CURRENTLY UNFILLED</b>	Salary & Benefits	28,115	29,521			30,997		
Purpose: To provide students with mental health support and resources one time per week. <b>Additional One Day from Pleasant View (2 years): POSITION CURRENTLY FILLED BY YESSIE GONZALEZ</b>	Contracted Services	22,000						
Purpose: To provide social emotional support, services and resources to students and families of Sunnyside a minimum of twice a week. <b>ONE DAY CURRENTLY FILLED BY GENEVIE BRAR</b>	TCOE Contract (2 Positions)	30,000	31,500			33,075		
Purpose: To provide medical services to students and to support Sunnyside medical staff (LVN and Health Aide). Will also serve as Nurse of Record for the district. <b>POSITION CURRENTLY FILLED BY NANCY KIMURA (RETRIRING)</b>	TCOE Contract (35 days)			42,000	44,100	46,305		



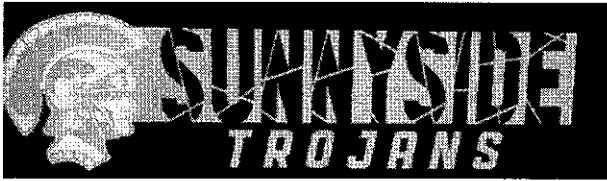
<p><b>Purpose:</b> To provide meaningful data to drive instruction and to measure individual and group growth over the school year. To be administered a minimum of three (3) times per year. STAR ASSESSMENTS</p>	Indp. Contract	4,900				4,900		4,900
<p><b>Purpose:</b> To engage first time Kindergarten Students into the learning environment prior to the KINDERGARTEN ACADEMY (\$7500 PER YEAR) first day of school. (Allocated Funds \$5000 per year over three year period). CURRENTLY BUDGETED FOR 1 YEAR.</p>	Salary, Benefits, Materials							15,000
<p><b>Purpose:</b> To provide learning recovery (LOW FUNCTIONING) and ADVANCEMENT (HIGH FUNCTIONING) mitigation for students FUNCTIONING below or above grade level norms. This is to be a push in program with coordinated SUPPORT AND INSTRUCTION by</p>	Salary & Benefits			2,000	42,000	42,000		40,000
<p><b>Purpose:</b> To provide learning recovery (LOW FUNCTIONING) and ADVANCEMENT (HIGH FUNCTIONING) mitigation for students FUNCTIONING below or above grade level norms. This is to be a push in program with coordinated SUPPORT AND INSTRUCTION by</p>	Salary & Benefits			68,027	71,428	75,000		
<p><b>Purpose:</b> To provide both distance learning (if applicable) and parent involvement opportunities via the ZOOM Platform</p>	Vendor Contract			2,800	2,795	2,795		
<p><b>PURPOSE:</b> To involve all stakeholders in the learning process teachers will design and lead one parent involvement activity/night by grade span.</p>	Stipends and Materials				15,100	15,037		15,000
<p><b>PURPOSE:</b> To provide Professional Development and Support to staff to increase Student Proficiency. TCOE COACHES</p>	TCOE Contract							16,800
<p><b>PURPOSE:</b> To provide a meaningful and engaging learning experience using the "conference model" for learning. SUMMER LEARNING SERIES/SUMMER SCHOOL</p>	Salary & Materials	33,579		7,000		40,000		40,000
<p><b>PURPOSE:</b> To allow provide quick, efficient and quality service to general technology issues so all students can benefit from technology. NEW POSTION</p>	Salary and Benefits				25,974	27,273		24,737
<p><b>PURPOSE:</b> Full - Time Psychologist (Beginning for the 2022-23, 2023-24 School Year) to provide mental health support and resources for ALL students. NEW POSITION</p>	Salary and Benefits				130,000	102,874		

PURPOSE: To provide a safe work and learning environment for staff and students. POSITION CURRENTLY HELD BY MARIO	Salary and Benefits				51,400	53,970	56,669		
PURPOSE: To provide children develop motor skills, language skills, social skills, decision-making, risk-taking, and inventiveness through the arts. NEW POSITION (40000) + 7000 per year materials	Salary and Benefits				44,200	47,000	47,000		
PURPOSE: To provide students the opportunity to develop language and reasoning skills. POSITION CURRENTLY HELD BY SNIDER	Salary and Benefits				40,000	40,000	40,000		
PURPOSE: To provide an outdoor area for healthy learning, celebrations and engagement activities for students and staff.	Labor Contracts, Materials	87,923							
PURPOSE: To provide workibable and usable technology that is accessible and equitable for ALL students.	Materials	25,000	25,000	25,000	25,000	7,500	25,000		
PURPOSE: To provide students with a safe transportation experience by adding routes and minimizing bus capacities:NEW POSITION	Salary and Benefits		28,579			30,008	31,508		
PURPOSE: To upgrade student water systems to ensure drinkable water and distribution of water on a regular basis. Water Fountain Upgrades (Outdoor Buildings - \$8000) and Playgrounds (\$20,000) preferably water bottle accessible	Materials, Possible Architect Costs	24,483							
PURPOSE: To provide a safe learning environment for students, staff and families in an open air setting. Outdoor Shade Structures (Non Fixed Tarp/Shade Coverings- NOT REQUIRED FOR DSA)	Materials				25,000				
PURPOSE: To provide a safe and engaging environment for students to socialize in a fun setting. Outdoor Playground Equipment (REPLACE CURRENT EQUIPMENT AND LOOK FOR MATCHING FUNDS WITH SPORTIME OR SIMILAR OUTFIT). Equitable and	Equipment and Labor (Install)								
PURPOSE: To provide students with a safest environment in Home to School Transportation and School related activities.	School Bus				175,000				

PURPOSE: To provide staff with adequate technology, replacements and upgrades to provide a meaningful and effective learning environment.	Materials				25,000	25,000	25,000			
PURPOSE: To participate in Professional Development/Shared Services - Leveraging Funds with other Schools with Common Learning Philosophy towards INNOVATIVE INSTRUCTION that focuses on student interest.	Speaker Contract, Conferences, Registrations, PD	15,000								
PURPOSE: To provide extended student learning opportunities similar to the Summer Series involving student Mini-Conferences of three day sessions	Salary and Benefits, Materials	13,183							12,000	
PURPOSE: To provide extended learning opportunities for evening classes and/or Tutoring for all grade levels and subject areas targeting non duplicated students (approximately \$60 per hour 3 hours per week)	Hourly Salary		10,000						25,000	
PURPOSE: To provide a permanent Eating Area/Learning Area in the Junior High Complex DSA Split Funded (150,000 ESSER and 150,000 Measure O Bond)	DSA, Architect, Materials, Contractor	75,000				75,000				
PURPOSE: To provide an outdoor setting that allows students to learning in an open air setting that encourages creativity. (Park like setting East Wing 3)	Materials				10,000					
PURPOSE: To provide copy machines for different staff cohorts to help create a safe working environment. Zoom copy machine leases.	Vendor Contract	10,000	10,000				9,083			
PURPOSE: To provide students with a LICENSED VOCATIONAL NURSE (FULL TIME), to address all medical, special and emergency needs for students. POSITION CURRENTLY HELD BY AMY CAMACHO	Salary and Benefits				78,116					
PURPOSE: To provide students with additional mental health support and resources. \$20,000 BASE PLUS 30% FRINGE: NEW POSITION	Salary and Benefits				25,626					
PURPOSE: Teachers will work with grade span mentor groups: (K-2, 3-5, 6-8) to help students complete a civics project that teaches leadership, resiliency and learning skills. STUDENT MENTOR TEACHER PROGRAM - 90 DAYS OF SUBS@154 PER DAY + \$1000	Substitute Salaries and Materials	31,860	31,860				31,860			

PURPOSE: Sunnyside will continue to fund 5 additional professional development days and paid certificated days (TOTAL 188) that focuses on developing a schoolside cultural of learning for ALL students and where applicable to ELD.	Certificated Salary						36,661	
PURPOSE: After School Extended Learning Opportunities (Clubs, Organizations, Etc.); ExamE6:E137+E122:E137ples (Tech Club, Screen Printing, Etc., Home Econ)	Stipends and Materials							20,000
PURPOSE: Provide WIFI access to students who do not have WI-FI or limited WI-FI connectivity.	Vendor Contract							6,805
PURPOSE: To provide students access to the upgraded Library - Media Center. Part - Time Clerk (5 hours)	Salary and Benefits	24,057	25,260					

527,998	379,124	621,169	609,875	787,621	36,661	279,859
907,122			2,018,665			



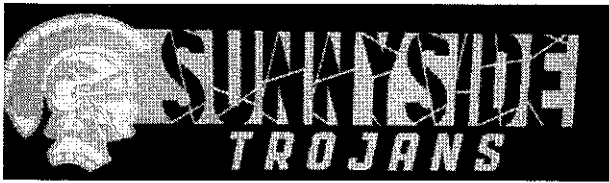
**JOB DESCRIPTION**  
**BUS DRIVER – CUSTODIAN**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the supervision of the Superintendent-Principal or designee operates a passenger bus safely and skillfully to transport school children, maintains proper discipline on buses, keeps records, and prepares reports; keeps assigned school building or office space clean and orderly; performs routine and semi-skilled maintenance work; and other duties as required.

**ESSENTIAL FUNCTIONS**

- Drives a school transportation vehicle within a prescribed route(s) in accordance with time schedules, picking-up and discharging students at designated stops
- Escorts and assists students on and off vehicle and across the street when necessary
- Transports students and teachers on field trips to various locations
- Maintains order and proper discipline of student passengers according to District Policy
- Conducts safety and operational inspection of assigned vehicle daily
- Services buses with gasoline and oil
- Evacuates vehicle in safe and timely manner when necessary and conducts periodic drills for same as required by law, completing necessary reports upon request
- Maintains cleanliness of vehicle to ensure safe operating condition
- Checks-out and reports needed mechanical repairs when necessary
- Completes periodic mileage reports and time sheets
- Attends various meetings regarding safety, first aid, training updates, etc., as required
- Attends driver training programs to maintain current knowledge of California Motor Vehicle Code and Education Code as it applies to the operation of vehicles in the transportation of school children
- Sweeps, scrubs, mops, waxes and buffs floors, vacuums rugs and carpets
- Dusts and polishes furniture and woodwork
- Cleans restrooms
- Washes windows and walls
- Polishes metal work
- Takes care of equipment and materials
- Locks or unlocks buildings and gates as required
- Assists other employees in cleaning kitchens and other cafeteria equipment
- Assists in moving and arranging furniture and equipment and setting up cafeteria or classrooms for special events or meetings
- Makes minor non-technical repairs: replacing lights, adjusting shades or blinds, or adjusting desks and other furniture
- Cleans blinds
- Scrapes and refinishes floors
- Cleans and picks-up paper on grounds and courts of buildings
- Blows off sidewalks, basketball courts, and other paved surfaces with power blower
- Puts up and takes down flags
- Performs other related duties as required



## **EMPLOYMENT STANDARDS**

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Possession of a valid and appropriate California State Driver's License
- Possession of a California State School Bus Driver's Certificate
- Possession of a safe driving record that is in compliance with the restrictions set forth by the California Vehicle Code
- Operate basic tools used in custodial work
- Be self-directed and work independently

## **KNOWLEDGE OF**

- State and traffic laws and regulations
- Rules and regulations of the State Department of Education pertaining to the operation of school buses and the transportation of pupils
- Safe driving practices and geography of school district
- Basic first aid practices, procedures, and techniques
- Basic preventative maintenance requirements of automotive equipment
- Use of tools used in custodial work
- Use of common electrical cleaning equipment
- Minor maintenance work
- Basic sanitation procedures used in the cleaning of kitchens, restrooms, etc.

## **SKILLS TO**

- Quickly learn schedules and procedures
- Read and write at a sufficient level to successfully perform the required duties
- Understand and carry-out both oral and written instructions in an independent manner
- Establish and maintain proper student conduct on school bus
- Exercise good judgment and extreme caution while driving
- Maintain valid certification as school bus driver according to State regulations
- Establish and maintain effective working relationship with those contacted in the performance of required duties

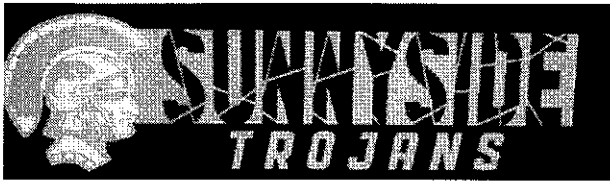
## **PHYSICAL FUNCTIONS**

### Ability to

- Sit or stand for extended periods of time
- See for the purpose of reading laws, codes, rules, policies and other printed matter
- Hear and understand speech at normal levels
- Communicate so others will be able to clearly understand a normal conversation
- Bend, twist, kneel, stoop and reach in all directions
- Lift and carry seventy-five (75) pounds
- Safely climb ladders up to ten (10) feet in height

## **EXPERIENCE**

- High School diploma or equivalent



## Sunnyside Union School District

21644 Avenue 196  
Strathmore, California 93267

Website: [www.sunnysideunion.com](http://www.sunnysideunion.com)  
Email: [comments@sunnysideunion.com](mailto:comments@sunnysideunion.com)

- Six (6) months of experience as a school bus driver or one (1) year of truck driving experience desirable.

### WORK YEAR

- 180 Days
- 5.75 Hours – Part Time Position

### REQUIRED TESTING

- Mandatory Alcohol and Drug Test
- Merit System pre-employment proficiency exam Pre-employment physical exam

### CERTIFICATES AND LICENSES

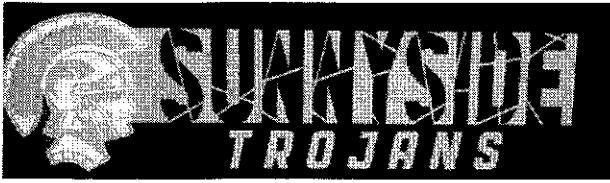
- PR/First Aid Certificate
- Mandatory Reporter Certificate and Other Mandated Trainings
- Meet CA School Bus driver requirements
- School Pupil Activity Bus certificate
- Valid CA Class B Driver's License with "S" Endorsement
- Clearances
- Criminal Justice/Fingerprint Clearance
- TB Clearance

### CONTINUED EDUCATION-TRAINING

- Continued training to maintain skill level and compliance with industry standard
- Maintains Certificates and/or Licenses
- Random Drug and Alcohol Testing

**NOTE:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The "knowledge, skill, and ability to" requirements are minimum requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the functions performed by this position. Additional functions are performed by individuals currently holding this position and additional functions may be assigned. Employment offers are contingent upon ability to pass a pre-employment drug screening. State law requires all employees to be fingerprinted for the purpose of a background investigation and prohibits the commencement of employment until the background investigation has been completed. Proof of freedom from active tuberculosis must be furnished at time of employment. Immigration, Naturalization & Control Act of 1986 requires that all employees hired after November 6, 1986 provide proof of work eligibility. Therefore, if hired, please present appropriate documentation verifying identity and ability to work legally in the U.S.

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## *Sunnyside Union School District*

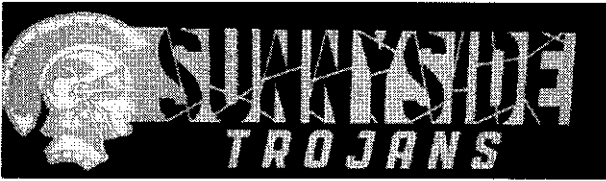
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*family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office. This organization is a Drug and Tobacco-Free Workplace. This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.*

*DRY*





#### JOB DESCRIPTION

English Language Development (ELD)

INSTRUCTIONAL ASSISTANT AND SUPPORT AIDE

**DESCRIPTION:** This ELD Instructional Assistant and Support Aide will assist in the instruction of limited/non English speaking students; administer assessments, perform classroom and non-classroom translation tasks and serve as a mentor-support person to the identified ELD student. In addition, they will act as a resource to other school personnel requiring assistance with non-English speaking persons.

This job reports to the Superintendent-Principal or Designee

#### ESSENTIAL FUNCTIONS

- Tutor individuals and small groups of ELD students to reinforce and follow up learning activities
- Assist students with adapting to cultural expectancies and appropriate social behaviors
- Work with students in social development
- Requisition, store, distribute and maintain an inventory of educational materials and supplies
- Assist the classroom teacher in providing an effective learning environment to the special needs of the student(s)
- May use second language in assisting students with needs.
- Using data from language acquisition and development programs to assess student instructional needs.
- Consult with teachers/s, counselors and/or administration as may be required for the purpose of receiving and/or conveying information regarding students activities and progress.
- Implements instructional programs and lesson plans for the purpose of assisting second language learners and the classroom teacher in improving students' academic success.

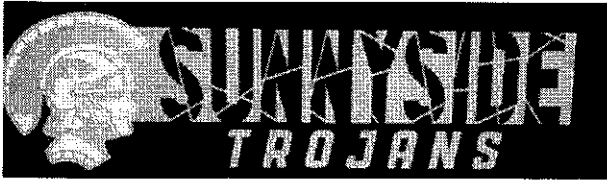
#### OTHER FUNCTIONS

- Assist other personnel as may be required.

#### JOB REQUIREMENTS

Knowledge of:

- Basic Mathematical Skills
- Routine Management and Organizational Skills
- Appropriate use of English language, punctuation, spelling, grammar, and second language usage as needed
- Child development and behavior characteristics and management
- Appropriate selection and use of strategies that are most effective for English Language Learners.



**Ability to:**

- Perform multiple tasks
- Be able to participate in additional trainings as job conditions and needs change
- Translate written documents
- Demonstrate and model empathy, patience and receptive attitude.
- Understand and carry out oral and written directions
- Establish and maintain positive relationships with children and adults
- Operate technology and equipment that enhances learning.
- Interpret, understand and follow a student's specific educational plan

**WORKING CONDITIONS:**

Indoors/Outdoors: The employee works indoors (80-100%) of the workday, and outdoor schoolyard activities and/or supervision 20-39%).

