

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Agenda

Tuesday, February 14, 2017

Time: 6:00 PM. – Closed Session 7:00 PM Open Session;

Location: Shandon High School Room #6 -

All persons desiring to address the Board at anytime tonight should complete a "Request to Address the Board of Trustees" card located at the entrance to the board room and provide it to the Board Recording Secretary prior to the start of the meeting.

1.0 OPEN SESSION

1.1 Call to Order and Roll Call

Marlene Thomason, President

Robert Van Parlet

Shannon Plaisted

Kate Twisselman

1.2 Public Comment Limited to Closed Session Items

The opportunity is provided to allow the public to comment for a period of up to three (3) minutes prior to the Board's consideration of any closed session agenda item. An additional opportunity is provided later in the agenda for comment on open session agenda items or items not on the agenda. [G.C. § 54954.3]

2.0 CLOSED SESSION

2.1 Review and Possible Action on Appointment, Employment, Discipline, Resignation and Dismissal of District Employee(s) Pursuant to Government Code § 54957, Public Employment

2.2 Conference with Labor Negotiators (G.C. 54957.6)- Negotiator: Teresa Taylor, Organization: STA/CTA/NEA, CSEA, and Management /Confidential Employees Unrepresented

2.3 Student Discipline and Other Confidential Student Matters Pursuant to Education Code Section 35146, 48900 et seq and 48912(b)

3.0 RECONVENE SESSION / PLEDGE OF ALLEGIANCE TO THE FLAG

4.0 REPORT ON ACTION FROM CLOSED SESSION

5.0 ADOPTION OF AGENDA

6.0 PUBLIC COMMENT/PUBLIC HEARING

6.1 PUBLIC COMMENT

Comments from the public are limited to items both within the Board's jurisdiction, as well as not on the agenda. The Board may limit public comments to not more than three (3) minutes per person or a total of 20 minutes per topic at the discretion of the Board President. Public comment will also be allowed on each specific agenda item prior to Board action thereon. [G.C. § 54954.2, .EC. § 35145.5, BB 9323]

7.0 REPORTS FROM SCHOOL RELATED GROUPS (oral)

7.1 Student Body Reports

7.2 Staff Reports

7.3 Bargaining Representative Reports

7.4 Board Reports

8.0 APPROVAL OF CONSENT AGENDA

(Unless the Board pulls an item for separate action, the items listed below are approved without discussion.)

8.1 Approval of the Minutes of January 10, 2017

8.2 Approval of Warrants and Payroll

8.3 Approval of Budget Report

8.4 Approval of Student Body Funds Report

8.5 Approval of Personnel Action Report

8.6 Approval of Overnight FFA Field Trip

8.7 Approval of Overnight Senior Field Trip

9.0 ACTION ITEMS

- 9.1 Approval of Legal Services for Measure K Bond Projects
- 9.2 Approval of Architectural Services for Measure K Bond Projects
- 9.3 Approval of Resolution No. 2016-17-8 Intent to Establish a Citizens' Oversight Committee for Measure K Bond
- 9.4 Approval of the Bylaws of the Citizens' Bond Oversight Committee for Measure K
- 9.5 Approval of Official 2017 CSBA Delegate Assembly Ballot Subregion 9-C
- 9.6 Approval of SES Single School Plan
- 9.7 Approval of the 2017-2018 Instructional Calendar
- 9.8 Approval of Increase for Certificated Substitute Pay
- 9.9 Approval of Interdistrict Transfer Student 2017-18-2

Update Board Policies & Administrative Regulations:

- 9.10 Approval of First Reading of AR 3543 Transportation, Safety and Emergencies
- 9.11 Approval of First Reading of BP 3550 Food Service/ Child Nutrition Program
- 9.12 Approval of First Reading of AR 3550 Food Service/ Child Nutrition Program
- 9.13 Approval of First Reading of BP 3551 Food Service Operations/ Cafeteria Fund
- 9.14 Approval of First Reading of AR 3551 Food Service Operations/ Cafeteria Fund
- 9.15 Approval of First Reading of BP 3552 Summer Meal Program
- 9.16 Approval of First Reading of AR 3552 Summer Meal Program
- 9.17 Approval of First Reading of BP 3553 Free and Reduced Price Meals
- 9.18 Approval of First Reading of AR 3553 Free and Reduced Price Meals
- 9.19 Approval of First Reading of BP 3554 Other Food Sales
- 9.20 Approval of First Reading of AR 3554 Other Food Sales
- 9.21 Approval of First Reading of BP 3555 Nutrition Program Compliance
- 9.22 Approval of First Reading of BP 3470 Debt Issuance And Management
- 9.23 Approval of First Reading of BP 5030 Student Wellness

Board Bylaws

- 9.24 Approval of First Reading of BB 9150 Student Board Members
- 9.25 Approval of First Reading of BB 9250 Remuneration, Reimbursement and Other Benefits
- 9.26 Approval of First Reading of BB 9260 Legal Protection
- 9.27 Approval of Second Reading of BB 9130 Board Committees
- 9.28 Approval of Second Reading of BB 9140 Board Representatives
- 9.29 Approval of Second Reading of BB 9200 Limits of Board Member Authority
- 9.30 Approval of Second Reading of BB 9220 Governing Board Elections
- 9.31 Approval of Second Reading of BB 9222 Resignation
- 9.32 Approval of Second Reading of BB 9223 Filling Vacancies
- 9.33 Approval of Second Reading of BB 9224 Oath or Affirmation
- 9.34 Approval of Second Reading of BB 9230 Orientation
- 9.35 Approval of Second Reading of BB 9240 Board Training

10.0 INFORMATION/DISCUSSION ITEMS

- 10.1 SJUSD Enrollment
- 10.2 District Calendar of Events
- 10.3 Board Training Opportunities
- 10.4 Parkfield Community Library Project
- 10.5 LCAP Goal #3
- 10.6 Letter from County Superintendent of Schools, James Brescia, indicating a positive certification of 2016-2017 First Interim Report on the Budget
- 10.7 SHS Activity Poll
- 10.8 Potential Interview Questions for Board Candidates

11.0 DISTRICT/SITE REPORTS

- 11.1 Special Education Report
- 11.2 Shandon Elementary Report
- 11.3 Superintendent's Report

12.0 FUTURE AGENDA ITEM REQUESTS

13.0 ANNOUNCEMENTS

The next special meeting of the Board of Trustees is scheduled for February 21, 2017 at
Shandon High School, Room #6, Open/Regular Session at 4:00 PM

The next regular meeting of the Board of Trustees is scheduled for March 14, 2017 at
Shandon High School, Room #6, Closed Session at 6:00 PM, Open/Regular Session at 7:00 PM.

14.0 ADJOURNMENT

Any materials required by law to be made available to the public prior to a meeting of the Board of Trustees of the Shandon School District may be inspected at the following address during normal business hours, 7:30 – 4:00:

Shandon Joint Unified School District, 101 South 1st Street (PO Box 79), Shandon, CA 93461

These materials are also available on the district's website: www.shandonschools.org

In compliance with the Americans with Disabilities Act, if you need special assistance to access or participate in a meeting of the Board of Trustees, including auxiliary aids or services, please contact the District Office at 805-238-0286. Notification of at least 48 hours prior to the meeting will assist the staff in assuring that reasonable accommodations may be made.

OFFICIAL AGENDA POSTED AT THE DISTRICT OFFICE/SHANDON HIGH SCHOOL

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017****AGENDA ITEM TITLE:**

Approval of Minutes of January 10, 2017

PREPARED BY:

Teresa Taylor

AGENDA SECTION:☐ Reports ☒ Consent ☐ Action ☐ First Reading ☐ Information ☐ Resolution**SUMMARY:**

Attached for your approval are the Minutes of January 10, 2017.

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Minutes

Tuesday, January 10, 2017

1.0 OPEN SESSION

1.1 Call to Order and Roll Call

Board President Thomason called the meeting to order at 6:05PM.

Members present: Marlene Thomason, President; Robert Van Parlet; Shannon Plaisted; Kate Twisselman

Members Absent: None

Staff Present: Teresa Taylor, Superintendent
Otilia Rendon, Bilingual Administrative Assistant

1.2 Public Comment Limited to Closed Session Items

There were no requests to address the governing Board on closed session items.

The Board adjourned to closed session at 6:06PM.

2.0 CLOSED SESSION

2.1 Review and Possible Action on Appointment, Employment, Discipline, Resignation and Dismissal of District Employee(s) Pursuant to Government Code § 54957, Public Employment

2.2 Conference with Labor Negotiators (G.C. 54957.6)- Negotiator: Teresa Taylor, Organization: STA/CTA/NEA, CSEA, and Management /Confidential Employees Unrepresented

2.3 Student Discipline and Other Confidential Student Matters Pursuant to Education Code Section 35146, 48900 et seq and 48912(b)

3.0 RECONVENE SESSION / PLEDGE OF ALLEGIANCE TO THE FLAG

Board President Thomason reconvened the meeting to open session at 7:14PM and Board Member Plaisted led the pledge of allegiance.

0 REPORT ON ACTION FROM CLOSED SESSION

Board President Thomason reported that no action was taken in closed session.

5.0 ADOPTION OF AGENDA

Superintendent Taylor requested that the Board add agenda item 9.34 Filling the Vacancy of a Board of Trustees Member to the agenda. Taylor stated that the Board and staff were informed after the posting of the agenda for this meeting that Trustee Amy Russell has resigned effective January 9, 2017. This starts a 60-day time frame for the Board to take action to fill the vacancy, which will require discussion, identification of options, and Board action within this sixty-day window. Because the Board will not be meeting next until its February regular meeting and because this urgent matter did not come to our attention until after the posting of the agenda, it is recommended that the Board proceed to discuss its options regarding the board vacancy as authorized under Government Code section 54954(b), provided the board authorizes this discussion by a two-thirds vote of the board. A motion passed to approve the agenda with the addition of 9.34 Filling the Vacancy of the Board of Trustees Member (Plaisted /Parlet) (4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.

6.0 PUBLIC COMMENT/PUBLIC HEARING

6.1 PUBLIC COMMENT

There were no requests to address the Governing Board on open session items.

7.0 REPORTS FROM SCHOOL RELATED GROUPS (oral)

- 7.1 *Associated Student Body Representative Cassidy Brimer presented an ASB report. Cassidy spoke about the AVID field trip to Fresno State University on January 9, 2017. 62 students attended the field trip. Cassidy stated that the trip was an eye opening experience.*
- 7.2 *There was no Staff Report.*
- 7.3 *Jill Smith and Steve Martin presented a CTA salary comparison for teacher salaries in the county. The comparison also showed how Shandon Joint Unified School District Teachers would compare if the teachers received the 9% increase they are requesting.*
- 7.4 *Board Member Twisselman spoke about the timeline for the bridge walkway and that that Cal-Fire will be participating in the fiber optic line project. Superintendent Taylor spoke about the concerns of the walkway going to the heights and the need for a different walkway. Board President Thomason spoke about the Parkfield Winter Program and stated that it went well.*

8.0 APPROVAL OF CONSENT AGENDA

A motion passed to approve the consent agenda (Plaisted/Twisselman)(4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.

9.0 ACTION ITEMS

- 9.1 *A motion passed to deny Interdistrict Transfer Student 2017-18-01 (Twisselman/Parlet)(4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.*
- 9.2 *A motion passed to approve the June 30, 2016 Annual Audit Report prepared by Moss, Levy, & Hartzheim LLP (Plaisted/Twisselman)(4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.*
- 9.3 *A motion passed to approve Resolution 2016-17-7 Declaring the Results of November 8th, 2016 General Obligation Bond Election (Parlet/Plaisted)(4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.*
- 9.4 *A motion passed to approve the Cafeteria Price Structure for Breakfast and Lunch Effective January 1, 2017 (Plaisted/Parlet)(4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.*
- 9.5 *A motion passed to approve the 2016-2017 Districtwide Safe School Plan (Plaisted/Twisselman)(4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.*

A motion passed to approve the Second Readings of Board Policies and Administrative Regulations 9.6-9.20 (Plaisted/Twisselman)(4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.