Temperatures: The temperatures are generally controlled at 65-80 degrees for all indoor activities and 40-105 degrees for outdoor activities

Noise levels: The noise level in the work environment is moderate to loud.

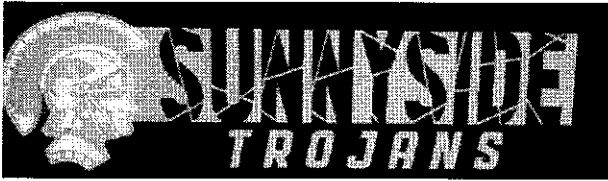
**MINIMUM PHYSICAL REQUIREMENTS:** Physical requirements are reported as the maximum that might be anticipated during any given workday. Physical requirements are rated on a percentage-per-work-day basis. References are made according to the terms: "SELDOM" (0-19%); "OCCASIONAL" (20-39%); "FREQUENT" (40-79%); AND "CONTINUOUS" (80 -100%)

**Continuous (80 - 100%):** Grasping, Handling, Sitting, Vision/Speaking/Hearing - (Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.).

**Frequent (40 - 90%):** Standing, Walking, Torso Rotation, Sitting, Pushing, Pulling, Reaching.

**Occasional (20 - 39%):** Sitting, Lifting and carrying up to 30 pounds, Kneeling and crawling, squatting and crouching.

**Seldom (0 - 29%):** ~~~



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### **EXPERIENCE**

- Job related experience preferred
- Bilingual Preferred

### **EDUCATION**

- High School Diploma or equivalent; and,
- 48 college units or AA or passage of Instructional Aide Assessment (Tulare County Office of Education)

### **CONTINUING EDUCATION/TRAINING**

- As Needed

### **CLEARANCES**

- Criminal Justice Fingerprint/Background Clearance
- TB Clearance

***NOTE: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The "knowledge, skill, and ability to" requirements are minimum requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the functions performed by this position. Additional functions are performed by individuals currently holding this position and additional functions may be assigned. State law requires all employees to be fingerprinted for the purpose of a background investigation and prohibits the commencement of employment until the background investigation has been completed. Proof of freedom from active tuberculosis must be furnished at time of employment. Immigration, Naturalization & Control Act of 1986 requires that all employees hired after November 6, 1986 provide proof of work eligibility. Therefore, if hired, please present appropriate documentation verifying identity and ability to work legally in the U.S.***

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# SUNNYSIDE UNION ELEMENTARY SCHOOL DISTRICT

## JOB DESCRIPTION

### HEALTH CLERK

**CLASSIFICATION:** Classified Employee

**SALARY LEVEL:** Classified Salary Schedule

**WORK YEAR:** 180 Days

#### **JOB DEFINITION:**

Under the general direction of the Superintendent-Principal, or designee and with direct supervision and direction of a Licensed School Nurse, and the County Health Nurse RN) assists in the daily operation of a school health office, administers minor first aid, assists students in taking prescribed medications and performs a variety of clerical duties related to the school health program.

#### **SUPERVISORS:**

School Registered Nurse  
School Licensed Vocational Nurse

School Site Superintendent-Principal or designee

#### **QUALIFICATION REQUIREMENTS:**

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties

#### **EXAMPLES OF DUTIES : (May differ according to assignment)**

The following is a list of duties that are representative of the position and include but are not limited to:

#### **Essential Duties:**

- Assists students in taking prescribed medications, and records medication taken in a medication log.
- Assists the schools Licensed Vocational Nurse (LVN) and/or County Credentialed School Nurse with duties as assigned.
- Assists with maintaining student health records/information such as immunizations, hearing/vision screening results, health physicals/health history, and dental reports.

- Reviews student health history form, anaphylaxis consent form, updates in school data base, compiles a health problems list, and notifies the LVN and/or County Credentialed School Nurse of health-related concerns.
- Communicates orally or in writing with parents and/or school personnel regarding suspected or known health problems, while maintaining confidentiality of student information on a need to know basis.
- Assists in preparation of documents and reports for the school LVN and/or County Credentialed School Nurse related to the school health program.
- Reviews student immunization records and alerts the LVN and/or County Credentialed School Nurse, or the School Administrator when immunizations are not in compliance with current state laws and County requirements.
- Maintains supplies in the health office and prepares requisitions for needed replacements.
- Provides minor first aid for ill or injured students in accordance with currently acceptable first aid practices at the level of their training and skill level, and documents student visit and interventions in school data base.
- Contacts parents if a student must be released from school for health reasons, and other health related issues.
- Performs limited specialized physical healthcare procedures (treatments) such as catheterization's, G-tube feedings, glucose monitoring, or emergency injections of medication with appropriate training and supervision by the County Credentialed School Nurse.
- Maintain first aid bags for any school related extracurricular activities, such as field trips, sporting events.
- Assists in the head lice prevention and control program as directed by the LVN, County Credentialed School Nurse, and/or School Administrator or designee.
- Maintain confidentiality of all student information and records.
- Assists, as requested, during vision and hearing screenings, and follow-up on referrals for failed screenings.
- Performs other related job duties as assigned.

**Other Related Duties:**

- Attend meetings related to assignment, including monthly meetings with nursing supervisor
- Assist in disaster and safety plans
- Participate in scheduled trainings, meetings and in-services to meet new safety and/or technology standards

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups

- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead
- Physical stamina sufficient to sustain light to medium physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations
- Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies;
- Occasionally lift 80 or more pounds with assistance
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds
- Indoor work environment

## **REQUIRED QUALIFICATIONS:**

### **Education:**

- A high school diploma or GED equivalency sufficient to assure the ability to read and write English and to perform arithmetical calculations at the level required for successful job performance **PLUS** 2 years of education beyond high school level

### **Experience:**

- Minimum of two (2) years of experience in health related field, preferably with school-aged children as a nurse, nurse's aide, health assistant or the equivalent
- Substitution of education for two years of experience: High school graduation and at least 30 semester hours or the equivalent of post high school education in nursing or vocational nursing.

### **Licenses and Certificates:**

- A valid Class C California Driver's License and evidence of appropriate insurance is required
- Current Red Cross First Aid (including the Heimlich Maneuver) /CPR certification required/AED

### **Knowledge of:**

- Basic principles and practices of first aid, CPR, Universal Precautions, bloodborne pathogens and communicable diseases
- Appropriate interpersonal communications methods to effectively communicate with families and students

- Office methods and procedures, including computers, general clerical methods and office machine operation

**Ability to:**

- Work a flexible schedule
  - Relate to issues involved in the student and his/her family life style
  - Respect and adhere to confidentiality concerning privileged patient information
  - Possess an appropriate California driver's license, when assigned make home visits to students' families
  - Relate well to students and adults and earn their confidence and cooperation
  - Perform routine clerical work with speed and accuracy
  - Administers medication to students as specified by appropriate completed district permission forms and under the delegation of the County Credentialed School Nurse
- 
- Take responsibility to use good judgment in recognizing scope of authority
  - Analyze situations accurately and adopt an effective course of action
  - Prepare and maintain statistical records and reports
  - Use an alpha/numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy to successfully complete assignments
  - Learn and use technology and computer software applications as appropriate to the work environment
- 
- Learn, plan, formulate and execute federal, state, district, and departmental policies, procedures and directives, in accordance with assigned duties
  - Read, understand, interpret, and follow laws, rules, regulations, processes, policies, and methods of the office, the District, and the State of California
  - Perform under a demanding and varied work schedule with ability to remain flexible and focused during interruptions and distractions
- 
- Communicate effectively in the English language, both orally and in writing
  - Understand and be sensitive to those of culturally and linguistically diverse backgrounds
  - Understand and follow oral and written directions
  - Determine and meet schedules and time lines
  - Maintain accurate and neat records and reports
  - Maintain regular attendance and punctuality

**DESIRABLE QUALIFICATIONS:**

- Possession of a current CNA, LVN, or RN license is highly desirable for this position
- Two (2) or more years working directly with children
- Knowledge of available community health resources
- Knowledge of standard health related issues associated with children
- Knowledge of word processing software
- Knowledge of safety procedures and regulations
- Previous experience in a school district
- Bilingual and biliterate (Spanish/English)

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**exhaustive list of the functions performed by this position. Additional functions are performed by individuals currently holding this position and additional functions may be assigned State law requires all employees to be fingerprinted for the purpose of a background investigation and prohibits the commencement of employment until the background investigation has been completed. Proof of freedom from active tuberculosis must be furnished at time of employment Immigration, Naturalization & Control Act of 1986 requires that all employees hired after November 6, 1986 provide proof of work eligibility. Therefore, if hired, please present appropriate documentation verifying identity and ability to work legally in the U.S.**

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Board Approval: \_\_\_\_\_



**SUNNYSIDE UNION ELEMENTARY SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**HEALTH CLERK**

**CLASSIFICATION:** Classified Employee  
**SALARY LEVEL:** Classified Salary Schedule  
**WORK YEAR:** 180 Days

**JOB DEFINITION:**

Under the general direction of the Superintendent-Principal, or designee and with direct supervision and direction of a Licensed School Nurse, and the County Health Nurse RN) assists in the daily operation of a school health office, administers minor first aid, assists students in taking prescribed medications and performs a variety of clerical duties related to the school health program.

**SUPERVISORS:**

School Registered Nurse  
School Licensed Vocational Nurse  
School Site Superintendent-Principal or designee

**QUALIFICATION REQUIREMENTS:**

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties

**EXAMPLES OF DUTIES : (May differ according to assignment)**

The following is a list of duties that are representative of the position and include but are not limited to:

**Essential Duties:**

- Assists students in taking prescribed medications, and records medication taken in a medication log.
- Assists the schools Licensed Vocational Nurse (LVN) and/or County Credentialed School Nurse with duties as assigned.
- Assists with maintaining student health records/information such as immunizations, hearing/vision screening results, health physicals/health history, and dental reports.
- Reviews student health history form, anaphylaxis consent form, updates in school data base, compiles a health problems list, and notifies the LVN and/or County Credentialed School Nurse of health-related concerns.
- Communicates orally or in writing with parents and/or school personnel regarding suspected or known health problems, while maintaining confidentiality of student information on a need to know basis.
- Assists in preparation of documents and reports for the school LVN and/or County Credentialed School Nurse related to the school health program.
- Reviews student immunization records and alerts the LVN and/or County Credentialed School Nurse, or the School Administrator when immunizations are not in compliance with current state laws and County requirements.
- Maintains supplies in the health office and prepares requisitions for needed replacements.

- Provides minor first aid for ill or injured students in accordance with currently acceptable first aid practices at the level of their training and skill level, and documents student visit and interventions in school data base.
- Contacts parents if a student must be released from school for health reasons, and other health related issues.
- Performs limited specialized physical healthcare procedures (treatments) such as catheterization's, G-tube feedings, glucose monitoring, or emergency injections of medication with appropriate training and supervision by the County Credentialed School Nurse.
- Maintain first aid bags for any school related extracurricular activities, such as field trips, sporting events.
- Assists in the head lice prevention and control program as directed by the LVN, County Credentialed School Nurse, and/or School Administrator or designee.
- Maintain confidentiality of all student information and records.
- Assists, as requested, during vision and hearing screenings, and follow-up on referrals for failed screenings.
- Performs other related job duties as assigned.

**Other Related Duties:**

- Attend meetings related to assignment, including monthly meetings with nursing supervisor
- Assist in disaster and safety plans
- Participate in scheduled trainings, meetings and in-services to meet new safety and/or technology standards

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead
- Physical stamina sufficient to sustain light to medium physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations
- Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies;
- Occasionally lift 80 or more pounds with assistance
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds
- Indoor work environment

## **REQUIRED QUALIFICATIONS:**

### **Education:**

- A high school diploma or GED equivalency sufficient to assure the ability to read and write English and to perform arithmetical calculations at the level required for successful job performance **PLUS** 2 years of education beyond high school level

### **Experience:**

- Minimum of two (2) years of experience in health related field, preferably with school-aged children as a nurse, nurse's aide, health assistant or the equivalent
- Substitution of education for two years of experience: High school graduation and at least 30 semester hours or the equivalent of post high school education in nursing or vocational nursing.

### **Licenses and Certificates:**

- A valid Class C California Driver's License and evidence of appropriate insurance is required
- Current Red Cross First Aid (including the Heimlich Maneuver) /CPR certification required/AED

### **Knowledge of:**

- Basic principles and practices of first aid, CPR, Universal Precautions, bloodborne pathogens and communicable diseases
- Appropriate interpersonal communications methods to effectively communicate with families and students
- Office methods and procedures, including computers, general clerical methods and office machine operation

### **Ability to:**

- Work a flexible schedule
- Relate to issues involved in the student and his/her family life style
- Respect and adhere to confidentiality concerning privileged patient information
- Possess an appropriate California driver's license, when assigned make home visits to students' families
- Relate well to students and adults and earn their confidence and cooperation
- Perform routine clerical work with speed and accuracy
- Administers medication to students as specified by appropriate completed district permission forms and under the delegation of the County Credentialed School Nurse
- Take responsibility to use good judgment in recognizing scope of authority
- Analyze situations accurately and adopt an effective course of action
- Prepare and maintain statistical records and reports
- Use an alpha/numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy to successfully complete assignments
- Learn and use technology and computer software applications as appropriate to the work environment
- Learn, plan, formulate and execute federal, state, district, and departmental policies, procedures and directives, in accordance with assigned duties
- Read, understand, interpret, and follow laws, rules, regulations, processes, policies, and methods of the office, the District, and the State of California
- Perform under a demanding and varied work schedule with ability to remain flexible and focused during interruptions and distractions
- Communicate effectively in the English language, both orally and in writing
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Understand and follow oral and written directions
- Determine and meet schedules and time lines

- Maintain accurate and neat records and reports
- Maintain regular attendance and punctuality

**DESIRABLE QUALIFICATIONS:**

- Possession of a current CNA, LVN, or RN license is highly desirable for this position
- Two (2) or more years working directly with children
- Knowledge of available community health resources
- Knowledge of standard health related issues associated with children
- Knowledge of word processing software
- Knowledge of safety procedures and regulations
- Previous experience in a school district
- Bilingual and biliterate (Spanish/English)

***NOTE: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The "knowledge, skill, and ability to" requirements are minimum requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the functions performed by this position. Additional functions are performed by individuals currently holding this position and additional functions may be assigned. State law requires all employees to be fingerprinted for the purpose of a background investigation and prohibits the commencement of employment until the background investigation has been completed. Proof of freedom from active tuberculosis must be furnished at time of employment. Immigration, Naturalization & Control Act of 1986 requires that all employees hired after November 6, 1986 provide proof of work eligibility. Therefore, if hired, please present appropriate documentation verifying identity and ability to work legally in the U.S.***

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Board Approval: \_\_\_\_\_



## SCHOOL PSYCHOLOGIST INTERN JOB DESCRIPTION

### DESCRIPTION

School Psychologist Intern will conduct behavioral, intellectual, social/emotional, adaptive behavior assessments as well as other assessments as needed. School Psychologist Intern will consult with teachers, administrators, parents, classified staff, and community agencies. School Psychologist Interns will create functionality based behavior plans. School Psychologist Interns perform other duties as assigned by the supervising School Psychologist. Supervision for BCBA hours is also available.

### ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned)

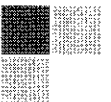
- Assist in conducting individual evaluation and identification of learning, behavior and/or adjustment problems of children as needed
- Assist in providing guidance and assistance to children with learning, behavior, and/or adjustment problems
- Assists in developing appropriate individual and/or group programs of instruction and treatment for children with special needs
- Assists in systematically reassessing children with special education needs as appropriate
- Conducts functional behavioral assessments as needed under the supervision of the supervising School Psychologist
- Implements behavioral intervention plans
- Prepares documents, e.g. evaluations, reports, observations, student progress, and progress monitoring data
- Participates in various meetings, e.g. parent conferences, in-service training, site meetings to receive and/or provide information
- Facilitates meetings, e.g. parent meetings, in-services, etc. to develop plans and/or provide information regarding goals for students
- Works cooperatively with other social agencies, e.g. mental health, probation, police, and child welfare services to develop programs to assist students
- Assists with special projects
- Counsels students in crisis intervention
- Performs other duties as assigned by the supervising School Psychologist

### SUPERVISORY RESPONSIBILITIES

- Provide para professional staff with direction and assist them with implementing Behavior Intervention Plans

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School Psychologist Intern, Continued

**QUALIFICATION REQUIREMENTS**

- Follow through with directives
- Understands concepts of culture and sensitivity to cultural diversity

**EDUCATION and EXPERIENCE**

- California PPS in School Psychology – Internship Credential
- BCBA or in the process of obtaining a BCBA preferred
- Desirable: Crisis Prevention Intervention Certified
- Desirable: Bilingual skills in English/Spanish

**LANGUAGE SKILLS**

- Ability to communicate well with others
- Ability to read, interpret, apply and explain rules, regulations, policies and procedures
- Ability to effectively present information to staff, parents, etc.

**MATHEMATICAL SKILLS**

- Ability to utilize mathematical skills in development of assessment reports and progress monitoring

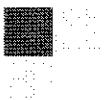
**REASONING ABILITY**

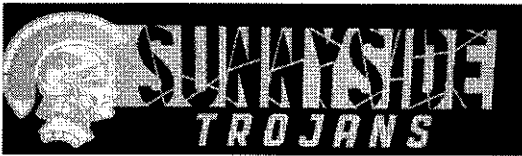
- Ability to collect and interpret data
- Ability to compile, maintain and submit accurate and complete records and reports
- Ability to provide staff development
- Ability to apply knowledge of current research and best practices to instructional/behavioral program for students
- Ability to work individually, in small groups, and in whole class settings

**OTHER SKILLS AND ABILITIES**

- Establish and maintain cooperative relationships with others
- Meet schedules and deadlines
- Work flexible hours
- Work cooperatively with community, business and agencies

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## School Psychologist Intern, Continued

### PHYSICAL REQUIREMENTS

The physical 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. The physical requirements for this occupation will vary dependent upon the type of work or project being requested on that particular day. Physical requirements are reported as the maximum that might be anticipated during any given workday.