- 9.21 *A motion passed to approve the First Reading of BB 9130 Board Committees (Parlet/Plaisted)(4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.*
- 9.22 *A motion passed to approve the First Reading of BB 9140 Board Representatives (Plaisted/Twisselman)(4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.*
- 9.23 *A motion passed to table the First Reading of BB 9150 Student Board Members (Twisselman/Plaisted)(4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.*
- 9.24 *A motion passed to approve the First Reading of BB 9200 Limits Of Board Member Authority (Parlet/Plaisted)(4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.*
- 9.25 *A motion passed to approve the First Reading of BB 9220 Governing Board Elections (Twisselman/Plaisted) (4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.*
- 9.26 *A motion passed to approve the First Reading of BB 9222 Resignation (Twisselman/Parlet)(4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.*
- 9.27 *A motion passed to approve the First Reading of BB 9223 Filling Vacancies (Plaisted/Parlet)(4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.*
- 9.28 *A motion passed to approve the First Reading of BB 9224 Oath Or Affirmation (Parlet/Plaisted)(4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.*
- 9.29 *A motion passed to approve the First Reading of BB 9230 Orientation (Plaisted/Parlet)(4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.*

- 9.30 A motion passed to approve the First Reading of BB 9240 Board Training (Plaisted/Twisselman) (4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.
- 9.31 A motion passed to table the First Reading of BB 9250 Remuneration, Reimbursement And Other Benefits (Twisselman/Parlet)(4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.
- 9.32 A motion passed to withdrawal the First Reading of E 9250 Remuneration, Reimbursement And Other Benefits (Plaisted/Twisselman) (4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.
- 9.33 A motion passed to approve the First Reading of BB 9260 Legal Protection (Plaisted/Twisselman) (4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.
- 9.34 A motion passed to approve to appoint someone to fill the vacancy of the Board of Trustees Member and authorize Superintendent Taylor to advertise and receive applications from members of the public for this vacancy (Plaisted/Twisselman) (4/0) Parlet, Plaisted, Thomason, and Twisselman voted aye.

The Board also directed Superintendent Taylor to hold a Special Board Meeting to interview and possibly appoint someone to fill the Vacancy of the Board of Trustees Member vacancy. The Board meeting will take place on Tuesday, February 21, 2017 at 4:00PM in Room #6 at Shandon High School.

10.0 INFORMATION/DISCUSSION ITEMS

- 10.1 SJUSD Enrollment
- 10.2 District Calendar of Events
- 10.3 Brown Act Cheat Sheet
- 10.4 Board Training Opportunities
- 10.5 International Education Management Corp. Ltd, (IEMC) Proposal
- 10.6 District Facilities Plan Update
- 10.7 Shandon High School First Semester Honor Roll
- 10.8 Shandon High School First Semester Good Attendance
- 10.9 First Solar Parking Agreement Termination Notice

11.0 DISTRICT/SITE REPORTS

- 11.1 A handout was given out at the Board meeting of Special Education totals. The handout was prepared by Special Education Coordinator Sue Cherry.
- 11.2 The Shandon Elementary Report was included in the Board Packet. The report was prepared by Principal Shannon Kepins.
- 11.3 There was no Parkfield Elementary Report.
- 11.4 Superintendent Taylor reported that San Luis Obispo County Sherriff's Office may be increasing patrol cars in the area.

12.0 FUTURE AGENDA ITEM REQUESTS

13.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for February 14, 2017 at Shandon High School, Room #6, Closed Session at 6:00 PM, Open/Regular Session at 7:00 PM.

14.0 ADJOURNMENT

Board President Thomason adjourned the meeting at 9:19PM.

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: February 14, 2017

AGENDA ITEM TITLE:

Approval of Warrants and Payroll for January 2017

PREPARED BY:

Sadie Howard

AGENDA SECTION:

____ Reports X Consent ____ Action ____ First Reading ____ Information ____ Resolution

SUMMARY:

Warrant Approvals:

Below is the warrant approval listing for the Board's approval. The single grand total provided in the report is broken into individual fund subtotals below:

Batch #16 through #18

General Fund (01)	\$ 120,472.24
Food Service/Cafeteria Fund (13)	\$13,609.15
Capital Facilities Fund (25)	.00

TOTAL WARRANT APPROVALS

\$134,081.39

Payroll Warrant Approval:

Payroll warrants are issued to district employees on the tenth and last day of each month. The total shown below includes the actual end-of-month and/or mid-month payroll for the current month.

January 10 th	\$9,972.57
January 31 st	\$198,332.16

TOTAL

\$208,304.73

RECOMMENDED ACTION:

Approve Accounts Payable and Payroll warrants

BOARD BILL APPROVAL LISTING

J74617 APYERPLO L.00.00 01/31/17 PAGE 1
FROM BATCH: 19 THRU BATCH: 22

VENDOR NAME		FUND : 01		GENERAL FUND		AMOUNT	INVOICE DATE
DESCRIPTION	EXTENDED DESCRIPTION	DESCRIPTION	EXTENDED DESCRIPTION				
ALPAUGH UNIFIED	BASKETBALL TOURN	BASKETBALL TOURN		275.00	12/15/2016		
AMERIPRIDE UNIFORM SERVICES	INV#1501810334,T TOWELS	INV#1501810334,T TOWELS		275.00	12/15/2016		
AMERIPRIDE UNIFORM SERVICES	INV#1501791157,T TOWELS	INV#1501791157,T TOWELS		102.63	01/24/2017		
AMERIPRIDE UNIFORM SERVICES	ACC#9391001883 PHONE BILL	ACC#9391001883 PHONE BILL		102.63	01/17/2017		
AT&T	INV#1116540,MAIN	INV#1116540,MAIN		176.04	01/24/2017		
BLAKE'S INC	ORD#56953,S.H.S.	2016/17 PEST CONTROL		18.34	12/15/2016		
BREZDEN PEST CONTROL	ORD#54932,ELEM S	2016/17 PEST CONTROL		405.00	01/23/2017		
BREZDEN PEST CONTROL	INV#11086523,CA	INV#11086523,CA		405.00	01/06/2017		
CALIFORNIA CHAMBER OF COMMERCE	WRKSHR,P.R. VALENCI	WRKSHR,P.R. VALENCI		129.56	01/06/2017		
CASTO CHAPTER NINE	INV#43395,2017 A	RANDOM DRUG TEST		30.00	01/06/2017		
CASTO CHAPTER NINE	INV#43214,EMPLOY	RANDOM DRUG TEST		30.00	01/06/2017		
CDT INC.	REINB.SPEC.ED.SU			150.00	01/24/2017		
CDT INC.	REIMB.SPEC.ED. S			66.00	01/06/2017		
CHERRY, SUE	CLOSED PO	HAZARD WASTE		116.47	01/17/2017		
CHERRY, SUE	ACC#582849,DRINK	DRINKING WATER		0.00	01/17/2017		
COUNTY OF SAN LUIS OBISPO	INV#532680,DRINK	DRINKING WATER		7.10	01/17/2017		
CRYSTAL SPRINGS WATER	ACC#14118,ELEM S	WATER BILLS		28.10	12/15/2016		
CSA 16	ACC#14095,MOT OF	WATER BILLS		158.77	01/23/2017		
CSA 16	ACC#14096,H.S. S	WATER BILLS		77.97	01/23/2017		
CSA 16	INV#6531,ERATE S	E RATE		202.29	01/23/2017		
CSM CONSULTING INC.	INV#201715,BOND,			1,575.00	01/06/2017		
DALE SCOTT & CO. INC.	INV#276,45 DAY I	16/17 BUS REPAIRS		3,681.69	01/06/2017		
DAVIS, MICHAEL LEE	INV#270,BUS#7,45	16/17 BUS REPAIRS		150.00	01/24/2017		
DAVIS, MICHAEL LEE	INV#271,BUS#5,RE	16/17 BUS REPAIRS		150.00	01/17/2017		
DAVIS, MICHAEL LEE	INV#263,BUS#1,SE	16/17 BUS REPAIRS		100.00	01/17/2017		
DAVIS, MICHAEL LEE	INV#268,BUS#2,45	16/17 BUS REPAIRS		150.00	12/15/2016		
DAVIS, MICHAEL LEE	INV#269,BUS#5,45	16/17 BUS REPAIRS		150.00	01/06/2017		
DELTA LIQUID ENERG # 82112	INV#89137,PROPAN	PRKFLD PROPANE		100.00	01/06/2017		
DMK ATTORNEYS AT LAW	INV#199117,BOND	BOND,LEGAL SERVICES		492.65	01/06/2017		
EASTBAY TEAM SALES	INV#554852,BBALL	BASKETBALL JERSEY		132.00	12/15/2016		
EASTBAY TEAM SALES	INV#554861,B-BAL	BASKETBALL JERSEY		325.99	01/17/2017		
FOLLETT SCHOOL SOLUTIONS INC.	INV#530475F-3,LI	LIBRARY DONTATION		147.96	01/06/2017		
FRONTIER COMMUNICATIONS	ACC#805463233105	PARKFIELD PHONE BILL		400.17	01/24/2017		
FRONTIER COMMUNICATIONS	ACC#805463233105	PARKFIELD PHONE BILL		111.33	01/06/2017		
FULLER, JONATHAN	MEALS,1/29/-1-31			115.97	01/06/2017		
FULLER, JONATHAN	MEALS,1/20-1/21/			70.00	01/17/2017		
HANAN, TERESA	REIMB.GOOD ATTEN			58.00	01/17/2017		
HANAN, TERESA	REIMB.XMAS PARTY			33.00	01/17/2017		
HEINEMANN	INV#6708961,K-8T	BENCHMARK ASSSSMENTS		94.55	12/15/2016		
HEINEMANN	INV#6713625,LITE	INTERVENTION SYSTEM		1,005.14	12/15/2016		
HEINEMANN	INV#6708959,LITE	INTERVENTION SYSTEM		5,773.56	01/06/2017		
HEINEMANN	INV#6708959,LITE	INTERVENTION SYSTEM		7,276.62	01/06/2017		
J.B.DEWAR INC.	INV#216015	FUEL		1,622.82	01/06/2017		
J.B.DEWAR INC.	INV#215605	FUEL		882.13	01/23/2017		
J.B.DEWAR INC.	INV#215515	FUEL		1,374.58	12/15/2016		
J.B.DEWAR INC.				455.89	12/15/2016		