Physical requirements are rated on a percentage-per-work-day basis. References are made according to the terms: "SELDOM" (0-19%); "OCCASIONAL" (20-39%); "FREQUENT" (40-79%); AND "CONTINUOUS" (80-100%).

Standing/Walking: Continuous (80-100%). Standing and walking activities occur on a continuous basis throughout the workday. An individual in this capacity will stand or walk while instructing students; teaching from the projector; writing on the whiteboard; utilizing maps or other visual aids; retrieving supplies; setting up display boards.

Sitting: Occasional (20-39%). Sitting is performed while individual is providing one-on-one instruction to students; correcting and grading student work products; preparing instructional materials; developing lesson plans; preparing progress reports.

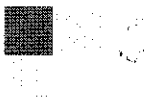
Lifting/Carrying: Frequent (40-79%). The maximum weight lifted or carried would be containers or tubs or instructional materials is approximately 40 pounds. This type of activity occurs on a frequent basis. Heavier items can be moved via a dolly.

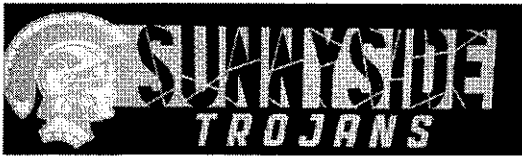
Bending/Stooping: Continuous (80-100%). An individual in this occupation is required to bend at the waist continuously throughout the workday. In working with younger students, a Teacher will bend to assist these students in the classroom with their individual lessons or activities. The individual will also bend or stoop while retrieving supplies or materials and setting up display boards.

Kneeling/Crawling: Frequent (40-79%). The employee may be required to kneel while helping students with their work. Crawling is not a requirement of this job.

Squatting/Crouching: Frequent (40-79%). The worker will perform this activity while assisting students with individual lessons or activities; retrieving supplies or materials; arranging display boards and furniture. This activity may be done in lieu of bending at the employee's discretion.

Pushing/Pulling: Frequent (40-79%). This activity is conducted while pushing/pulling carts with wheels that contain equipment or supplies such as laptops, electronic tablets, computer projectors, and/or building blocks utilized by the primary grade children and/or students in wheelchairs. Other items that may be pushed or pulled include desks, screens, and maps. The employee must occasionally push/pull up to 175 pounds.





## School Psychologist Intern, Continued

Reaching: Frequent (40-79%). The employee is required to reach at or below shoulder level throughout the workday while assisting students in the classroom with their lessons or activities; arranging display boards and desks; writing on the whiteboard. Above shoulder reaching is seldom and can be done while retrieving supplies or materials from upper shelves; arranging display boards; and writing on the whiteboard.

Torso Rotation: Continuous (80- 100%). An individual will perform this activity throughout the work day while assisting students with classroom lessons or activities; filing materials; arranging display boards and furniture; performing first-aid, as needed; preparing of instructional materials.

Grasping/Handling: Continuous (80-100%). Handling and grasping activities are required throughout the work day while retrieving supplies and materials; correcting and grading paperwork; assisting students with classroom lessons or activities; utilizing writing implements on the chalkboard, whiteboard, or electronic whiteboard; hand modeling appropriate writing techniques; performing first aid, as needed; arranging display boards and furniture; preparing lesson plans and instructional materials.

Vision/Speaking/Hearing: Continuous (80-100%). Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with students, the public and other staff by speaking and listening.

### **WORKING CONDITIONS:**

Indoors/Outdoors: The employee works indoors (80-100%) of the workday, and outdoor schoolyard activities and/or supervision 20-39%).

Temperatures: The temperatures are generally controlled at 65-80 degrees for all indoor activities and 40-105 degrees for outdoor activities.

Noise levels: The noise level in the work environment is moderate to loud.

### **TIMES OF OPERATION:**

Season: This work is non-seasonal in nature.

Days: Normal workdays are Monday through Friday.

Hours: Monday through Friday 8:00 a.m.-5:00 p.m.





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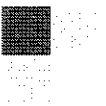
**TOOLS AND EQUIPMENT:** All necessary supplies and materials are provided by the employer.

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## *Sunnyside Union School District*

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Email: [comments@sunnysideunion.com](mailto:comments@sunnysideunion.com) Website: [www.sunnysideunion.com](http://www.sunnysideunion.com)

# JOB DESCRIPTION

## TEACHER ON SPECIAL ASSIGNMENT (TOSA) –LITERACY AND READING

**Title:** Teacher on Special Assignment (TOSA) – Literacy and Reading Specialist

**Salary Schedule Range:** Certificated Salary Schedule

**Purpose of Position:** To provide in class reading support and instruction while working collaboratively with classroom teacher. The position will work primarily with students who are identified as performing below grade level, but may include enrichment instruction for other students in the classroom. Collaboration and collective efficacy is necessary between the classroom teacher and TOSA in order to implement best instructional practices to insure students are growing towards grade level standards at a rate greater than one year of growth.

**Reporting:** Superintendent-Principal

**Funding:** Grant Funded (Year to Year Position)

**Employment Status:** Full-time

**Essential Functions:**

- Work collaboratively with the classroom teacher in identifying and determining the students of greatest need.
- Working collaboratively with the classroom teacher to develop a tiered intervention system for students' address the individual needs of each student.
- Collaborate with other Curriculum Based Positions, such as the Academic Coach, in developing appropriate individual and site wide professional development in literacy and reading.
- Identifying best practices in literacy and reading development that meets the needs of individual students.
- Work collaboratively in assessing and analyzing the data from local and state assessments (STAR, DRA Etc.) to help drive future instructional strategies. Assist teachers in how to engage in data tracking and interpretation of data
- Work with classroom paraprofessionals in developing reading strategies across grade levels.
- A commitment to ongoing education/continuing professional development in the area of reading and literacy interventions.
- Work collaboratively in developing a schedule that targets TK-3 grade level students in a PUSH-IN system of instructional support.
- Work with multiple teachers across grade levels.



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### **Working Conditions & Physical Demands:**

Inside work with no exposure to weather conditions. Outdoor work when social distancing or different setting is desired by the TOSA.

Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time; bending, stooping or kneeling; reaching overhead to store or retrieve materials.

### **Knowledge, Skills and Abilities:**

- A valid multiple-subject elementary teaching credential
- Prior experience as an elementary teacher
- Prior experience as a reading specialist is desirable
- An interest and passion to support English Language learners/students
- Able to work collaboratively with other teachers
- Ability to work across multiple grade levels and with many teachers as possible
- Competent with technology, able to collect and organize data and student reading outcomes
- Communicate effectively verbally and in writing.
- Collaborate with others on assigned projects.
- Maintain files, reports and records.
- Work independently with limited direct supervision.

### **Education, Training and Experience:**

- Bachelor's Degree or higher with major in area related to instruction of reading and language arts
- Must possess a valid California multiple-subject and/or single-subject teaching credential(s).

### **Desired Qualifications:**

- Master's degree in reading
- Experience providing intervention for students with mild to moderate reading disabilities
- Experience in providing professional development and in coaching to other professionals or adults

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## TECHNOLOGY ASSISTANT

### DEFINITION

Under the direction of the Superintendent-Principal or designee, the Technology Assistant, will provide technical support needs of the Sunnyside Elementary students and staff by; perform minor repairs, install software, maintain and troubleshoot devices and equipment.

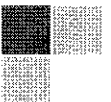
### EXAMPLES OF ESSENTIAL DUTIES

- Meets and consults with the Computer Technician to determine objectives, functions and priorities;
- Works collaboratively with Computer Technician to determine appropriate job instructions and details;
- Troubleshoots and repairs district devices and peripherals;
- Implements and follow preventive maintenance program;
- Monitors and reports to Computer Technician inventory on a regular basis;
- Provides assistance to all users (staff and students);
- Maintains quality service records on all district technology equipment;
- Assists and trains users on proper device use and operation;
- Resolves system failures, identifies issues and corrects issues on district systems and equipment;
- Performs general maintenance and maintains proper and appropriate documentation of such service;
- Work patiently over the phone with users in assisting and troubleshooting problems;
- Performs other related duties as required.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Student information systems;
- Basic computer functionality;
- Electronic digital computers, application software packages, Google Admin Console, Chromebooks, iPads and peripheral equipment;
- Principles, methods and procedures of minor repair, installation, maintenance and troubleshooting of computers and other technical equipment.
- Current Windows programs





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- Hardware problem diagnosis
- Bilingual Preferred

### Ability to:

- Train staff necessary; understand and carry out oral and written instructions; work with minimum supervision; establish and maintain cooperative relationships with all members in the learning community

### EDUCATION AND EXPERIENCE

- High School Diploma or equivalent
- Preference will be given to those with relevant professional experience, and/or college courses in related field
- AA degree or a vocational degree is desirable
- A+ Certification desired

### CERTIFICATE/LICENSE/INSURANCE REQUIREMENT

- Valid California vehicle Operator's License and be insurable by the district's liability insurance carrier.
- Criminal justice fingerprint clearance
- TB Clearance

### WORKING ENVIRONMENT

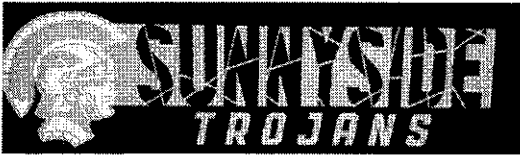
- Environment: Office, Classrooms and occasional outdoor (e.g. running lines) work

**MINIMUM PHYSICAL REQUIREMENTS:** Physical requirements are reported as the maximum that might be anticipated during any given workday. Physical requirements are rated on a percentage-per-work-day basis. References are made according to the terms: "SELDOM" (0-19%); "OCCASIONAL" (20-39%); "FREQUENT" (40-79%), AND "CONTINUOUS" (80 -100%)

**Continuous (80 - 100%):** Grasping, Handling, Sitting, Vision/Speaking/Hearing - (Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.)

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**Frequent (40 - 90%):** Standing, Walking, Torso Rotation, Sitting, Pushing, Pulling, Reaching.

**Occasional (20 - 39%):** Sitting, Lifting and carrying up to 30 pounds, Kneeling and crawling, squatting and crouching

**Seldom (0 - 29%):** ~~~

### **INDIVIDUAL RESPONSIBILITIES and EXPECTATIONS:**

Arrive on time for work or contact the school when delayed • Be reliable in attendance and give ample notice for absences • Come to work with a positive attitude • Approach criticism with a learning attitude • Communicate directly and avoid gossip • Be flexible in scheduling to meet the needs of the overall program • Demonstrate honesty, integrity and commitment to confidentiality • Show initiative in problem solving and be open to new ideas • Approach challenges with imagination and a sense of humor • Create a welcoming, positive learning environment by being actively engaged with children; speaking to children at eye level; being friendly, warm and affectionate; using appropriate voice and tone; and encouraging student independence and self-help skills

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**RFQ –EMAIL FROM DOUG JANZEN  
INTEREST EMAIL**

Hi Steve!

So sorry that I did not see your Invitation in the newspaper – it is nearly impossible, without a dedicated staff member, to watch the papers often enough to catch Invitations when they occur. I would very much like to be considered for position as your trusted advisor (and Architect) for the projects Luke outlined to me. My office is small, intentionally, so I can best serve my Clients with personal attention, and does not have a marketing individual, aside from myself.

Know this: It is my forte to know the rules and regulations that govern the Facilities work you might accomplish at your school. Knowing DSA as we do (with our 30+ year history of dealing with them), knowing the rules of Public Works and Prevailing wages, and knowing the options a school district has in meeting those rules (and where you can avoid certain onerous requirements) is my personal expertise. I am also an expert on the programs offered through the State Allocation Board (OPSC).

You have likely heard from Districts in the area (Rockford, Woodville, Alta Vista and Sundale are a few that you may have spoken with) of my reputation, the services I offer and my attention to their needs. If not, please call any of them. I have current projects moving with the latter three, while at Rockford, we await construction funding to be able to move forward with their modernization project.

Knowing your status as a “Financial Hardship” District fits squarely in my wheelhouse, as the special considerations necessary for taking advantage of what’s available is what I do best.

Anyway, I would be happy to respond to whatever you need in order to help you feel confident that DKJ Architects is the firm best suited to work with you. While I have managers whose job it is to produce drawings for your projects, I will personally always be your main contact and you can always feel free to call me, day or night ...

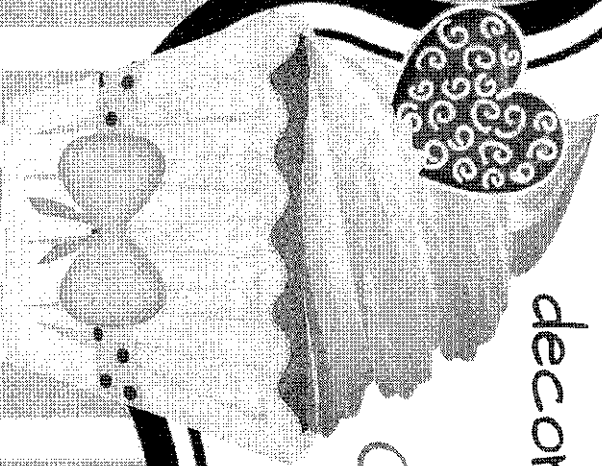
Douglas K Janzen  
Architect / President  
**DKJ Architects Inc.**  
1736 S. Central Street Suite A  
Visalia, CA 93277  
Phone: 559.738.0309  
Fax: 559.738.9779

# Cupcake Camp

Delicious and Fun

Be the hit at your next party. Learn to decorate cupcakes with Mrs. Dieterle.

Coming to you this summer!  
3 Day Class



## **SUMMER LEARNING SERIES**

### **SNIDER HENDRICKSON**

I have planned an educational trip for the kids to a recording studio in Visalia on Wed. morning, June 16th. Hopefully, that will not conflict with what anyone else has planned. I will first meet with them on Tuesday to rehearse and prepare them for what they are about to experience. On Wednesday morning we will take the bus to the recording studio in Visalia, where we will record a song or two. Afterwards, we will take them to lunch and then back to school. On Thursday, we will meet in the band room or auditorium at the school to hopefully watch the video and listen to the recording of what they performed the day before. This should open their eyes and minds to a fantastic future in music!

Mr. Hendrickson



# **SUNNYSIDE ELEMENTARY**

## ***SUMMER LEARNING SERIES***

### **Exploring the Zoo**

**This event will allow students to research different animals, participate in a daytrip to Fresno Chaffee Zoon, and complete a presentation on what was learned.**

Instructor: Mrs. Ceja  
Experience: Classroom Teacher

## **Exploring the Zoo**

**This event will allow students to research different zoo animals, and then have a chance to see the animals they researched in person. Students will present their findings to the group.**

**Grade Level: Students who were in First Grade during the 2020-2021 school year are eligible for this event.**

**Number of Students  
10 Students Per Teacher  
Wait List Available**

### **Date**

June 14 8:00 am -12:00 pm  
June 15 8:00 am -2:00 pm  
June 16 8:00 am -12:00 pm

**Breakfast and Lunch Provided**

## **SUNNYSIDE ELEMENTARY**

21644 Avenue 196  
Strathmore, CA 93267  
559-568-1741

[www.sunnysideunion.com](http://www.sunnysideunion.com)

*Lifelong Learning in Action*

Budget Revision - Prelist

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Fund: 0100 General Fund			
Revenues			
Other Local Revenues			
010-90271-0-00000-00000-86770-0-0000	\$86,826.00	\$1,754.00	\$88,580.00
<b>Total:</b>	\$86,826.00	\$1,754.00	\$88,580.00
<b>Total Revenues</b>	\$86,826.00	\$1,754.00	\$88,580.00
Expenditures			
Certificated Salaries			
010-00000-0-11100-10000-11000-0-0000	\$533,765.32	\$6,849.68	\$540,615.00
010-00000-0-11100-10000-11002-0-0000	\$5,000.00	\$6,000.00	\$11,000.00
010-00000-0-11100-42000-11000-0-0000	\$5,000.00	(\$3,000.00)	\$2,000.00
010-07200-0-11100-10000-11000-0-0000	\$35,350.00	(\$20,350.00)	\$15,000.00
010-07200-0-11100-10000-11000-0-0107	\$8,475.00	(\$8,475.00)	\$0.00
010-07200-0-11350-10000-11000-0-0301	\$11,875.00	(\$11,875.00)	\$0.00
010-32100-0-11100-10000-11000-0-0000	\$0.00	\$625.00	\$625.00
010-32100-0-11100-10000-11002-0-0000	\$1,000.00	(\$1,000.00)	\$0.00
010-75100-0-11100-10000-11000-0-0000	\$922.00	(\$922.00)	\$0.00
<b>Total:</b>	\$601,387.32	(\$32,147.32)	\$569,240.00
<b>Classified Salaries</b>	\$601,387.32	(\$32,147.32)	\$569,240.00
010-00000-0-11100-10000-21000-0-0000	\$80,552.00	(\$3,002.00)	\$77,550.00
010-32100-0-00000-81000-22000-0-0000	\$8,000.00	(\$4,253.00)	\$3,747.00
010-32100-0-11100-10000-21000-0-0000	\$129,656.00	(\$356.00)	\$129,300.00
010-90271-0-81000-59000-29000-0-0000	\$57,780.00	(\$2,370.00)	\$55,410.00
<b>Total:</b>	\$275,988.00	(\$9,981.00)	\$266,007.00
<b>Employee Benefits</b>	\$275,988.00	(\$9,981.00)	\$266,007.00
010-00000-0-11100-10000-31010-0-0000	\$72,866.86	\$139.14	\$73,006.00
010-00000-0-11100-10000-32020-0-0000	\$9,035.00	\$4,839.00	\$13,874.00
010-00000-0-11100-10000-33012-0-0000	\$5,430.00	\$414.00	\$5,844.00
010-00000-0-11100-10000-33022-0-0000	\$4,995.00	(\$251.00)	\$4,744.00
010-00000-0-11100-10000-33023-0-0000	\$1,168.00	(\$59.00)	\$1,109.00