VENDOR NAME		FUND : 01	GENERAL FUND	DESCRIPTION	EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
J.B.DEMAR INC.		INV#215923		FUEL		1,126.85	01/06/2017
LOWE'S BUSINESS ACCT/GEWB		ACC#5305,MAINT S				135.82	01/06/2017
MARTINEZ, MARIA		REIMB.MILEAGE,SL				24.61	01/17/2017
MORTON, DEANNA		MEALS,1/29-1/31/				70.00	01/17/2017
MORTON, DEANNA		MEALS,1/20-1/21/				58.00	01/17/2017
MORTON, DEANNA		REIMB.DRILL				181.68	01/06/2017
MOSS LEVY & HARTZHEIM		INV#8884,AUDIT		AUDIT FEES		1,490.00	01/06/2017
NAPA AUTO PARTS		INV#759595,SHOP				50.52	01/23/2017
NAPA AUTO PARTS		INV#756977,OIL				33.79	01/06/2017
OFFICE DEPOT		INV#890117120001		ELEM OFFICE DEPOT SUPPLIES		14.82	01/23/2017
OFFICE DEPOT		INV#885705236001		ELEM OFFICE DEPOT SUPPLIES		3.64	01/06/2017
OFFICE DEPOT		INV#88570469001		ELEM OFFICE DEPOT SUPPLIES		108.56	01/06/2017
OFFICE DEPOT		INV#885705235001		ELEM OFFICE DEPOT SUPPLIES		11.10	01/06/2017
OFFICE DEPOT		INV#890117123001		ELEM OFFICE DEPOT SUPPLIES		29.12	01/06/2017
OFFICE DEPOT		INV#890114387001		ELEM OFFICE DEPOT SUPPLIES		155.90	01/06/2017
PACIFIC GAS & ELECTRIC COMPANY		ACC#28511953-3,P		PG&E ELECTRIC BILLS		11.08	01/24/2017
PACIFIC GAS & ELECTRIC COMPANY		ACC#5762161390-0		PG&E ELECTRIC BILLS		3,670.41	01/06/2017
PACIFIC GAS & ELECTRIC COMPANY		ACC#3644187859-6		PG&E ELECTRIC BILLS		70.08	01/06/2017
PACIFIC GAS & ELECTRIC COMPANY		ACC#28511953-3,P		PG&E ELECTRIC BILLS		11.11	01/06/2017
PACIFIC GAS & ELECTRIC COMPANY		ACC#6978927856-6		PG&E ELECTRIC BILLS		54.97	01/06/2017
PACIFIC GAS & ELECTRIC COMPANY		ACC#1779527540-7		PG&E ELECTRIC BILLS		102.41	01/06/2017
PACIFIC GAS & ELECTRIC COMPANY		ACC#6230961798-3		PG&E ELECTRIC BILLS		481.63	01/06/2017
PACIFIC GAS & ELECTRIC COMPANY		ACC#5762161390-0		PG&E ELECTRIC BILLS		85.95	01/06/2017
PASO ROBLES HEATING & AIR		INV#344256,H.S.U		HEATING AND A/C MAINT.		282.60	01/06/2017
PASO ROBLES SAFE & LOCK		INV#129390,KEYS				34.60	01/06/2017
PORTVIEW PREPARATORY INC		INV#1269,DEC.201		2016/17 PORTVIEW SCHOOL		7,226.25	01/23/2017
POSTMASTER		20 ROLLS STAMPS		POSTAGE,BOX FEES		940.00	12/15/2016
POSTMASTER		PO BOX49, YEARLY		POSTAGE,BOX FEES		198.00	01/06/2017
RECIO, ERIC		REIMB.BASKETBALL				11.83	01/06/2017
RELIABLE OFFICE MACHINE REPAIR		INV#5371.MONTHLY		MONTHLY COPIERS		50.00	01/06/2017
RENDON, KIM		REIMB.SLOCOR,MIL				56.16	12/15/2016
RENDON, KIM		REIMB.MAINT SUPP				21.51	01/17/2017
REPUBLIC ELEVATOR CO.		INV#155452,WHEEL		WHEELCHAIR LIFT		115.52	01/06/2017
SAN LUIS OBISPO COUNTY OFFICE		INV#170657,16/17		2016/17 DATA PROCESSING		942.07	01/23/2017
SAN LUIS OBISPO COUNTY OFFICE		INV#170644,D.LAR				4,026.76	01/06/2017
SAN MIGUEL GARBAGE # 200133		ACC#318244,JAN.2		DISTRICT TRASH		854.41	01/06/2017
SCHOOLS LEGAL SERVICE		INV#701125,RTAIR		YEARLY BOOKLETS		4,368.00	12/15/2016
SCHOOLYARD COMMUNICATIONS		CLOSE PO				0.00	01/17/2017
SHANDON UNIFIED SCHOOL DIST		CLEARING ACC.DEP				76.62	01/23/2017
SISC III		ID#68833,JAN.201				51,639.50	01/06/2017
SMITH, KELLI		REIMB.POSTAGE				9.40	01/06/2017
SPURR		INV#79486		NATURAL GAS		752.73	01/23/2017
SPURR		INV#78351		NATURAL GAS		322.55	12/15/2016
STATE BOARD OF EQUALIZATION		ACC#57415407,4TH				27.43	01/23/2017
STATE OF CALIFORNIA		EMP#94248135,4TH				226.78	01/23/2017
STATE OF CALIFORNIA		ID#942-4813-5,SE				675.24	01/06/2017
SUBSCRIPTION SERVICES/AMERICA		ORD#6215137,LIER				209.76	12/15/2016
TECH TIME COMMUNICATIONS		INV#SLO-0725,GRO				775.58	01/06/2017