Budget Revision - Prelist

Account Classification	Approved / Revised	Change Amount	Proposed Budget
010-00000-0-11100-10000-34020-0-0000	\$16,161.00	\$255.00	\$16,416.00
010-00000-0-11100-10000-36010-0-0000	\$11,476.00	\$1,321.00	\$12,797.00
010-00000-0-11100-10000-37010-0-0000	\$19,016.00	(\$370.00)	\$18,646.00
010-00000-0-11100-10000-37020-0-0000	\$1,869.00	(\$123.00)	\$1,746.00
010-07200-0-11100-10000-31010-0-0000	\$2,584.00	(\$2,284.00)	\$300.00
010-07200-0-11100-10000-33013-0-0000	\$513.00	(\$296.00)	\$217.00
010-07200-0-11100-10000-35010-0-0000	\$18.00	(\$11.00)	\$7.00
010-07200-0-11100-10000-36010-0-0000	\$753.00	(\$433.00)	\$320.00
010-07200-0-11100-10000-37010-0-0000	\$820.00	(\$470.00)	\$350.00
010-07200-0-11350-10000-31010-0-0301	\$1,900.00	(\$1,900.00)	\$0.00
010-07200-0-11350-10000-33013-0-0301	\$172.00	(\$172.00)	\$0.00
010-07200-0-11350-10000-35010-0-0301	\$6.00	(\$6.00)	\$0.00
010-07200-0-11350-10000-36010-0-0301	\$253.00	(\$253.00)	\$0.00
010-07200-0-11350-10000-37010-0-0301	\$275.00	(\$275.00)	\$0.00
010-32100-0-00000-81000-32020-0-0000	\$1,035.00	(\$405.00)	\$630.00
010-32100-0-00000-81000-33022-0-0000	\$310.00	(\$121.00)	\$189.00
010-32100-0-00000-81000-33023-0-0000	\$73.00	(\$28.00)	\$45.00
010-32100-0-00000-81000-36020-0-0000	\$106.50	(\$37.50)	\$69.00
010-32100-0-00000-81000-37020-0-0000	\$116.00	(\$47.00)	\$69.00
010-32100-0-11100-10000-31010-0-0000	\$0.00	\$101.00	\$101.00
010-32100-0-11100-10000-32020-0-0000	\$26,839.00	(\$244.00)	\$26,595.00
010-32100-0-11100-10000-33013-0-0000	\$87.00	(\$77.00)	\$10.00
010-32100-0-11100-10000-33022-0-0000	\$8,038.00	(\$49.00)	\$7,989.00
010-32100-0-11100-10000-34020-0-0000	\$13,378.00	(\$8,778.00)	\$4,600.00
010-32100-0-11100-10000-36010-0-0000	\$128.00	(\$113.00)	\$15.00
010-32100-0-11100-10000-36020-0-0000	\$2,761.00	\$149.00	\$2,910.00
010-32100-0-11100-10000-37010-0-0000	\$139.00	(\$124.00)	\$15.00
010-32100-0-11100-10000-37020-0-0000	\$3,008.00	(\$94.00)	\$2,914.00
010-75100-0-11100-10000-31010-0-0000	\$300.00	(\$300.00)	\$0.00
010-75100-0-11100-10000-33013-0-0000	\$75.00	(\$75.00)	\$0.00
010-75100-0-11100-10000-35010-0-0000	\$5.00	(\$5.00)	\$0.00
010-75100-0-11100-10000-36010-0-0000	\$40.00	(\$40.00)	\$0.00
010-75100-0-11100-10000-37010-0-0000	\$40.00	(\$40.00)	\$0.00
010-90271-0-81000-59000-32020-0-0000	\$10,888.00	(\$926.00)	\$9,962.00
010-90271-0-81000-59000-33022-0-0000	\$3,261.00	(\$79.00)	\$3,182.00

**Budget Revision - Prelist**

Account Classification	Approved / Revised	Change Amount	Proposed Budget
010-90271-0-81000-59000-33023-0-0000	\$763.00	(\$19.00)	\$744.00
010-90271-0-81000-59000-36020-0-0000	\$1,120.00	\$39.00	\$1,159.00
010-90271-0-81000-59000-37020-0-0000	\$1,220.00	(\$30.00)	\$1,190.00
<b>Total:</b>	<b>\$223,041.36</b>	<b>(\$11,277.36)</b>	<b>\$211,764.00</b>

**Books and Supplies**

010-00000-0-00000-71500-43000-0-0000	\$500.00	\$3,000.00	\$3,500.00
010-00008-0-00000-31400-44000-0-0000	\$1,000.00	\$2,056.42	\$3,056.42
010-07200-0-00000-24950-43000-0-0301	\$11,500.00	(\$9,500.00)	\$2,000.00
010-07200-0-00000-81000-43000-0-0502	\$5,000.00	(\$2,300.00)	\$2,700.00
010-07200-0-11100-10000-43000-0-0000	\$4,701.00	(\$4,608.75)	\$92.25
010-07200-0-11100-10000-43000-0-0101	\$0.00	\$6,000.00	\$6,000.00
010-07200-0-11100-10000-43000-0-0103	\$4,068.00	(\$2,568.00)	\$1,500.00
010-07200-0-11100-10000-44000-0-0502	\$0.00	\$1,700.00	\$1,700.00
010-07200-0-11100-10000-44000-0-0000	\$3,000.00	(\$2,000.00)	\$1,000.00
010-07200-0-11100-10000-44000-0-0502	\$0.00	\$1,000.00	\$1,000.00
010-07200-0-11100-42000-43000-0-0000	\$0.00	\$9,400.00	\$9,400.00
010-07200-0-11100-81000-44000-0-0502	\$0.00	\$1,784.50	\$1,784.50
010-07230-0-00000-36000-43000-0-0000	\$24,916.00	(\$9,916.00)	\$15,000.00
010-11000-0-11100-10000-43000-0-0000	\$15,900.00	\$4,100.00	\$20,000.00
010-32100-0-11100-10000-43000-0-0000	\$14,938.50	\$1,841.50	\$16,780.00
010-32100-0-11100-10000-44000-0-0000	\$0.00	\$4,000.00	\$4,000.00
010-32150-0-11100-10000-43000-0-0000	\$0.00	\$5,580.00	\$5,580.00
010-32150-0-11100-10000-44000-0-0000	\$0.00	\$5,000.00	\$5,000.00
010-74200-0-11100-10000-43000-0-0000	\$9,549.00	\$3,792.68	\$13,341.68
010-74200-0-11100-10000-44000-0-0000	\$18,000.00	(\$6,020.89)	\$11,979.11
010-75100-0-11100-10000-44000-0-0000	\$15,600.00	\$1,382.00	\$16,982.00
010-90271-0-81000-59000-42000-0-0000	\$400.00	\$2,571.00	\$2,971.00
010-90271-0-81000-59000-43000-0-0000	\$1,600.00	\$3,254.00	\$4,854.00
<b>Total:</b>	<b>\$130,672.50</b>	<b>\$19,548.46</b>	<b>\$150,220.96</b>

**Services, Other Operating Expenses**

010-00000-0-00000-71100-53000-0-0000	\$5,600.00	\$126.00	\$5,726.00
010-00000-0-00000-71500-52000-0-0000	\$3,000.00	(\$2,800.00)	\$200.00
010-00000-0-00000-71500-58000-0-0000	\$30,000.00	\$5,000.00	\$35,000.00

Account Classification	Approved / Revised	Change Amount	Proposed Budget
010-00000-0-00000-72000-53000-0-0000	\$1,500.00	\$1,262.00	\$2,762.00
010-00000-0-00000-81000-59000-0-0000	\$3,200.00	\$1,000.00	\$4,200.00
010-00008-0-00000-31400-58000-0-0000	\$1,500.00	\$976.40	\$2,476.40
010-07200-0-00000-81000-58000-0-0502	\$10,000.00	(\$4,000.00)	\$6,000.00
010-07200-0-11100-10000-58000-0-0106	\$110,403.20	(\$63,763.20)	\$46,640.00
010-07200-0-11100-10000-58000-0-0502	\$0.00	\$545.00	\$545.00
010-07230-0-00000-36000-56000-0-0000	\$15,000.00	(\$10,000.00)	\$5,000.00
010-11000-0-11100-10000-58000-0-0000	\$2,200.00	\$12,800.00	\$15,000.00
010-30100-0-11100-10000-58000-0-0000	\$16,409.50	\$5,590.50	\$22,000.00
010-32100-0-11100-10000-58000-0-0000	\$1,740.00	\$10,010.00	\$11,750.00
010-32150-0-11100-10000-58000-0-0000	\$10,580.00	(\$10,580.00)	\$0.00
010-62300-0-00000-81000-58000-0-0000	\$0.00	\$45,147.00	\$45,147.00
010-74200-0-11100-10000-58000-0-0000	\$5,000.00	\$3,827.25	\$8,827.25
010-90271-0-81000-59000-52000-0-1822	\$1,034.00	(\$686.00)	\$348.00
<b>Total:</b>	<b>\$217,166.70</b>	<b>(\$5,545.05)</b>	<b>\$211,621.65</b>
<b>Capital Outlay</b>			
010-07200-0-00000-85000-62000-0-0000	\$0.00	\$40,000.00	\$40,000.00
<b>Total:</b>	<b>\$0.00</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>
<b>Direct Support/Indirect Costs</b>			
010-00000-0-00000-72100-73100-0-0000	(\$32,770.00)	\$2,599.04	(\$30,170.96)
010-32100-0-00000-72100-73100-0-0000	\$14,000.00	(\$1,000.00)	\$13,000.00
010-74200-0-00000-72100-73100-0-0000	\$2,000.00	(\$1,599.04)	\$400.96
<b>Total:</b>	<b>(\$16,770.00)</b>	<b>\$0.00</b>	<b>(\$16,770.00)</b>
<b>Total Expenditures</b>	<b>\$1,431,485.88</b>	<b>\$597.73</b>	<b>\$1,432,083.61</b>
<b>Other Financing Sources/Uses</b>			
<b>Contributions</b>			
010-00000-0-00000-00000-89800-0-0000	(\$1,338,946.00)	\$19,916.00	(\$1,319,030.00)
010-07230-0-00000-00000-89800-0-0000	\$158,077.00	(\$19,916.00)	\$138,161.00
<b>Total:</b>	<b>(\$1,180,869.00)</b>	<b>\$0.00</b>	<b>(\$1,180,869.00)</b>



**Budget Revision - Prelist**

BGR030  
sunnyside

5/6/2021  
8:56:49AM

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Budgeted Unappropriated Fund Balance before this adjustment:		\$1,632,233.77	
Total Adjustment to Unappropriated Fund Balance:		\$1,156.27	
Budgeted Unappropriated Fund Balance after this adjustment:		\$1,633,390.04	

**Budget Revision - Prelist**

Account Classification	Approved / Revised	Change Amount	Proposed Budget
<b>Fund: 1200 Child Development Fund</b>			
<b>Revenues</b>			
<b>Federal Revenues</b>			
120-50580-0-00000-00000-82900-0-0000	\$0.00	\$13,230.00	\$13,230.00
<b>Total:</b>	\$0.00	\$13,230.00	\$13,230.00
<b>Other State Revenues</b>			
120-61270-0-00000-00000-85900-0-0000	\$0.00	\$4,018.54	\$4,018.54
<b>Total:</b>	\$0.00	\$4,018.54	\$4,018.54
<b>Total Revenues</b>	\$0.00	\$17,248.54	\$17,248.54
<b>Expenditures</b>			
<b>Certificated Salaries</b>			
120-61050-0-00000-27000-13000-0-0000	\$21,960.00	(\$1,498.00)	\$20,462.00
<b>Total:</b>	\$21,960.00	(\$1,498.00)	\$20,462.00
<b>Classified Salaries</b>			
120-61050-0-00000-27000-24000-0-0000	\$22,771.00	(\$621.00)	\$22,150.00
120-61050-0-00010-10000-29000-0-0000	\$45,602.00	(\$220.00)	\$45,382.00
<b>Total:</b>	\$68,373.00	(\$841.00)	\$67,532.00
<b>Employee Benefits</b>			
120-61050-0-00000-27000-31010-0-0000	\$3,222.00	\$83.00	\$3,305.00
120-61050-0-00000-27000-32020-0-0000	\$4,113.00	\$467.00	\$4,580.00
120-61050-0-00000-27000-33013-0-0000	\$362.00	(\$65.00)	\$297.00
120-61050-0-00000-27000-33022-0-0000	\$1,412.00	(\$40.00)	\$1,372.00
120-61050-0-00000-27000-33023-0-0000	\$330.00	(\$9.00)	\$321.00
120-61050-0-00000-27000-34010-0-0000	\$3,343.00	(\$217.00)	\$3,126.00
120-61050-0-00000-27000-34020-0-0000	\$50.00	\$58.00	\$108.00
120-61050-0-00000-27000-36010-0-0000	\$425.00	\$30.00	\$455.00
120-61050-0-00000-27000-36020-0-0000	\$478.00	\$22.00	\$500.00
120-61050-0-00000-27000-37020-0-0000	\$528.00	(\$27.00)	\$501.00
120-61050-0-00010-10000-32020-0-0000	\$18,262.00	\$475.00	\$18,737.00
120-61050-0-00010-10000-33022-0-0000	\$6,269.00	(\$658.00)	\$5,611.00

**Budget Revision - Prelist**

Account Classification	Approved / Revised	Change Amount	Proposed Budget
120-61050-0-00010-10000-33023-0-0000	\$1,466.00	(\$153.00)	\$1,313.00
120-61050-0-00010-10000-34020-0-0000	\$300.00	\$144.00	\$444.00
120-61050-0-00010-10000-35020-0-0000	\$51.00	(\$10.00)	\$41.00
120-61050-0-00010-10000-36020-0-0000	\$2,123.00	(\$78.00)	\$2,045.00
120-61050-0-00010-10000-37020-0-0000	\$1,835.00	\$213.00	\$2,048.00
<b>Total:</b>	<b>\$44,569.00</b>	<b>\$235.00</b>	<b>\$44,804.00</b>
<b>Books and Supplies</b>			
120-50580-0-00010-10000-43000-0-0000	\$0.00	\$7,230.00	\$7,230.00
120-50580-0-00010-10000-44000-0-0000	\$0.00	\$6,000.00	\$6,000.00
120-61050-0-00010-10000-43000-0-0000	\$6,000.00	\$3,208.96	\$9,208.96
120-61050-0-00010-10000-44000-0-0000	\$4,000.00	(\$4,000.00)	\$0.00
120-61270-0-00010-10000-44000-0-0000	\$0.00	\$4,018.54	\$4,018.54
<b>Total:</b>	<b>\$10,000.00</b>	<b>\$16,457.50</b>	<b>\$26,457.50</b>
<b>Services, Other Operating Expenses</b>			
120-61050-0-00010-10000-58000-0-0000	\$1,179.00	\$2,895.04	\$4,074.04
<b>Total:</b>	<b>\$1,179.00</b>	<b>\$2,895.04</b>	<b>\$4,074.04</b>
<b>Total Expenditures</b>			
	\$146,081.00	\$17,248.54	\$163,329.54
<b>Budgeted Unappropriated Fund Balance before this adjustment:</b>			
		<b>\$2,998.55</b>	
<b>Total Adjustment to Unappropriated Fund Balance:</b>			
		<b>\$0.00</b>	
<b>Budgeted Unappropriated Fund Balance after this adjustment:</b>			
		<b>\$2,998.55</b>	

**Budget Revision - Prelist**

Account Classification	Approved / Revised	Change Amount	Proposed Budget
<b>Fund: 2100 Building Fund Expenditures</b>			
<b>Services, Other Operating Expenses</b>			
210-99901-0-00000-81000-58000-0-0000	\$0.00	\$3,759.62	\$3,759.62
210-99901-0-00000-91000-58000-0-0000	\$0.00	\$190,240.38	\$190,240.38
<b>Total:</b>	\$0.00	\$194,000.00	\$194,000.00
<b>Capital Outlay</b>			
210-99901-0-00000-85000-62000-0-0000	\$0.00	\$1,972,392.41	\$1,972,392.41
<b>Total:</b>	\$0.00	\$1,972,392.41	\$1,972,392.41
<b>Total Expenditures</b>	\$0.00	\$2,166,392.41	\$2,166,392.41
<b>Other Financing Sources/Uses</b>			
210-99901-0-00000-00000-89510-0-0000	\$0.00	\$2,166,392.41	\$2,166,392.41
<b>Total:</b>	\$0.00	\$2,166,392.41	\$2,166,392.41
<b>Budgeted Unappropriated Fund Balance before this adjustment:</b>		<b>\$0.00</b>	
<b>Total Adjustment to Unappropriated Fund Balance:</b>		<b>\$0.00</b>	
<b>Budgeted Unappropriated Fund Balance after this adjustment:</b>		<b>\$0.00</b>	

### Budget Revision Report

BGR030  
sunnyside

5/6/2021  
11:03:05AM

Control Number: 50639783

Account Classification

Approved / Revised

Change Amount

Proposed Budget

At a meeting of the school board on \_\_\_\_\_, the  
board approved the above budget account lines change to those  
amounts indicated in the proposed budget column.

Authorized by: \_\_\_\_\_

(County Office Use Only)

Updated at County Office on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_

**Sunnyside Union Elementary School District**  
**Application for Use of School Facilities**

**E 1330(a)**

**FACILITY USE/FEE SCHEDULE**

Minimum of two hour charge for opening, closing and cleaning facility when outside of normal staffing hours. An additional fee may be charged for cleaning.

Normal Daily Staffing Hours

School Year 7:00 A.M. to 6:00 P.M.

Summer Hours 6:30 AM to 3:00 P.M.

Facility	District Cost Fee/Per Hour	Fair Value/Per Hour	Hours	Cost
Auditorium	\$18.00	\$20.00		
Cafeteria (No Kitchen Use)	\$15.00	\$17.00		
Classroom (each room)	\$5.00	\$5.00		
Softball/Baseball Fields	\$8.00	\$10.00		
Football/Soccer Field	\$10.00	\$12.00	240	2,400
Restroom	\$10.00	\$15.00		
Cleaning Fee	As Needed/Necessary	As Need/Necessary		

No Charge

Joint Facility Use Agreement, Non-Profit Organizations, Clubs/Associations that Promote Youth and School Activities

District Cost Fees

Religious Services, Charitable Fund Raisers, Public Agencies, Events Sponsored by Religious or Community Groups (except those which qualify for free use)

Fair Value

Groups using grounds for entertainment, meetings, or activities where admission is charged or contributions are solicited and the net receipts are not expended for charitable purposes or for the welfare of the district's students.

Name of Individual Assuming Liability for Rental, Bodily Injury & Property Damage or Additional Expenses Resulting from or During Usage			
Printed Name <i>Gonzalez, Sacramento</i>		Today's Date <i>4/12/21</i>	
Title: <i>Youth Football President</i>		Name of Organization <i>Strathmore Youth Football</i>	
Address: <i>20739 Road 244 Lindsay, CA 93247</i>			
Telephone Number (Organization):	Telephone Number (Home/Cell): <input checked="" type="checkbox"/>	Signature: <i>[Handwritten Signatures]</i>	
		<i>559-359-2135</i>	
Security will be required for events that are open to the general public. Security is responsibility of Individual Listed above. Proof of Security is required 7 days prior to event. Security is Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Additional charges may apply if additional clean-up or repairs are required due to misuse or damage to facility as determined by Superintendent or designee			
<u>Restrictions</u>			
1. Any use by an individual or group for the commission of any crime or any act prohibited by law.			
2. Any use which is inconsistent with the use of the school facility for school purposes or which interferes with the regular conduct of school or school work.			
3. Any use which involves the possession, consumption for sale of alcoholic beverages or any restricted substances, including tobacco use.			
<u>Damage and Liability</u>			
1. Shall be liable for any property damages resulting from its negligence during the use of the facilities or grounds. The group shall bear the cost of insuring against the risk and defending itself against claims arising from this risk (Education Code 38134).			
2. Shall provide the district with evidence of insurance against claims arising out of the group's negligence. Groups or organizations shall also be required to include the district as an additionally insured on their liability policies for claims arising out of the negligence of the group.			
3. As permitted, the District may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facility being used.			
<b>For Office Use Only</b>			
District Approved Signature:		Special Instructions	
Date:			

## Policy 1330: Use Of School Facilities

Status: ADOPTED

Original Adopted Date: 04/01/2013 | Last Revised Date: 07/01/2018

**CSBA NOTE:** Education Code 38133 mandates that the Governing Board develop rules and regulations related to the management, direction, and control of school facilities. Pursuant to Education Code 38130-38138 (the Civic Center Act), school facilities are civic centers and, under certain circumstances, members of the school community must be allowed to use them for specified purposes. In granting access for use of school facilities to district residents and community groups, the Board must be careful to avoid discriminating against certain individuals, groups, or viewpoints and thereby violating constitutional requirements, including free speech rights. In *Good News Club v. Milford Central School*, the U.S. Supreme Court held that the school district violated the club's free speech rights when it denied the club use of school facilities for after-school meetings because of the religious nature of the meetings.

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

**CSBA NOTE:** Pursuant to Education Code 38133, the Board is mandated to develop rules and regulations which must include the items specified below for the management, direction, and control of school facilities.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school facilities and on school grounds and protect school facilities, designating a person to supervise this task, if necessary
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

**CSBA NOTE:** The following paragraph is optional and may be modified to reflect district practice.

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code 37220)

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 - Advertising and Promotion.

**CSBA NOTE:** The following optional paragraph may be modified to reflect district practice. A district may enter into an agreement with another entity for the joint use of school facilities or grounds. For considerations to guide the development of such an agreement, see BP 1330.1 - Joint Use Agreements.

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

### Fees

**CSBA NOTE:** Education Code 38134 authorizes districts to charge an amount "not exceeding" direct costs for the use of school facilities or grounds by community groups and entities. 5 CCR 14037-14041 contain specific rules adopted by the State Board of Education for determining "direct costs" to be charged for use of school facilities and grounds. See the section "Calculating Direct Costs" below. If the district chooses to charge fees, 5 CCR 14041 requires the Board to adopt a fee schedule that specifies the hourly fee to be charged by the district either for specific school facilities and grounds or for types or categories of school facilities or grounds (e.g., all gymnasiums or playgrounds).

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s),

tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

CSBA NOTE: Education Code 38134 mandates each district that chooses to charge the community a fee for the use of school facilities to adopt a policy specifying the activities and organizations that shall be subjected to the fees.

The options below provide suggestions on how districts that choose to charge fees may categorize activities and organizations for that purpose. Option 1 is for use by districts that choose to charge an amount "not exceeding" direct costs to all community groups. Option 2 is for use by districts that choose to grant free use to nonprofit organizations and to groups organized to promote youth and school activities but charge other groups an amount "not exceeding" direct costs. Option 3 is for use by districts that grant free use to school-related organizations only.

Regardless of the option chosen, there is an exception for the use of school facilities and grounds for religious services, as noted below.

**OPTION 1: (Amount not exceeding direct costs to all community groups)**

The Board believes that the use of school facilities or grounds should not result in an expense to the district. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

OPTION 1 ENDS HERE

**OPTION 2: (No charge to nonprofit organizations and youth and school-oriented groups)**

CSBA NOTE: This option reflects the common practice among districts to allow free use of school facilities by nonprofit organizations and clubs and associations that promote youth and school activities pursuant to Education Code 38134. Districts that wish to allow free use by some groups but charge other groups should proceed cautiously and ensure that such free use or discount is granted on a reasonable and nondiscriminatory basis. It is strongly recommended that districts consult legal counsel before deciding which groups will or will not be charged and, based upon legal counsel's advice, decide whether it would be appropriate to specifically name in the district's policy the community groups that will or will not be charged.

The Board authorizes the use of school facilities or grounds, without charge, by nonprofit organizations and by clubs or associations organized to promote youth and school activities, including, but not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent-teacher associations, school-community advisory councils, and recreational youth sports leagues that charge participants no more than an average of \$60 per month. Other groups that request the use of school facilities under the Civic Center Act shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

OPTION 2 ENDS HERE

**OPTION 3: (No charge to school-related organizations)**

The Board authorizes the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041.

OPTION 3 ENDS HERE

CSBA NOTE: The remainder of this section is for use by all districts regardless of the option chosen above.

Pursuant to Education Code 38134, any group authorized to use school facilities for religious services must be charged "at least" direct costs.

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. (Education Code 38134)

CSBA NOTE: Education Code 38134 requires the district to charge fair rental value when facilities are used for fundraising activities which are not beneficial to youth, public school activities, or charitable purposes, under the conditions specified below. "Fair rental value" is defined as direct costs plus the amortized costs of the school facilities or grounds used for the duration of the activity.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for



the welfare of the district's students. (Education Code 38134)

### Calculating Direct Costs

Direct costs to be charged for community use of each, or each type of, school facility or grounds shall be calculated in accordance with 5 CCR 14038 and may reflect the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds
2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services performed by district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

**CSBA NOTE:** The following optional paragraph applies to districts that choose to discount direct cost fees based on the type or category of the applicant, such as to groups with tax-exempt status as authorized pursuant to 5 CCR 14041.

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

### Expending Funds Collected as Capital Direct Costs

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

### Use of School Facility as Polling Place

**CSBA NOTE:** Pursuant to Elections Code 12283, an elections official requesting the use of a school building as a polling place must include in his/her request a list of the schools needed. Such requests must be made within sufficient time before the start of the school year so that the Board can determine and notify parents/guardians whether (1) the school will remain in session on those days, (2) the school day will be designated for staff training and development, or (3) the school will be closed to students and nonclassified employees. See BP 6111 - School Calendar.

The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)

When a school is used as a polling place, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code 12283)

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### State References

5 CCR 14037-14042

Bus. Code 25608

#### Description

*Proportionate direct costs for use of school facilities and grounds*

*Alcohol on school property; use in connection with instruction -*

*<https://simbli.eboardsolutions.com/SU/FNTmwCbI5wapMSUJRgAkW==>*

Ed. Code 10900-10914.5  
Ed. Code 32282  
Ed. Code 37220  
Ed. Code 38130-38138  
Elec. Code 12283  
Gov. Code 54950-54963  
M&V Code 1800

Community recreation programs -  
<https://simbli.eboardsolutions.com/SU/2plusoOINP9plus8k2kxeKeluvFw==>  
School safety plans  
School holidays  
Civic Center Act, use of school property for public purposes  
Polling places: schools  
The Ralph M. Brown Act  
Definitions

**Federal References**

20 USC 7905  
40 CFR 141.1-141.723

**Description**

Equal access to public school facilities  
Drinking water standards

**Management Resources References**

Attorney General Opinion  
Attorney General Opinion  
Court Decision  
Court Decision  
Court Decision  
Court Decision  
Court Decision  
Court Decision

**Description**

82 Ops.Cal.Atty.Gen. 90 (1999)  
79 Ops.Cal.Atty.Gen. 248 (1996)  
Ellis v. Board of Education, (1945) 27 Cal.2d 322  
Good News Club v. Milford Central School, (2001) 533 U.S. 98  
Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384  
Cole v. Richardson, (1972) 405 U.S. 676  
Connell v. Higgenbotham, (1971) 403 U.S. 207  
ACLU v. Board of Education of Los Angeles, (1961) 55 Cal.2d 167  
Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010  
Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009  
CSBA -  
<https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>  
California Department of Education -  
<https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==>

CSBA Publication

CSBA Publication

Website

Website

**Cross References**

0410  
0450  
0450  
0470  
1000  
1160  
1230

**Description**

Nondiscrimination In District Programs And Activities -  
<https://simbli.eboardsolutions.com/SU/xTNSIzPFERwldgEuuswAWw==>  
Comprehensive Safety Plan -  
<https://simbli.eboardsolutions.com/SU/r4vTslshoYLVuJplusGaGRffa0mA==>  
Comprehensive Safety Plan -  
<https://simbli.eboardsolutions.com/SU/H5ZxOasIshHOeexIshGirvQ4J5Q==>  
COVID-19 Mitigation Plan -  
<https://simbli.eboardsolutions.com/SU/qx6z1OE0WF1n2Des17d7IA==>  
Concepts And Roles -  
<https://simbli.eboardsolutions.com/SU/pymKwKH0vb9nMoDt0jV5sq==>  
Political Processes -  
<https://simbli.eboardsolutions.com/SU/NOzFzi3xE3rOeJplusrpA8puw==>  
School-Connected Organizations -  
<https://simbli.eboardsolutions.com/SU/V2IQRzacfOqK1IHHWf6Xlw==>

1230 *School-Connected Organizations -*  
<https://simbli.eboardsolutions.com/SU/BJtIIWkkU5E1zH1slshwRuQ0A==>

1325 *Advertising And Promotion -*  
<https://simbli.eboardsolutions.com/SU/LLqe0U4a9YnwClAMkPWVUg==>

1330.1 *Joint Use Agreements -*  
<https://simbli.eboardsolutions.com/SU/bmOGV9SSCzbBPZB9CYO5sw==>

1400 *Relations Between Other Governmental Agencies And The Schools -*  
<https://simbli.eboardsolutions.com/SU/2slshOddASnpRqaSFRbxqwpQ==>

3280 *Sale Or Lease Of District-Owned Real Property -*  
<https://simbli.eboardsolutions.com/SU/jA0qvw3I4B53FOfve4raZq==>

3280 *Sale Or Lease Of District-Owned Real Property -*  
<https://simbli.eboardsolutions.com/SU/cx4NpUN30plusupZsGUBtXXQ==>

3513.3 *Tobacco-Free Schools -*  
<https://simbli.eboardsolutions.com/SU/SfFqXhkTaOaxWQUBi30Kzq==>

3513.3 *Tobacco-Free Schools -*  
<https://simbli.eboardsolutions.com/SU/UNNp33JlQq13F4UY0frvcw==>

3513.4 *Drug And Alcohol Free Schools -*  
<https://simbli.eboardsolutions.com/SU/NjNas6YslshVrD5emvU2inQpA==>

3515.2 *Disruptions -*  
<https://simbli.eboardsolutions.com/SU/slshsK2Yslshuv8NyZVNoTRjuiQ==>

3515.2 *Disruptions -*  
<https://simbli.eboardsolutions.com/SU/GkkjXAonslshVHxVm2tMziANq==>

3515.21 *Unmanned Aircraft Systems (Drones) -*  
<https://simbli.eboardsolutions.com/SU/NCplus1MtA5fa4mi2RyWplusyRSA==>

3516 *Emergencies And Disaster Preparedness Plan -*  
<https://simbli.eboardsolutions.com/SU/U6q3R6uCNKkIrbzwpplusx1f6w==>

3516 *Emergencies And Disaster Preparedness Plan -*  
<https://simbli.eboardsolutions.com/SU/lrZZ13R8q3fMmtqc4h6BLA==>

3530 *Risk Management/Insurance -*  
<https://simbli.eboardsolutions.com/SU/iUslshDYKQy5slzYHL2I74W8Q==>

3530 *Risk Management/Insurance -*  
<https://simbli.eboardsolutions.com/SU/qBRGHFJBCZYTaxyFzvOaxA==>

4119.25 *Political Activities Of Employees -*  
<https://simbli.eboardsolutions.com/SU/JpUWTGnsiGogKM55vY1slsheq==>

4119.25 *Political Activities Of Employees -*  
<https://simbli.eboardsolutions.com/SU/fGZpWAltp3mM4xwCvmaMUQ==>

4219.25 *Political Activities Of Employees -*  
<https://simbli.eboardsolutions.com/SU/C89rhPA8ZlM826moffmVKA==>

4219.25 *Political Activities Of Employees -*  
<https://simbli.eboardsolutions.com/SU/FMRplusV9aMlww8cvr47LpGbw==>

4319.25 *Political Activities Of Employees -*  
<https://simbli.eboardsolutions.com/SU/chvRBRJH2WEplusUq01ZVbSkQ==>

4319.25 *Political Activities Of Employees -*  
<https://simbli.eboardsolutions.com/SU/AYngSsUCraGutaYLIWslshQq==>

5148 *Child Care And Development -*  
<https://simbli.eboardsolutions.com/SU/slshnTYzI8CINd5F5pGBHE9DQ==>

5148 *Child Care And Development -*  
<https://simbli.eboardsolutions.com/SU/UP5TLrf6UOrslshbyplusd6ERVEQ==>

5148.2 *Before/After School Programs -*  
<https://simbli.eboardsolutions.com/SU/iZyTOc44P3VGEwFIO6qfNA==>

5148.2 *Before/After School Programs -*  
<https://simbli.eboardsolutions.com/SU/D8QR74bazFNtWjVdSFLXZg==>

5148.3 *Preschool/Early Childhood Education -*  
<https://simbli.eboardsolutions.com/SU/Yua0lwHIBiwm7dAZcr8Tew==>

5148.3 *Preschool/Early Childhood Education -*  
<https://simbli.eboardsolutions.com/SU/1hcpPVQ0lrxh60UjpBzrSA==>

6111 *School Calendar -*  
<https://simbli.eboardsolutions.com/SU/BmAWh15bzqW8rMc4mBmEq==>

6115 *Ceremonies And Observances -*  
<https://simbli.eboardsolutions.com/SU/nsIshFeRBalmSj3J9c12LplusuSQ==>

6115 *Ceremonies And Observances -*  
<https://simbli.eboardsolutions.com/SU/qhFT3nm81zW3slshxafHcjdIw==>

6141.2 *Recognition Of Religious Beliefs And Customs -*  
<https://simbli.eboardsolutions.com/SU/Z7TAZwGslshPMatJVvNQS9TsA==>

6141.2 *Recognition Of Religious Beliefs And Customs -*  
<https://simbli.eboardsolutions.com/SU/TFee6XyRmKzFXU7slshRX5FplusQ==>

6145 *Extracurricular And Cocurricular Activities -*  
<https://simbli.eboardsolutions.com/SU/3lh4n07VSqjCvZp5X5dPLq==>

6145 *Extracurricular And Cocurricular Activities -*  
<https://simbli.eboardsolutions.com/SU/SGXr78G0Nd9vhCqPhuss4Q==>

6145.5 *Student Organizations And Equal Access -*  
<https://simbli.eboardsolutions.com/SU/Edn768xZNUVlkGqThLHY5q==>

6145.5 *Student Organizations And Equal Access -*  
<https://simbli.eboardsolutions.com/SU/V4m5mU9U0080IxKY3rktCw==>

7160 *Charter School Facilities -*  
<https://simbli.eboardsolutions.com/SU/BDMOBdpA10pkZP5aDjVW9Q==>

7160 *Charter School Facilities -*  
<https://simbli.eboardsolutions.com/SU/WXwqjvqTrfPplusZpDolkhmMQ==>

9320-B *Meetings And Notices -*  
<https://simbli.eboardsolutions.com/SU/aaLjcDVSmd1qE0BfTVSSQ==>

## Regulation 1330: Use Of School Facilities

Status: ADOPTED

Original Adopted Date: 07/01/2018

**CSBA NOTE:** The following administrative regulation is mandated for the management, direction, and control of school facilities, pursuant to Education Code 38133.