VENDOR NAME		FUND : 13	CAFETERIA FUND	DESCRIPTION	EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
AMERIPRIDE UNIFORM SERVICES				INV#1501800683,T TOWELS		20.00	01/17/2017
CRYSTAL CREAMERY				INV#621020707,CA		374.96	01/23/2017
CRYSTAL CREAMERY				ACC#11963, CAFE		451.48	01/06/2017
CRYSTAL CREAMERY				INV#621013709,CA		354.79	01/17/2017
CRYSTAL CREAMERY				INV#621013708, C		129.42	01/17/2017
CRYSTAL CREAMERY				INV#621006706,CA		696.50	01/17/2017
CRYSTAL CREAMERY				INV#621344608,CA		513.42	12/15/2016
GOLD STAR FOODS INC.				INV#1912932,CAFE		385.81	01/23/2017
GOLD STAR FOODS INC.				INV#1909209,CAFE		31.36	01/23/2017
GOLD STAR FOODS INC.				INV#1912935,CAFE		137.83	01/23/2017
GOLD STAR FOODS INC.				INV#1906271,CAFE		874.74	01/17/2017
GOLD STAR FOODS INC.				INV#1894949,CAFE		165.90	01/06/2017
GOLD STAR FOODS INC.				INV#1903683,CAFE		151.16	01/06/2017
GOLD STAR FOODS INC.				INV#1888904,CAFE		14.74	01/06/2017
GOLD STAR FOODS INC.				INV#1894949,CAFE		509.90	01/06/2017
GOLD STAR FOODS INC.				CREDIT,1119919		49.64	01/06/2017
GOLD STAR FOODS INC.				INV#1903683,CAFE		322.69	01/06/2017
GOLD STAR FOODS INC.				INV#1894951,CAFE		68.55	01/06/2017
GOLD STAR FOODS INC.				INV#1888908,CAFE		94.60	01/06/2017
GOLD STAR FOODS INC.				INV#1888904,CAFE		1,146.89	01/06/2017
GOLD STAR FOODS INC.				INV#1897926,CAFE		177.39	01/06/2017
GOLD STAR FOODS INC.				INV#1897923,CAFE		987.56	01/06/2017
GOLD STAR FOODS INC.				INV#1912932,CAFE		51.64	01/23/2017
HANAN, TERESA				REIMB.CAFE FOOD		20.34	12/15/2016
HANAN, TERESA				REIMB.MILEAGE		34.56	12/15/2016
HANAN, TERESA				REIMB.CAFE SUPPL		6.45	01/17/2017
HANAN, TERESA				REIMB.CAFE FOOD		4.00	01/17/2017
M & M RESTAURANT SUPPLIY				REIMB.MILEAGE		12.84	01/17/2017
M & M RESTAURANT SUPPLY				CREDIT MEMO 1771		150.00	01/23/2017
SMITH, KELLI				INV#8119,CAFE FR		1,836.00	01/23/2017
THE BERRY MAN INC.				REIMB.CAFE FOOD		26.38	01/06/2017
THE BERRY MAN INC.				INV#10259198,CAF		10.30	01/17/2017
THE BERRY MAN INC.				INV#10261416,CAF		154.40	01/23/2017
U.S. BANK CORPORATE PMT SYSTEM				INV#10259206,CAF		236.40	01/17/2017
U.S. BANK CORPORATE PMT SYSTEM				RENDON,CAFE PHON		64.28	01/17/2017
WESCH, JANETTE				TAYLOR,CAFE FOOD		198.01	01/17/2017
				INV#20170001,CAF		3,802.34	01/17/2017

TOTAL FUND 13

13,609.15

TOTAL DISTRICT

134,081.39

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017****AGENDA ITEM TITLE:**

Approval of the Budget Report

PREPARED BY:

Sadie Howard

AGENDA SECTION:

☐ Reports ☒ Consent ☐ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached is the Budget Report through June 30, 2017 for approval.

RECOMMENDED ACTION:

Approve the Budget Report.

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE LIMIT SOURCES :							
REVENUE DETAIL							
8011	REV LIMIT STATE AID-CURR YEAR	1,342,278.00	45,685.00	1,387,963.00	888,369.00	499,594.00	64.00
8012	Rev Limit State Aid EPA	192,046.00	147,597.00	339,643.00	148,976.00	190,667.00	43.86
8021	HOME OWNERS EXEMPTION	9,824.00	152.00	9,976.00	4,611.46	5,364.54	46.22
8041	SECURED TAX ROLLS	1,676,645.00	144,923.00-	1,531,722.00	913,297.71	618,424.29	59.62
8042	UNSECURED ROLL TAXES	38,766.00	1,455.00	40,221.00	37,872.89	2,348.11	94.16
8043	PRIOR YEARS TAXES	4,031.00	3,998.00	8,029.00	3,095.39	4,933.61	38.55
8044	SUPPLEMENTAL TAXES	47,970.00	10,911.00	58,881.00	39,625.82	19,255.18	67.29
8045	EDUC REV AUGMENTATION FUND	93,932.00	48,704.00	142,636.00	.00	142,636.00	0.00
8097	PROPERTY TAXES TRANSFERS	83,514.00		83,514.00	.00	83,514.00	0.00
TOTAL REVENUE LIMIT SOURCES :		3,489,006.00	113,579.00	3,602,585.00	2,035,848.27	1,566,736.73	56.51
FEDERAL REVENUES :							
8181	SP ED ENTITLEMENT PER UDC	47,129.00		47,129.00	.00	47,129.00	0.00
8182	SPEC ED-DISCRETIONARY GRANTS	8,614.00		8,614.00	.00	8,614.00	0.00
8290	ALL OTHER FEDERAL REVENUES	114,338.00	3,787.00-	110,551.00	36,003.00	74,548.00	32.56
TOTAL FEDERAL REVENUES :		170,081.00	3,787.00-	166,294.00	36,003.00	130,291.00	21.65
OTHER STATE REVENUES :							
8550	MANDATED COST REIMBURSEMENT	78,082.00	7,966.00	86,048.00	62,255.00	23,793.00	72.34
8560	STATE LOTTERY REVENUE	52,556.00	8,230.00	60,786.00	17,100.77	43,685.23	28.13
8590	ALL OTHER STATE REVENUES	139,766.00	101,596.00	241,362.00	121,368.18	119,993.82	50.28
TOTAL OTHER STATE REVENUES :		270,404.00	117,792.00	388,196.00	200,723.95	187,472.05	51.70
OTHER LOCAL REVENUES :							
8650	LEASES & RENTALS	18,300.00	2,775.00	21,075.00	10,725.00	10,350.00	50.88
8660	INTEREST	1,350.00	2,595.00	3,945.00	1,944.56	2,000.44	49.29
8677	INTERAGENCY SERV BETWN LEA'S	101,846.00	66,163.00	168,009.00	54,590.35	113,418.65	32.49
8698	STALE-DATED WTS/PRIOR YR WTS	.00		.00	1,776.60	1,776.60-	NO BDGT
8699	ALL OTHER LOCAL REVENUES	89,500.00	16,470.00	104,970.00	36,922.81	68,047.19	35.17
8792	TF OF APPORT FROM COE	175,028.00		176,028.00	93,248.00	82,780.00	52.97
TOTAL OTHER LOCAL REVENUES :		386,024.00	88,003.00	474,027.00	199,207.32	274,819.68	42.02
* TOTAL YEAR TO DATE REVENUES		* 4,315,515.00 *	* 315,587.00 *	* 4,631,102.00 *	* 2,471,782.54 *	* 2,159,319.46 *	* 53.37

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET & USED
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EXPENDITURE DETAIL

CERTIFICATED SALARIES :

1100	CERTIFICATED TEACHER	1,152,405.00	42,277.00	1,194,682.00	591,123.58	603,558.42	49.47
1110	CERTIFICATED TEACHER	138.00	138.00-	.00	.00	.00	NO BDGT
1150	CERTIFICATED TCHER EXTRA DUTY	1,000.00	13,450.00	14,450.00	5,046.70	9,403.30	34.92
1160	CERTIFICATED TEACHER SUBSTITUT	29,460.00	2,420.00-	27,040.00	10,869.45	16,170.55	40.19
1190	CERTIFICATED TEACHER OTH ASSIG	57,423.00	8,094.00-	49,329.00	17,007.68	32,321.32	34.47
1200	CERT PUPIL SUPPORT SALARY	91,001.00	1,998.00	92,999.00	45,654.16	47,344.84	49.09
1300	CERTIFICATED SUPERV & ADM SAL	71,700.00		71,700.00	41,825.00	29,875.00	58.33
1340	SCHOOL ADMINISTRATORS	132,700.00	1,698.00	134,398.00	78,398.81	55,999.19	58.33

TOTAL CERTIFICATED SALARIES :

		1,535,827.00	48,771.00	1,584,598.00	789,925.38	794,672.62	49.85
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CLASSIFIED SALARIES :

2100	INSTRUCTIONAL AIDE SALARIES	125,842.00	6,043.00	131,885.00	71,052.71	60,832.29	53.87
2130	INSTRUCTIONAL AIDE HOURLY	890.00		890.00	.00	890.00	0.00
2150	INSTRUCTIONAL AIDE EXTRA DUTY	.00	1,427.00	1,427.00	2,402.27	975.27-	168.34
2160	INSTRUCTIONAL AIDE SUBSTITUTE	4,000.00		4,000.00	6,110.97	2,110.97-	152.77
2190	INSTRUCTIONAL AIDE STUDENTS	.00	10,576.00	10,576.00	10,818.00	242.00-	102.28
2200	CLASSIFIED SUPPORT SALARIES	261,184.00	14,783.00	275,967.00	143,901.88	132,065.12	52.14
2250	CLASSIFIED SUPPORT EXTRA DUTY	5,000.00	129.00	5,129.00	2,036.23	3,092.77	39.70
2260	CLASSIFIED SUPPORT SUBSTITUTE	.00	977.00	977.00	1,734.42	757.42-	177.52
2270	CLASSIFIED SUPPORT OVERTIME	9,000.00	24.00	9,024.00	4,996.05	4,027.95	55.36
2400	CLERICAL/TECHNICAL/OFFICE SAL	152,727.00	1,962.00	154,689.00	84,411.65	70,277.35	54.56
2420	CLERICAL & OFFICE PART TIME	.00	252.00	252.00	.00	252.00	0.00
2470	CLERICAL & OFFICE OVERTIME	4,500.00		4,500.00	1,658.14	2,841.86	36.84
2900	OTHER CLASSIFIED SALARIES	48,576.00	4,894.00	53,470.00	18,809.99	34,660.01	35.17
2960	OTHER CLASSIFIED SUBSTITUTE	1,200.00		1,200.00	.00	1,200.00	0.00

TOTAL CLASSIFIED SALARIES :

		612,919.00	41,067.00	653,986.00	347,932.31	306,053.69	53.20
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EMPLOYEE BENEFITS :

3101	STRS CERTIFICATED	255,423.00	7,521.00	262,944.00	91,325.72	171,618.28	34.73
3201	PERS CERTIFICATED	5,290.00	745.00	6,035.00	3,073.89	2,961.11	50.93
3202	PERS CLASSIFIED	80,106.00	8,417.00	88,523.00	43,974.42	44,548.58	49.67
3301	SOCIAL SECURITY CERTIFICATED	.00	2,550.00	2,550.00	1,514.55	1,035.45	59.39
3302	SOCIAL SECURITY CLASSIFIED	39,060.00	3,881.00	42,941.00	19,738.97	23,202.03	45.96
3311	MEDICARE - CERTIFICATED	23,462.00	1,680.00-	21,782.00	10,683.10	11,098.90	49.04
3312	MEDICARE - CLASSIFIED	9,137.00	912.00	10,049.00	4,640.92	5,408.08	46.18
3401	HEALTH & WELFARE CERTIFICATED	206,788.00	10,556.00	217,344.00	103,756.50	113,587.50	47.73
3402	HEALTH & WELFARE CLASSIFIED	176,749.00	1,011.00	177,760.00	74,178.31	103,581.69	41.72
3501	UNEMPLOYMENT - CERTIFICATED	759.00	11.00-	748.00	1,019.29	271.29-	136.26
3502	UNEMPLOYMENT - CLASSIFIED	312.00	32.00	344.00	159.98	184.02	46.50
3601	WORKERS COMP - CERTIFICATED	37,937.00	358.00	38,295.00	18,505.72	19,789.28	48.32
3602	WORKERS COMP - CLASSIFIED	15,812.00	1,892.00	17,704.00	8,033.98	9,670.02	45.37

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
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EMPLOYEE BENEFITS :

3701	RETIREE BENEFITS CERTIFICATED	.00	2,035.00	2,035.00	1,017.60	1,017.40	50.00
3702	RETIREE BENEFITS CLASSIFIED	15,594.00	8,204.00-	7,390.00	.00	7,390.00	0.00
TOTAL EMPLOYEE BENEFITS :		866,429.00	30,015.00	896,444.00	381,622.95	514,821.05	42.57

BOOKS AND SUPPLIES :