### Application for Use of Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

**CSBA NOTE:** The California Supreme Court has determined that the requirements of Education Code 38135 and 38136 are unconstitutional (*ACLU v. Board of Education of City of Los Angeles*). Although these provisions have not been repealed, districts are advised not to require any oath affirming that the group does not intend to take actions leading to the overthrow of the government.

Other types of oaths have been held constitutionally acceptable. The California Supreme Court upheld the use of an oath that the individual or group does not intend to use school premises to commit unlawful acts (*ACLU v. Board of Education*), and the U.S. Supreme Court has upheld affirmative loyalty oaths for public employees, expressing a promise to support the federal and state constitutions (*Connell v. Higgenbotham*; *Cole v. Richardson*). The accompanying exhibit provides a sample facilities use statement. The following paragraph is optional.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

### Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest

**CSBA NOTE:** An Attorney General Opinion (79 Ops.Cal.Atty.Gen. 248 (1996)) found unconstitutional the section of Education Code 38131 which provides that a board may grant the use of school facilities to a religious group to conduct services only when the religious group has no other suitable meeting place. Although Attorney General opinions do not carry the force of law, they are given deference by the courts in the case of legal challenge. Therefore, a district should consult legal counsel before requiring a religious organization to establish that it lacks another suitable meeting place for the conduct of its services in order to rent school facilities. In that same opinion, the Attorney General also determined that Education Code 38131 does not limit the renewability of the temporary use permit for school facilities by a religious organization. Thus, legal counsel should also be consulted before a district refuses to renew a temporary permit. Item #3 below is consistent with the Attorney General's interpretation of Education Code 38131.

3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination
7. A community youth center

**CSBA NOTE:** Pursuant to Education Code 32282, procedures to allow school facilities to be used by public agencies, such as the Red Cross, for mass care and welfare shelters during an emergency must be included in

the comprehensive school safety plan. See AR 0450 - Comprehensive Safety Plan.

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

CSBA NOTE: Education Code 38131 allows the district to grant use of school facilities for other purposes as deemed appropriate. The district may add any other purposes approved by the Governing Board.

10. Other purposes deemed appropriate by the Governing Board

## Restrictions

CSBA NOTE: In adopting rules for the management and control of school facilities, districts must be careful to ensure that they do not impose restrictions that may violate constitutionally protected rights. Generally, court decisions have held that districts may not discriminate on the basis of a group's viewpoint, and thus the use of facilities should be granted on a neutral basis. In *Good News Club v. Milford Central School*, the U.S. Supreme Court held that a district which prohibited a religious club from using school facilities after school hours for activities for which it allowed other community groups to use the school facilities discriminated against the club on the basis of the club's religious viewpoint in violation of the First Amendment to the United States Constitution.

Because federal and state constitutional free speech issues may be involved when a district denies the use of school facilities to certain groups, it is strongly recommended that a district consult with legal counsel before doing so.

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of school facilities for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of drugs or any restricted substances, including tobacco

CSBA NOTE: Pursuant to Business and Professions Code 25608, it is a misdemeanor to possess, consume, sell, give, or deliver any alcoholic beverage to any person in a school building or on school grounds unless a specified exception applies. One such exception is serving alcohol during a special event, pursuant to a license or permit obtained under the Alcohol Beverage Control Act, at district-owned facilities at a time when students are not present. For this purpose, "facilities" include, but are not limited to, office complexes, conference centers, or retreat facilities. Although Business and Professions Code 25608 allows this exception, the district should consult legal counsel and/or risk management personnel when determining whether to allow alcohol on district property pursuant to this exception. When a district allows the use of its facilities or grounds for events that may involve the serving or consumption of alcoholic beverages, it is recommended that rules and/or limitations be established to minimize risks to the district and attendees at such events (e.g., requiring security guards and/or additional insurance, limiting the presence of alcoholic beverages to designated areas, limiting the types of beverages and/or how many drinks can be served at a time, specifying the time period during which alcoholic beverages may be served). Item #4 is optional and may be deleted or revised to reflect any limitations imposed on the facility user.

4. Any use which involves the possession, consumption, or sale of alcoholic beverages, except for special events approved by the Superintendent or designee pursuant to Business and Professions Code 25608 which are covered by a special events permit pursuant to Division 9 of the Business and Professions Code and which will occur at a time when students are not on the grounds. Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

CSBA NOTE: Districts may exclude certain facilities from community use for safety or security reasons. Such facilities might include (1) offices or computer rooms containing records and confidential information and (2) science

rooms and other rooms containing hazardous chemicals or equipment that cannot be used safely without special knowledge or skills. The following paragraph is optional and may be revised to specify excluded facilities.

The district may exclude certain school facilities from nonschool use for safety or security reasons.

### Damage and Liability

**CSBA NOTE:** Pursuant to Education Code 38134, a district is authorized to take the actions specified in the following optional paragraph when damage to school facilities or grounds occurs from use by a nonprofit group, organization, club, or association that promotes youth and school activities.

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

**CSBA NOTE:** Education Code 38134 distinguishes the liability and insurance obligations of nonprofit groups, clubs, and associations that promote youth and school activities from those of the district. The district is liable for any injuries resulting from its negligence in the ownership and maintenance of its facilities and grounds and must bear the cost of insuring against these risks and defending itself from related claims.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

**CSBA NOTE:** Pursuant to Education Code 38134, groups that promote youth and school activities cannot be required to sign hold harmless and indemnification agreements agreeing to defend and indemnify the district against liability arising during the group's use of school facilities to the extent that the agreement requires the group to assume liability for the district's negligence. The statute is unclear as to whether the district can require non-youth-related groups to indemnify the district from any and all injuries resulting from the use of the facilities. Districts wishing to create such an agreement should consult legal counsel.

Because hold harmless agreements are only as strong as the groups' credit, districts should generally require proof of insurance in addition to such agreements. When a hold harmless and indemnification agreement appears necessary for any specific school facilities or a specific event, the district's risk manager, insurance carrier, or legal counsel should tailor it to the situation.

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### State References

5 CCR 14037-14042

Bus. Code 25608

Ed. Code 10900-10914.5

Ed. Code 32282

Ed. Code 37220

Ed. Code 38130-38138

Elec. Code 12283

Gov. Code 54950-54963

M&V Code 1800

#### Description

Proportionate direct costs for use of school facilities and grounds

Alcohol on school property; use in connection with instruction - <https://simbli.eboardsolutions.com/SU/FNTmwCbl5wapMSIUJRgAkW==>

Community recreation programs - <https://simbli.eboardsolutions.com/SU/2plusoOINP9plus8k2kxekeluvFw==>

School safety plans

School holidays

Civic Center Act, use of school property for public purposes

Polling places: schools

The Ralph M. Brown Act

Definitions

**Federal References**

20 USC 7905

40 CFR 141.1-141.723

**Description**

Equal access to public school facilities

Drinking water standards

**Management Resources References**

Attorney General Opinion

Attorney General Opinion

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

CSBA Publication

CSBA Publication

Website

Website

**Description**

82 Ops.Cal.Atty.Gen. 90 (1999)

79 Ops.Cal.Atty.Gen. 248 (1996)

Ellis v. Board of Education, (1945) 27 Cal.2d 322

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

Cole v. Richardson, (1972) 405 U.S. 676

Connell v. Higgenbotham, (1971) 403 U.S. 207

ACLU v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

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<https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

California Department of Education -

<https://simbli.eboardsolutions.com/SU/os2jq5DcA2RawmY2VZ5FZQ==>**Cross References**

0410

0450

0450

0470

1000

1160

1230

1230

1325

1330.1

1400

3280

**Description**

Nondiscrimination In District Programs And Activities -

<https://simbli.eboardsolutions.com/SU/xTNSlzPFerwldgEuuswAWw==>

Comprehensive Safety Plan -

<https://simbli.eboardsolutions.com/SU/r4vTslshoYLVujplusGaGRffa0mA==>

Comprehensive Safety Plan -

<https://simbli.eboardsolutions.com/SU/H5ZxOasIshHOeexIshGjrvQ4J5Q==>

COVID-19 Mitigation Plan -

<https://simbli.eboardsolutions.com/SU/gx6z1OE0WF1n2Des17d7IA==>

Concepts And Roles -

<https://simbli.eboardsolutions.com/SU/pymKwKH0vb9nMoDt0jV5sg==>

Political Processes -

<https://simbli.eboardsolutions.com/SU/NOzFzi3xE3rOeIplusrPA8puw==>

School-Connected Organizations -

<https://simbli.eboardsolutions.com/SU/V2lQRzqcfOqK1lHWHf6Xlw==>

School-Connected Organizations -

<https://simbli.eboardsolutions.com/SU/BjtIWKkU5E1zH1slshwRuQ0A==>

Advertising And Promotion -

<https://simbli.eboardsolutions.com/SU/ILqe0U4a9YnwClaMkPWVUg==>

Joint Use Agreements -

<https://simbli.eboardsolutions.com/SU/bmOGV9SSCzbBPZB9CY05sw==>

Relations Between Other Governmental Agencies And The Schools -

<https://simbli.eboardsolutions.com/SU/2slshOddASNpRgaSFRbxgwJpQ==>

Sale Or Lease Of District-Owned Real Property -

<https://simbli.eboardsolutions.com/SU/jA0qvW3l4B53Fofve4raZg==>



3280 Sale Or Lease Of District-Owned Real Property -  
<https://simbli.eboardsolutions.com/SU/cx4NpUN30plusupZsGUBtXXQ==>

3513.3 Tobacco-Free Schools -  
<https://simbli.eboardsolutions.com/SU/SfFgXhkTaOaxWQUBi30Kzg==>

3513.3 Tobacco-Free Schools -  
<https://simbli.eboardsolutions.com/SU/UNNp33JlQq13F4UY0frvcw==>

3513.4 Drug And Alcohol Free Schools -  
<https://simbli.eboardsolutions.com/SU/NjNas6YslshVrD5emvU2inQpA==>

3515.2 Disruptions -  
<https://simbli.eboardsolutions.com/SU/slshsK2Yslshuv8NyZVNoTRjruiQ==>

3515.2 Disruptions -  
<https://simbli.eboardsolutions.com/SU/GkkjXAonslshVHxVm2tMziANg==>

3515.21 Unmanned Aircraft Systems (Drones) -  
<https://simbli.eboardsolutions.com/SU/NCplus1MtA5fa4mi2RyWplusyRSA==>

3516 Emergencies And Disaster Preparedness Plan -  
<https://simbli.eboardsolutions.com/SU/U6q3R6uCNKklrbzwplusx1f6w==>

3516 Emergencies And Disaster Preparedness Plan -  
<https://simbli.eboardsolutions.com/SU/lrZZ13R8q3fMmtqc4h6BLA==>

3530 Risk Management/Insurance -  
<https://simbli.eboardsolutions.com/SU/iUslshDYKQy5slzYHL2l74W8Q==>

3530 Risk Management/Insurance -  
<https://simbli.eboardsolutions.com/SU/qBRGHFJBCZYTaxyFzvOqxA==>

4119.25 Political Activities Of Employees -  
<https://simbli.eboardsolutions.com/SU/JpUWTGnsiGogKM55vY1slsheg==>

4119.25 Political Activities Of Employees -  
<https://simbli.eboardsolutions.com/SU/fGZpWAltp3mM4xwCvmaMUQ==>

4219.25 Political Activities Of Employees -  
<https://simbli.eboardsolutions.com/SU/C89rhPA8Zlmb26moffmVKA==>

4219.25 Political Activities Of Employees -  
<https://simbli.eboardsolutions.com/SU/FMRplusv9aMlww8cvr47LpGbw==>

4319.25 Political Activities Of Employees -  
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4319.25 Political Activities Of Employees -  
<https://simbli.eboardsolutions.com/SU/AYngSsUCraGutaYlLlWslshOg==>

5148 Child Care And Development -  
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5148 Child Care And Development -  
<https://simbli.eboardsolutions.com/SU/UP5TLrf6UOrslshbyplusd6ERVEQ==>

5148.2 Before/After School Programs -  
<https://simbli.eboardsolutions.com/SU/iZyTOc44P3VGEwFIO6qfNA==>

5148.2 Before/After School Programs -  
<https://simbli.eboardsolutions.com/SU/O8QR74bazFNtWjVdSFLXZg==>

5148.3 Preschool/Early Childhood Education -  
<https://simbli.eboardsolutions.com/SU/Yua0lwHlBwM7dAZcr8Tew==>

5148.3 Preschool/Early Childhood Education -  
<https://simbli.eboardsolutions.com/SU/1hcpPVQ0lrxh60UjpBzrSA==>

6111 School Calendar -  
<https://simbli.eboardsolutions.com/SU/BmAWuh15bzgW8rMc4mBmEg==>

6115 Ceremonies And Observances -  
<https://simbli.eboardsolutions.com/SU/nslshFeRBalmSi3J9c12LplusuSQ==>

- 6115 Ceremonies And Observances -  
<https://simbli.eboardsolutions.com/SU/ghFT3nm81zW3slshxafHcjdlw==>
- 6141.2 Recognition Of Religious Beliefs And Customs -  
<https://simbli.eboardsolutions.com/SU/Z7TAZwGslshPMatJvvnQS9TsA==>
- 6141.2 Recognition Of Religious Beliefs And Customs -  
<https://simbli.eboardsolutions.com/SU/TFee6XyRmKzFXU7slshRX5FplusQ==>
- 6145 Extracurricular And Cocurricular Activities -  
<https://simbli.eboardsolutions.com/SU/3lh4n07VSgiCvZp5X5dPLg==>
- 6145 Extracurricular And Cocurricular Activities -  
<https://simbli.eboardsolutions.com/SU/5GXr78G0Nd9vhCqPhuss4Q==>
- 6145.5 Student Organizations And Equal Access -  
<https://simbli.eboardsolutions.com/SU/Edn768xZNUVlkGgThLHY5g==>
- 6145.5 Student Organizations And Equal Access -  
<https://simbli.eboardsolutions.com/SU/V4m5mU9U0080lxKY3rktCw==>
- 7160 Charter School Facilities -  
<https://simbli.eboardsolutions.com/SU/BDMOBdpA10pkZP5aDjVW9Q==>
- 7160 Charter School Facilities -  
<https://simbli.eboardsolutions.com/SU/WXwgjygTrfPplusZpD0lkhmMQ==>
- 9320-B Meetings And Notices -  
<https://simbli.eboardsolutions.com/SU/agLjcDVSmdi1gE0BfTVSSQ==>

**Policy 3513.3: Tobacco-Free Schools**

Status: ADOPTED

Original Adopted Date: 03/01/2011 | Last Revised Date: 07/01/2016 | Last Reviewed Date: 07/01/2016

**CSBA NOTE:** Health and Safety Code 104420 mandates districts receiving Tobacco-Use Prevention Education (TUPE) funds to adopt a tobacco-free schools policy that prohibits the use of tobacco and nicotine products anytime, anywhere in district-owned or leased buildings, on school or district property, and in district vehicles. The same prohibition is applicable to districts that do not receive TUPE funds pursuant to Health and Safety Code 104559, as added by ABX2 9 (Ch. 5, Statutes of 2016).

Districts receiving TUPE funds must certify compliance with this requirement by submitting a California Department of Education (CDE) certification form and supporting documentation to the county office of education's TUPE coordinator by July 1 in order to apply for TUPE funding for that fiscal year. The certification process also requires submission of the district's written policy and enforcement procedures; see the accompanying administrative regulation for enforcement procedures.

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420, 104559)

These prohibitions apply to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

**CSBA NOTE:** Health and Safety Code 104420 and 104559, as added by ABX2 9 (Ch. 5, Statutes of 2016), define products containing tobacco and nicotine as including smokeless tobacco, snuff, chew, clove cigarettes, and electronic cigarettes that can deliver nicotine and non-nicotine vaporized solutions. Education Code 48901, which prohibits smoking or tobacco use by students on campus, applies the definition of smoking and tobacco products specified in Business and Professions Code 22950.5, as amended by SBX2 5 (Ch. 7, Statutes of 2016). The following paragraphs reflect the more comprehensive definitions in Business and Professions Code 22950.5.

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

### State References

Bus. Code 22950.5

Ed. Code 48900

Ed. Code 48901

H&S Code 104350-104495

H&S Code 104495

H&S Code 104559

H&S Code 119405

H&S Code 39002

Lab. Code 3300

Lab. Code 6304

Lab. Code 6404.5

PERB Ruling

PERB Ruling

### Federal References

20 USC 6083

20 USC 7111-7122

21 CFR 1140.1-1140.34

### Management Resources References

Website

Website

Website

Website

Website

### Cross References

0450

0450

1113

1113

1113-E(1)

### Description

Stop Tobacco Access to Kids Enforcement Act - Definitions -  
<https://simbli.eboardsolutions.com/SU/o9D5LIFXAxm0isdgJQ2uslshw==>

Grounds for suspension and expulsion

Smoking or use of tobacco prohibited

Tobacco-use prevention education

Prohibition of smoking and tobacco waste on playgrounds

Tobacco use prohibition

Unlawful to sell or furnish electronic cigarettes to minors

Control of air pollution from nonvehicular sources

Definitions

Safe and healthful workplace

Occupational safety and health; use of tobacco products

Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

### Description

Nonsmoking policy for children's services

Student Support and Academic Enrichment Grants

Unlawful sale of cigarettes and smokeless tobacco to minors

### Description

California Department of Education, Tobacco-Free School District Certification -  
<https://simbli.eboardsolutions.com/SU/AeT43yWmHBbnHrmDefuq3A==>

Occupational Safety and Health Standards Board -  
<https://simbli.eboardsolutions.com/SU/qUQNK1WUZfko4UZsMamBJg==>

California Department of Public Health, Tobacco Control -  
<https://simbli.eboardsolutions.com/SU/0bHnLcAAmijIDEQTyLeTQ==>

California Department of Education, Alcohol, Tobacco and Other Drug Prevention -  
<https://simbli.eboardsolutions.com/SU/qZcwZAE0ouA8xAp5Mzc3Lw==>

U.S. Environmental Protection Agency -  
<https://simbli.eboardsolutions.com/SU/xtGqeFQECIplus0Wk8xfkTVsw==>

### Description

Comprehensive Safety Plan -  
<https://simbli.eboardsolutions.com/SU/r4vTslshoYLVuIplusGaGRffa0mA==>

Comprehensive Safety Plan -  
<https://simbli.eboardsolutions.com/SU/H5ZxOasishHOeexsishGirvQ4J5Q==>

District And School Web Sites -  
<https://simbli.eboardsolutions.com/SU/M0drTunIMtZjz3Fbtg5EpA==>

District And School Web Sites -  
<https://simbli.eboardsolutions.com/SU/nVsRWzieS8CmEQoHafeezg==>

District And School Web Sites -  
<https://simbli.eboardsolutions.com/SU/Kav8CRKWAjeacZcHpi7tKw==>

1250 Visitors/Outsiders -  
<https://simbli.eboardsolutions.com/SU/90pXWqwVWT0IXLhdkMpdhQ==>

1250 Visitors/Outsiders -  
<https://simbli.eboardsolutions.com/SU/rBITaMNzZLcfplus318fAPIRA==>

1330 Use Of School Facilities -  
<https://simbli.eboardsolutions.com/SU/3plus3wfmRzyBqXai7V1Zdplushw==>

1330 Use Of School Facilities -  
<https://simbli.eboardsolutions.com/SU/ebYrNBzD3ZmQRr7h2fMLNA==>

1330-E(1) Use Of School Facilities -  
<https://simbli.eboardsolutions.com/SU/plusaIx5h7mYUpUkwBjz7u8ng==>

1330.1 Joint Use Agreements -  
<https://simbli.eboardsolutions.com/SU/bmOGV9S5CzbBPZB9CYO5sw==>

3513.4 Drug And Alcohol Free Schools -  
<https://simbli.eboardsolutions.com/SU/NjNas6YslshVrD5emvU2inQpA==>

3514 Environmental Safety -  
<https://simbli.eboardsolutions.com/SU/OFpu5kcU3rlxvos9Yytu2A==>

3514 Environmental Safety -  
<https://simbli.eboardsolutions.com/SU/8B0m9oSxY988ehCNH9QCA==>

3515.2 Disruptions -  
<https://simbli.eboardsolutions.com/SU/slshsK2Yslshuv8NyZVNoTRjruiQ==>

3515.2 Disruptions -  
<https://simbli.eboardsolutions.com/SU/GkkjXAonslshVHxVm2tMziAng==>

3516 Emergencies And Disaster Preparedness Plan -  
<https://simbli.eboardsolutions.com/SU/U6q3R6uCNKklrbzwpusx1f6w==>

3516 Emergencies And Disaster Preparedness Plan -  
<https://simbli.eboardsolutions.com/SU/lrZZ13R8q3fMmtqc4h6BLA==>

4112.9 Employee Notifications -  
<https://simbli.eboardsolutions.com/SU/R69slshplusARbm5ivW5YxKnOxtw==>

4112.9-E(1) Employee Notifications -  
<https://simbli.eboardsolutions.com/SU/okKfu999XNsD6ISrd5pKEA==>

4118 Dismissal/Suspension/Disciplinary Action -  
<https://simbli.eboardsolutions.com/SU/yDCJeRpwIOfjrK2At7UfwQ==>

4118 Dismissal/Suspension/Disciplinary Action -  
<https://simbli.eboardsolutions.com/SU/1YrgGuTkMplus0UaxAvWCplusJw==>

4119.21 Professional Standards -  
<https://simbli.eboardsolutions.com/SU/ZeWK7tnMakbZUuFaaDBDWw==>

4119.21-E(1) Professional Standards -  
<https://simbli.eboardsolutions.com/SU/iG6AVBF4BgdzHyZfjuvhbw==>

4159 Employee Assistance Programs -  
<https://simbli.eboardsolutions.com/SU/txrNM9gF1boz8Nf2oslsHlO9A==>

4212.9 Employee Notifications -  
<https://simbli.eboardsolutions.com/SU/SLaMdz70MwclshlNGJmLHeEw==>

4212.9-E(1) Employee Notifications -  
<https://simbli.eboardsolutions.com/SU/gMTJZfEVJluBQZgAmwpghw==>

4218 Dismissal/Suspension/Disciplinary Action -  
<https://simbli.eboardsolutions.com/SU/fkQ8KXXilmL8nSZKln3ujA==>

4218 Dismissal/Suspension/Disciplinary Action -  
<https://simbli.eboardsolutions.com/SU/czG8fDwRf064KBrmx9JpOA==>

4219.21 Professional Standards -  
<https://simbli.eboardsolutions.com/SU/m8U4AdO31qCHGQjYPO4NBg==>

4219.21-E(1) Professional Standards -  
<https://simbli.eboardsolutions.com/SU/dqLF5qfWnPonZplusdlnqIZDw==>

4259 Employee Assistance Programs -  
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4312.9 Employee Notifications -  
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4312.9-E(1) Employee Notifications -  
<https://simbli.eboardsolutions.com/SU/AV80TEplusDzqioppBPAUSug==>

4319.21 Professional Standards -  
<https://simbli.eboardsolutions.com/SU/115qDFPPbZS8TcMjDkzzQ==>

4319.21-E(1) Professional Standards -  
<https://simbli.eboardsolutions.com/SU/ijbjz3ryK1wpluscdDjXaV78w==>

4359 Employee Assistance Programs -  
<https://simbli.eboardsolutions.com/SU/rryTo12awNJz1zTTPGf1LA==>

5030 Student Wellness -  
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5131.62 Tobacco -  
<https://simbli.eboardsolutions.com/SU/2vF029vqOUv5YBeMplusFEpsA==>

5131.62 Tobacco -  
<https://simbli.eboardsolutions.com/SU/LJ5eEslshit6MN64f1uKjIwgw==>

5141.23 Asthma Management -  
<https://simbli.eboardsolutions.com/SU/nmhQPDInxLZZnPbhPuKX3A==>

5141.23 Asthma Management -  
<https://simbli.eboardsolutions.com/SU/IY1ORbaicZU1g413QROWkA==>

5144 Discipline -  
<https://simbli.eboardsolutions.com/SU/NeIGsSBfK38zfyEdNCJZQg==>

5144 Discipline -  
<https://simbli.eboardsolutions.com/SU/8MDWGUmn3YISslshWRLad7akA==>

5144.1 Suspension And Expulsion/Due Process -  
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5144.1 Suspension And Expulsion/Due Process -  
<https://simbli.eboardsolutions.com/SU/nR9v7aowO1lDycR9XplfA==>

5145.6 Parental Notifications -  
<https://simbli.eboardsolutions.com/SU/4cHxLdg4slshoGlsnHthCslshbfQ==>

5145.6-E(1) Parental Notifications -  
<https://simbli.eboardsolutions.com/SU/1jjU8DgBkLxH11wb8eJDWw==>

6142.8 Comprehensive Health Education -  
<https://simbli.eboardsolutions.com/SU/Fxzfr7ncsUmlv1Bp3FM3KA==>

6142.8 Comprehensive Health Education -  
<https://simbli.eboardsolutions.com/SU/MI295bVYUYZO2gOy5KVIWQ==>

6143 Courses Of Study -  
<https://simbli.eboardsolutions.com/SU/KadpLGwvjO42StQA9s281w==>

6143 Courses Of Study -  
<https://simbli.eboardsolutions.com/SU/GkRe0t2P2sIshnUogylERGo3A==>

## Regulation 3513.3: Tobacco-Free Schools

Status: ADOPTED

Original Adopted Date: 07/01/2002 | Last Revised Date: 07/01/2016 | Last Reviewed Date: 07/01/2016

### Notifications

**CSBA NOTE:** Districts receiving Tobacco-Use Prevention Education (TUPE) funds are required by Health and Safety Code 104420 to communicate information about the district's tobacco-free schools policy. Districts that do not receive TUPE funds may delete or revise the following paragraph at their discretion.

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code 104420)

**CSBA NOTE:** The following optional paragraph may be revised to reflect district practice.

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

**CSBA NOTE:** Health and Safety Code 104559, as added by ABX2 9 (Ch. 5, Statutes of 2016), requires all districts to display signs prohibiting tobacco use, as provided below.

The Superintendent or designee shall ensure that signs stating "Tobacco use is prohibited" are prominently displayed at all entrances to school property. (Health and Safety Code 104420, 104559)

### Enforcement/Discipline

**CSBA NOTE:** Pursuant to Labor Code 6404.5, no employer shall knowingly or intentionally permit the smoking of tobacco products in an enclosed space at a place of employment. The effects of the district's tobacco policy, including any disciplinary action taken against employees resulting from the enforcement of the policy, may be subjects of negotiation between the Governing Board and employee organizations. Pursuant to Education Code 48900(h), a student may be subject to disciplinary action when it is determined that he/she possessed or used tobacco or nicotine products; see AR 5144.1 - Suspension and Expulsion/Due Process.

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

**CSBA NOTE:** Labor Code 6404.5 requires the district to take "reasonable steps" to prevent smoking by nonemployees. These reasonable steps include posting clear and prominent signs as specified in the "Notifications" section above and requesting that the nonemployee refrain from smoking on school premises. The following optional paragraph may be revised to reflect district practice.

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (Labor Code 6404.5)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### State References

Bus. Code 22950.5

Ed. Code 48900

#### Description

Stop Tobacco Access to Kids Enforcement Act - Definitions - <https://simbli.eboardsolutions.com/SU/o9D5LIFXAxm0isdgjQ2uslshw==>

Grounds for suspension and expulsion

Ed. Code 48901	Smoking or use of tobacco prohibited
H&S Code 104350-104495	Tobacco-use prevention education
H&S Code 104495	Prohibition of smoking and tobacco waste on playgrounds
H&S Code 104559	Tobacco use prohibition
H&S Code 119405	Unlawful to sell or furnish electronic cigarettes to minors
H&S Code 39002	Control of air pollution from nonvehicular sources
Lab. Code 3300	Definitions
Lab. Code 6304	Safe and healthful workplace
Lab. Code 6404.5	Occupational safety and health; use of tobacco products
PERB Ruling	Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)
PERB Ruling	CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

**Federal References**

20 USC 6083	Nonsmoking policy for children's services
20 USC 7111-7122	Student Support and Academic Enrichment Grants
21 CFR 1140.1-1140.34	Unlawful sale of cigarettes and smokeless tobacco to minors

**Description**

**Management Resources References**

Website	California Department of Education, Tobacco-Free School District Certification - <a href="https://simbli.eboardsolutions.com/SU/AeT43yWmHBbnHrmDefuq3A==">https://simbli.eboardsolutions.com/SU/AeT43yWmHBbnHrmDefuq3A==</a>
Website	Occupational Safety and Health Standards Board - <a href="https://simbli.eboardsolutions.com/SU/qUQNK1WUZfko4UZsMamBJg==">https://simbli.eboardsolutions.com/SU/qUQNK1WUZfko4UZsMamBJg==</a>
Website	California Department of Public Health, Tobacco Control - <a href="https://simbli.eboardsolutions.com/SU/0bHnLcAAmIjIDEQTbyLeTQ==">https://simbli.eboardsolutions.com/SU/0bHnLcAAmIjIDEQTbyLeTQ==</a>
Website	California Department of Education, Alcohol, Tobacco and Other Drug Prevention - <a href="https://simbli.eboardsolutions.com/SU/qZcwZAE0ouA8xAp5Mzc3Lw==">https://simbli.eboardsolutions.com/SU/qZcwZAE0ouA8xAp5Mzc3Lw==</a>
Website	U.S. Environmental Protection Agency - <a href="https://simbli.eboardsolutions.com/SU/xtGqeFQECIplus0Wk8xfkTVsw==">https://simbli.eboardsolutions.com/SU/xtGqeFQECIplus0Wk8xfkTVsw==</a>

**Description**

**Cross References**

0450	Comprehensive Safety Plan - <a href="https://simbli.eboardsolutions.com/SU/r4vTslshoYLVujplusGaGRffa0mA==">https://simbli.eboardsolutions.com/SU/r4vTslshoYLVujplusGaGRffa0mA==</a>
0450	Comprehensive Safety Plan - <a href="https://simbli.eboardsolutions.com/SU/H5ZxOasIshHOeexIshGjrvQ4J5Q==">https://simbli.eboardsolutions.com/SU/H5ZxOasIshHOeexIshGjrvQ4J5Q==</a>
1113	District And School Web Sites - <a href="https://simbli.eboardsolutions.com/SU/M0drTunIMtZJz3Fbtg5EpA==">https://simbli.eboardsolutions.com/SU/M0drTunIMtZJz3Fbtg5EpA==</a>
1113	District And School Web Sites - <a href="https://simbli.eboardsolutions.com/SU/nVsRWzieS8CmEQoHafeezg==">https://simbli.eboardsolutions.com/SU/nVsRWzieS8CmEQoHafeezg==</a>
1113-E(1)	District And School Web Sites - <a href="https://simbli.eboardsolutions.com/SU/Kav8CRKWAjeacZcHpl7tKw==">https://simbli.eboardsolutions.com/SU/Kav8CRKWAjeacZcHpl7tKw==</a>
1250	Visitors/Outsiders - <a href="https://simbli.eboardsolutions.com/SU/90pXWqwVWT0IXLhdkMpdhQ==">https://simbli.eboardsolutions.com/SU/90pXWqwVWT0IXLhdkMpdhQ==</a>
1250	Visitors/Outsiders - <a href="https://simbli.eboardsolutions.com/SU/rBITaMNzZLcfplus3I8fAPiRA==">https://simbli.eboardsolutions.com/SU/rBITaMNzZLcfplus3I8fAPiRA==</a>

**Description**



1330 Use Of School Facilities -  
<https://simbli.eboardsolutions.com/SU/3plus3wfmrzybqXai7V1Zdplushw==>

1330 Use Of School Facilities -  
<https://simbli.eboardsolutions.com/SU/ebYrNBzD3ZmQRr7h2fMLNA==>

1330-E(1) Use Of School Facilities -  
<https://simbli.eboardsolutions.com/SU/plusa1x5h7mYUpUkwBjz7u8ng==>

1330.1 Joint Use Agreements -  
<https://simbli.eboardsolutions.com/SU/bmOGV9SSCbBPZB9CYO5sw==>

3513.4 Drug And Alcohol Free Schools -  
<https://simbli.eboardsolutions.com/SU/NjNas6YslshVrD5emvU2inQpA==>

3514 Environmental Safety -  
<https://simbli.eboardsolutions.com/SU/OFpu5kcU3rlxvos9Yytu2A==>

3514 Environmental Safety -  
<https://simbli.eboardsolutions.com/SU/8B0m9oSxLY988ehCNH9QCA==>

3515.2 Disruptions -  
<https://simbli.eboardsolutions.com/SU/slshsK2Yslshuv8NyZVNoTRjruiQ==>

3515.2 Disruptions -  
<https://simbli.eboardsolutions.com/SU/GkkjXAonslshVHxVm2tMziANg==>

3516 Emergencies And Disaster Preparedness Plan -  
<https://simbli.eboardsolutions.com/SU/U6q3R6uCNKklrbzwpplusx1f6w==>

3516 Emergencies And Disaster Preparedness Plan -  
<https://simbli.eboardsolutions.com/SU/lrZZ13R8q3fMmtqc4h6BLA==>

4112.9 Employee Notifications -  
<https://simbli.eboardsolutions.com/SU/R69slshplusARbm5ivW5YxKn0xtw==>

4112.9-E(1) Employee Notifications -  
<https://simbli.eboardsolutions.com/SU/okKfu999XNsD6ISrd5pKEA==>

4118 Dismissal/Suspension/Disciplinary Action -  
<https://simbli.eboardsolutions.com/SU/yDCJeRpwIOfjrK2At7UfwQ==>

4118 Dismissal/Suspension/Disciplinary Action -  
<https://simbli.eboardsolutions.com/SU/1YrgGuTkMplus0UaxAvWCplusJw==>

4119.21 Professional Standards -  
<https://simbli.eboardsolutions.com/SU/ZeWK7tnMakbZUuFaaDBDWw==>

4119.21-E(1) Professional Standards -  
<https://simbli.eboardsolutions.com/SU/iG6AVBF4BgdzHyvFiuvhbw==>

4159 Employee Assistance Programs -  
<https://simbli.eboardsolutions.com/SU/txrNM9gF1boz8Nf2osishlO9A==>

4212.9 Employee Notifications -  
<https://simbli.eboardsolutions.com/SU/SLaMdz70MwclshlNGJmLHeEw==>

4212.9-E(1) Employee Notifications -  
<https://simbli.eboardsolutions.com/SU/gMTJZfEVJluBQZgAmwpghw==>

4218 Dismissal/Suspension/Disciplinary Action -  
<https://simbli.eboardsolutions.com/SU/fkQ8KXXilmL8nSZKIn3ujA==>

4218 Dismissal/Suspension/Disciplinary Action -  
<https://simbli.eboardsolutions.com/SU/czG8fDwRf064KBrmx9JpoA==>

4219.21 Professional Standards -  
<https://simbli.eboardsolutions.com/SU/m8U4AdO31qCHGQjYPO4NBg==>

4219.21-E(1) Professional Standards -  
<https://simbli.eboardsolutions.com/SU/dqLF5qfWnPonZplusdlNqLZDw==>

4259 Employee Assistance Programs -  
<https://simbli.eboardsolutions.com/SU/u1YrbuswoDlpUSdoZfjQsg==>

4312.9 Employee Notifications -  
<https://simbli.eboardsolutions.com/SU/ac3VkJe1cC7IYHrUOC9fIQ==>

4312.9-E(1) Employee Notifications -  
<https://simbli.eboardsolutions.com/SU/AV80TEplusDzqioppBPAUSug==>

4319.21 Professional Standards -  
<https://simbli.eboardsolutions.com/SU/115qDfPPbZS8TcMjDkzzQ==>

4319.21-E(1) Professional Standards -  
<https://simbli.eboardsolutions.com/SU/ijbjz3ryK1wpluscDjXaV78w==>

4359 Employee Assistance Programs -  
<https://simbli.eboardsolutions.com/SU/rryTo12awNJz1zTTPGf1LA==>

5030 Student Wellness -  
<https://simbli.eboardsolutions.com/SU/EzplusOxXTGDB5CLngEawpLeA==>

5131.62 Tobacco -  
<https://simbli.eboardsolutions.com/SU/2vF029vqOUv5YBeMplusFEpsA==>

5131.62 Tobacco -  
<https://simbli.eboardsolutions.com/SU/LJ5eEslshit6MN64f1uKjIwggw==>

5141.23 Asthma Management -  
<https://simbli.eboardsolutions.com/SU/nmhQPDInLZZnPbhPuKX3A==>

5141.23 Asthma Management -  
<https://simbli.eboardsolutions.com/SU/IY1ORbajcZU1g413QROWkA==>

5144 Discipline -  
<https://simbli.eboardsolutions.com/SU/NeIGsSBfK38zfyEdNCJZQg==>

5144 Discipline -  
<https://simbli.eboardsolutions.com/SU/8MDWGUmn3YISslshWRlad7akA==>

5144.1 Suspension And Expulsion/Due Process -  
<https://simbli.eboardsolutions.com/SU/nP0B06HwRvEUUjBJqKzyzw==>

5144.1 Suspension And Expulsion/Due Process -  
<https://simbli.eboardsolutions.com/SU/nR9v7aowO1IIdycR9XplfA==>

5145.6 Parental Notifications -  
<https://simbli.eboardsolutions.com/SU/4cHxLdg4slshoGIsnHthCslshbfQ==>

5145.6-E(1) Parental Notifications -  
<https://simbli.eboardsolutions.com/SU/1jiU8DgBkLxH11wb8eJDWw==>

6142.8 Comprehensive Health Education -  
<https://simbli.eboardsolutions.com/SU/Fxzfr7ncsUmly1Bp3FM3KA==>

6142.8 Comprehensive Health Education -  
<https://simbli.eboardsolutions.com/SU/Ml295bVYUYZO2gOy5KviWQ==>

6143 Courses Of Study -  
<https://simbli.eboardsolutions.com/SU/KadplGwviO42StQA9s281w==>

6143 Courses Of Study -  
<https://simbli.eboardsolutions.com/SU/GkRe0t2P2sIshnUoqyIERGo3A==>



1717 N. Gateway Blvd, Suite 106  
 Fresno, CA 93727  
 Phone: (559) 435-6100  
 Fax: (559) 435-6700  
 Contractors License# 999046  
 DIR # 1000006695

# Proposal

Attn: LUKE SMITH  
From: BILL JOHNSON  
Estimator: MATT FERDON  
Admin: CINDY WARD

Revision #: \_\_\_\_\_

Date: 4/21/2021      Bid Due Date: 4/6/2021  
Plan Date: \_\_\_\_\_      Addendum: \_\_\_\_\_

To  
 STRATHMORE SCHOOL DISTRICT

Project  
 SUNNYSIDE ELEM. BID #1  
 ROOMS #6,7,9,10,2 REST ROOMS AND HALL  
 21644 AVE. 196  
 STRATHMORE, CA 93267

Phone: (559) 936-0330-

**ROOMS #6,7,9,10, 2 RR AND HALLWAY**

	<i>Manufacturer Style</i>	<i>Color Name Color Number</i>
1	LT-1 LINOLEUM TILE SUPPLIED & INSTALLED SHAW HARD SURFACE TERRAIN II 20 MIL (0454V) 6" X 48"	TBD TBD
2	RB-1 WALL BASE SUPPLIED AND INSTALLED JOHNSONITE® 4" COVE BASE	TBD
3	SV-1 SHEET VINYL SUPPLIED AND INSTALLED ARMSTRONG WORLD INDUSTRIES, INC. CONNECTION CORLON 6' VINYL	TBD

**TOTAL (APPLICABLE TAX INCLUDED) \$29,464.00**

**ROOMS #12,13,COMP TECH,16,17, LIBRARY**

	<i>Manufacturer Style</i>	<i>Color Name Color Number</i>
1	LT-1 LINOLEUM TILE SUPPLIED & INSTALLED SHAW TERRAIN II	TBD
2	RB-1 WALL BASE SUPPLIED AND INSTALLED JOHNSONITE® 4" COVE BASE	TBD

**TOTAL (APPLICABLE TAX INCLUDED) \$30,245.00**

**ROOMS #20,21,22,23,25,26,AND 27**

	<i>Manufacturer Style</i>	<i>Color Name Color Number</i>
1	LT-1 LINOLEUM TILE SUPPLIED & INSTALLED SHAW HARD SURFACE TERRAIN 20 MIL (0564V) 6" X 28"	TBD TBD
2	RB-1 WALL BASE SUPPLIED AND INSTALLED JOHNSONITE® 4" COVE BASE	TBD

**TOTAL (APPLICABLE TAX INCLUDED) \$46,271.00**

ADD ALTERNATE FOR ROOM #15

	<i>Manufacturer Style</i>	<i>Color Name Color Number</i>
1	LT-1 LINOLEUM TILE SUPPLIED & INSTALLED SHAW HARD SURFACE TERRAIN II 20 MIL (0454V) 6" X 48"	TBD TBD
2	RB-1 WALL BASE SUPPLIED AND INSTALLED JOHNSONITE® 4" COVE BASE	TBD

**TOTAL (APPLICABLE TAX INCLUDED)      \$6,700.00**

**EXCLUSIONS:**

- NO DUMPSTER FOR OLD DEMO MATERIAL AND MISC DEBRIS.**
- NO R/R OF TOILETS.**
- NO MOVING FURNITURE.**
- NO CLEAN, WAX, POLISH OR BUFFING.**
- NO PROTECTION OF WORK AFTER INSTALLATION.**
- NO MOISTURE TESTING.**
- NO MOISTURE MITIGATION.**
- NO CONCRETE GRINDING.**
- ONLY MINIMAL FLOOR PREP. IS INCLUDED. (ONE LAYOR OF SKIM COATING ONLY!)**

**This proposal is valid for forty-five (45) days with approved credit.  
Payment is due within ten (10) days of invoice.**

DFS Flooring will furnish all materials and/or labor as described herein and as per attached drawing (where applicable). Price includes all applicable freight and taxes. Customer agrees to provide adequate lighting, power, vertical access and temperature control. Customer is subject to payment for stored materials. DFS flooring will not accept back-charges for trade damage without the option to inspect and correct claims. DFS Flooring is not responsible for any claims or liquidated damages arising from delays caused by material manufacturers. Seam placement of roll goods is subject to manufacturer roll lengths. In any action or proceeding, including an arbitration, between the parties relating to this agreement or to the work, labor and materials furnished to the project or to the project, the prevailing party in any such action or proceeding shall be entitled to recover all attorneys' fees, costs, and expenses incurred therein.

**Exclusions:** Unless specifically included, this proposal excludes the following items: (1) Major floor preparation consisting of any work beyond typical sweeping, filling of small holes, saw cuts, and shrinkage or expansion cracks in the slab. Examples of major floor preparation include but are not limited to the removal of chemicals, gypsum compound or other foreign substances from the substrate; Any corrective work required to achieve a smooth trowel finish (skim-coating); Any work required to bring the sub-floor to a degree of flatness required by the owner such as floating, leveling, or grinding; Nailing and filling or sanding of irregularities at wood substrates. (2) Moisture testing/ remediation (Per CRI-104-96, 6.3 site conditions: "The owner or general contractor must submit to the flooring contractor a written report on moisture and surface alkalinity of the slab to determine its suitability as a substrate for the material to be installed." DFS Flooring's Installation Warranty does not include any moisture related floor failures. (3) Asbestos control/abatement. (4) Extra material stock beyond floor coverage. (5) Premium labor hours (holidays, weekends, and weekdays from 4PM-5AM). (6) Phasing. (7) Furniture/equipment moving. (8) Premium or custom color selections on unspecified products. (9) Post-installation maintenance including vacuuming; buffing, waxing, sealing, cleaning, and protection. (10) Insurance related to Pollution Liability

Nevada Contract Limit \$1,500,000

California CARE FEE is currently .35 per yard and will be billed for all jobs with carpet

FRESNO P&I

STRATHMORE SCHOOL DISTRICT

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

BILL JOHNSON

Proposed Installation Start Date: \_\_\_\_\_

# Tulare County Office of Education

Tim A. Hire, County Superintendent of Schools

TCOE CONTRACT #:

220064

## AGENCY AGREEMENT

**THIS AGREEMENT** is entered into between the **TULARE COUNTY SUPERINTENDENT OF SCHOOLS** referred to as SUPERINTENDENT and **SUNNYSIDE UNION SCHOOL DISTRICT**, referred to as DISTRICT.

### ACCORDINGLY, IT IS AGREED:

- TERM:** This Agreement shall become effective as of **August 1, 2021** and shall expire on **June 30, 2022**.
- SERVICES:** SUPERINTENDENT shall provide DISTRICT with 2 days of Mental Wellness Services per week for 37 weeks during the 2021-2022 school year. See attached Exhibit A for Scope of Services.
- COST OF SERVICES:** The estimated costs of these services will be approximately **\$30,000.00**. These costs include salary, benefits, mileage, supplies, support and indirect. DISTRICT shall pay SUPERINTENDENT the actual cost of such services to the extent they are allowable which will be calculated at the end of the school year, not to exceed \$30,000.00.
- METHOD OF PAYMENT:** SUPERINTENDENT shall transfer this sum from the funds of the DISTRICT to the County School Service Fund no sooner than January 1, 2022.
- INDEMNIFICATION:** SUPERINTENDENT and DISTRICT shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of SUPERINTENDENT or DISTRICT or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.
- TERMINATION:** Either party may terminate this Agreement without cause by giving thirty (30) calendar days advance written notice to the other party.

**THE PARTIES**, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

#### DISTRICT

Steve Tsuboi  
Superintendent/Principal  
Sunnyside Union School District  
21644 Avenue 196  
Strathmore, CA 93267

#### SUPERINTENDENT

Tim A. Hire  
Superintendent of Schools  
Tulare County Office of Education  
P.O. Box 5091  
Visalia CA 93278-5091

By: \_\_\_\_\_

By:  \_\_\_\_\_

Date: \_\_\_\_\_

Date: 4/28/21

#### TCOE Program Information

Contact Person and Phone No: Jennifer Newell, Psy.D., Director, Behavioral Health Services (559) 730-2969 ext. 6938  
Budget Number: 010-90373-0-500100-000000-86890-000-00-0000

Please return an original copy to: Tulare County Office of Education  
Internal Business Secretary  
P.O. Box 5091  
Visalia, Ca 93278-5091



**Exhibit A**  
**MENTAL WELLNESS SERVICES**  
**SCOPE OF SERVICES**

**1. RESPONSIBILITIES OF CONTRACTOR:**

- Site Administration is committed to the integration of Mental Wellness Services for academic year **2021-2022** at **Sunnyside Elementary School**.
- Mental Health Professional will have district internet/server access
- Mental Health Professional will participate in School District Professional Learning Communities
- District school psychologist, administrators, school counselors will collaborate with Mental Health Professional
- Initial administrators meeting (e.g., DOSE, Principal, Clinical Supervisor, Mental Health Professional)
- Provide pertinent data for identified students (e.g. attendance, suspensions, academics)

**2. RESPONSIBILITIES OF SUPERINTENDENT PROVIDED BY COUNTY OFFICE OF EDUCATION:**

- On-site school and district trainings regarding student mental wellness (i.e. mental health, suicide prevention, etc.)
- Quarterly reports regarding the delivery of services and trainings available upon request
- Annual data report on progress and annual outcomes of the service will be provided, which can be delivered to the school board and site administrators
- Licensed Mental Health Professional will oversee clinical practices of Mental Health Professional
- Administrative and clinical support
- Data collection and analysis

**3. TCOE BHS CONTRACTED MENTAL HEALTH PROFESSIONAL SERVICES INCLUDE:**

- Staff and Parent Trainings
- Brief Mental Health Support
- Interim Mental Health Support (pending referral to outside provider)
- Crisis Support
- SARB Support
- Admin/School Staff/Classroom Consultation and Support
- Family Outreach & Support
- Community Linkage
- Student Groups (e.g., Social Skills, Anger Management, Friendship/Anti-bullying, Social Emotional Learning, Girls Circle, Mindfulness)

*\*Mental Wellness Services is not intended to replace local children's mental health providers*

# SUNNYSIDE UNION SCHOOL DISTRICT

## BOARD NOTES AND REPORT FOR MAY 11, 2021

**i** The proposal for services is at the heart of an independent contractor's sales tool kit. It combines key company information, your unique selling proposition, and your knowledge of a client's needs and wants into a single document that can also serve as a basis for contract negotiations.

Use this sample proposal as an outline for developing your own.

To delete any shaded tips (like this one), just select the tip text and then press the spacebar.

The sample content throughout this proposal includes placeholder content for you to replace with your own.

### Consent Calendar

**i** These items are all routine matters that can be approved with on motion. If a board members chooses to pull an item or discuss it must do so prior to action. It is up to the President if you want to read all of the items or would ask the board members to the effect "Are there any items listed that need to be pulled or discussed prior to action ... seen none (unless there is a question) do we have a motion to approve the consent calendar as presented (unless modified)?"

#### Items:

Committee on Assignments approves assignments that do not fall directly under the certificated teacher's credential. Paperwork is then sent to county credentialing for approval.

Approve the 2021-2022 contract with Renaissance Learning – this is 3-4 time per year assessment program that we reinstated this year. We will use assessment results to drive instruction and for reporting on LCAP growth.

### Old Business

**i** These are items that have been previously discussed at prior meetings

- Item B – Local Control Accountability Plan – we will review what we have so far. This will be done electronically at the Board Meeting due to the lengthy plan
- Item C – AB 86 Extended Learning Plan – State grant money that requires a plan of action. I have reached out to Leadership Services at TCOE to review the plan and provide feedback. This is about \$230,000 that needs to be expended by the Fall of 2022. ENCLOSURE
- Item D – ESSER Spending Plan. This is the federal funds that has come in three rounds. We spent Round #1, are currently allowed to spend on Round #2 and are awaiting arrival of Round #3 funding (most likely in the summer). Round 2 and Round 3 funds amount to approximately \$2,925,000 dollars. ENCLOSURE
- Item E – An update will provided on the current "Eligible" students who are in line to participate. Ironically as you eased the requirements for participation, the number eligible has been SIGNIFICANTLY reduced, barely scratching double figures as of Parent Conference time.

## Discussion Items

**I** *These are items that require significant discussion by board but due the nature and complexity of the item, and/or they not had significant prior discussion*

- Item #1: Review of new job descriptions. These are descriptions for positions we anticipate offering for the upcoming 2021-2022 school year. Descriptions were derived from other districts and online searching. They will eventually need to be approved by you and their respective unions. See ENCLOSURES.
- Item #2: Senate Bill 545 Pupil Retention This **bill** would require school districts, upon receiving a request from a **pupil's** parent to **retain the pupil** for the 2021–22 school year, to offer to the **pupil** specified interventions and supports, offer to the **pupil** access to prior semester courses in which the **pupil** received a D or F letter grade or offer some other ... THINK ABOUT THE POTENTIAL IMPACT OF THIS TO OUR DISTRICT.
- Item #3 RFQ – We received No submittals for architectural services after advertising the RFQ. You usually want to put this out there every 5-6 years to open things back up. I contacted Shawn VanWageen at Lozano Smith and he said that we can now choose our own since we went through the process and there were no formal submittals. Luke Smith and I reached out to SIM (our prior architect), Doug Janzen (a local one person organization) and Mangini (who does a lot of work throughout the county). My suggestion is for you to review each of the groups and then take formal action at our next board meeting. An Email from Janzen is enclosed. I will bring a 30 page electronic brochure from Mangini and SIM-PBK is also sending an electronic brochure.
- Item #4 – Summer Learning: We are looking at running a Thrively Summer Camp Summer School and a Summer Learning Series program. We will bring to the meeting more details on both programs. I will bring you samples and 'curriculum.'
- Item #5 - Sunnyside 8<sup>th</sup> graders are doing a Friday morning Newscast that goes out to all classrooms and distance learners. This is covered live on Zoom. Let me know if you would be interested in having your address added to the list.

## Board Report

**I** *Here are some of the things that have happened since we last met and items moving forward*

- CSEA Negotiations on Monday, May 3
- CTA/Sunnyside Union Negotiations, May 3
- Tulare County Hispanic Leadership Network Meeting, May 3
- Small School Districts Meeting – May 5
- Thrively Meeting – May 6
- Family Life Classes (5<sup>th</sup> and 6<sup>th</sup> Grade) - upcoming
- Annual Flower Show – May 12
- Eighth Grade Sex Education Class – upcoming
- Working on Extended Learning Grant
- Working on LCAP
- Worked with Planning Professional Development with County Instructional Coaches
- Driving Student to Lindsay for Classes – Tuesday and Thursday (Pick Up and Drop Off)
- Working on Job Descriptions
- Ordered Stage and Coordinating Demolition and Replacement
- OTHER: Any new announcements will be made at the Board Meeting



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- CAASPP Preparation (Schedules/parent letters/directions)-May 17-May 28, 2021 (Remote and in-person)
- Preschool Self Evaluation-will bring to the school board on May 25, 2021
- Student Study Teams and IEP's
- 8th Grade Graduation-Parent phone calls of students needing assistance to graduate
- Fresno Chaffee Zoo Assembly-May 3 and May 10
- Attendance Contracts