4100	APPRVD TEXTBKS/CORE CURRICULA	58,277.00	16,144.00	74,421.00	63,408.41	11,012.59	35.20
4300	MATERIALS AND SUPPLIES	134,149.00	97,476.00	231,625.00	55,323.75	176,301.25	23.88
4310	FUEL GAS	25,000.00	50.00	25,050.00	13,130.11	11,919.89	52.41
4318	COPIER USAGE	20,340.00		20,340.00	10,246.54	10,093.46	50.37
4319	TIRES AND TUBES	3,700.00		3,700.00	1,400.96	2,299.04	37.86
4320	GREASE & OIL	600.00		600.00	125.23	474.77	20.87
4321	CUSTODIAL SUPPLIES	7,000.00		7,000.00	6,036.53	963.47	86.23
4325	TOOLS	143.00	275.00	418.00	418.27	.27-	100.06
4339	REPAIR PARTS	7,268.00		7,268.00	2,142.78	5,125.22	29.48
4380	PAPER	4,500.00		4,500.00	1,762.42	2,737.58	39.16
4398	FUEL TAX	100.00		100.00	93.36	6.64	93.36
4400	NON-CAPITALIZED EQUIPMENT	.00	57,094.00	57,094.00	84,158.91	27,064.91-	147.40
TOTAL BOOKS AND SUPPLIES :		261,077.00	171,039.00	432,116.00	238,247.27	193,868.73	55.13

SERVICES, OTHER OPER. EXPENSE:

5110	Subagmt SPD outside agency	99,800.00	8,120.00-	91,680.00	19,506.25	72,173.75	21.27
5200	TRAVEL & CONFERENCE	37,019.00	6,573.00	43,592.00	18,855.42	24,736.58	43.25
5230	MILEAGE	1,000.00	175.00	1,175.00	774.61	400.39	65.92
5300	DUES & MEMBERSHIPS	8,191.00	986.00	9,177.00	7,987.00	1,190.00	87.03
5400	INSURANCE	26,263.00	1,831.00-	24,432.00	24,303.46	128.54	99.47
5510	WATER	5,800.00		5,800.00	2,680.59	3,119.41	46.21
5520	GAS	14,500.00	7,700.00-	6,800.00	2,517.62	4,282.38	37.02
5530	ELECTRICITY	62,000.00	3,000.00	65,000.00	43,431.46	21,568.54	66.81
5550	DISPOSAL/GARBAGE REMOVAL	12,000.00	40.00	12,040.00	6,647.23	5,392.77	55.20
5600	RENTALS/LEASES, REPAIRS, IMPROVM	145,000.00	98,833.00-	46,167.00	1,167.16	44,999.84	2.52
5640	REPAIRS/MAINT OF EQUIPMENT	11,600.00		11,600.00	6,377.50	5,222.50	54.97
5650	REPAIRS/MAIN - VEHICLES	2,000.00		2,000.00	496.27	1,503.73	24.81
5800	PROFS'L/CONSULTG SVCS/OP EXP	85,827.00	133,691.00	219,518.00	188,040.74	31,477.26	85.66
5810	SERVICES PROVIDED BY SLOCOE	65,721.00	8,502.00	74,223.00	37,536.64	36,686.36	50.57
5822	MAINTENANCE AGREEMENTS	.00	6,075.00	6,075.00	3,627.30	2,447.70	59.70
5830	HAZARDOUS WASTE DISPOSAL	55.00	1,218.00	1,273.00	1,272.54	.46	99.96
5840	PHYSICAL EXAMS-FINGERPRINTING	700.00		700.00	461.00	239.00	65.85
5845	RANDOM DRUG/ALCOHOL TESTING	400.00	100.00	500.00	312.00	188.00	62.40
5855	OUTSIDE PRINTING	807.00		919.00	919.24	.24-	100.02
5865	IN LIEU OF TRANSPORTATION	13,100.00	1,900.00-	11,200.00	3,756.24	7,443.76	33.53
5871	ELECTION	.00	760.00	760.00	.00	760.00	0.00

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UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
ASSETS AND LIABILITIES :				
FUND RECONCILIATION				
9110	CASH IN COUNTY TREASURY	588,571.54	277,699.81	866,271.35
9130	REVOLVING CASH ACCOUNT	1,000.00	.00	1,000.00
9210	ACCOUNTS RECEIVABLE PRIOR YEAR	177,044.58	84,968.63-	92,075.95
9508	SALES TAX PAYABLE	.52	6,017.20-	6,016.68-
9510	ACCOUNTS PAYABLE (CURRENT LIAB)	64,534.13-	54,420.13	10,114.00-
9515	UNEMPLOYMENT	307.81-	824.33	516.52
9516	W/COMP		19,416.30-	19,416.30-
9521	MEDICAL	138,115.94-	64,872.53	73,243.41-
9550	PAYROLL HAND WARRANTS	34.00-	.00	34.00-
9650	DEFERRED REVENUE	3,959.01-	3,959.01	.00
* NET YEAR TO DATE FUND BALANCE * *				
		559,665.75 *	291,373.68 *	851,039.43 *
9791	FUND BAL-BEGINNING BALANCE	559,665.75-	.00	559,665.75-
* EXCESS REVENUES (EXPENDITURES) * *				
		.00 *	291,373.68 *	291,373.68 *

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	4,315,515.00	315,587.00	4,631,102.00	2,471,782.54	2,159,319.46	53.37
B.	EXPENDITURES	4,278,897.00	407,695.00	4,686,592.00	2,180,408.86	2,506,183.14	46.52
C.	EXCESS REVENUES (EXPENDITURES)	36,618.00	92,108.00-	55,490.00-	291,373.68	346,863.68-	0.00
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	36,618.00	92,108.00-	55,490.00-	291,373.68	346,863.68-	0.00
F. FUND BALANCE :							
	BEGINNING BALANCE (9791)	559,665.75	.00	559,665.75	559,665.75	.00	100.00
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATements (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	559,665.75	.00	559,665.75	559,665.75	.00	100.00
G.	ENDING BALANCE	596,283.75	92,108.00-	504,175.75	851,039.43	346,863.68-	168.79

UNRESTRICTED/RESTRICTED COMBINED

FUND: 13 CAFETERIA FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE DETAIL							
FEDERAL REVENUES :							
8220	CHILD NUTRITION PROGRAMS	169,985.00	8,691.00	178,676.00	70,307.67	108,368.33	39.34
8290	ALL OTHER FEDERAL REVENUES	.00	45,500.00	45,500.00	.00	45,500.00	0.00
TOTAL FEDERAL REVENUES :							
		169,985.00	54,191.00	224,176.00	70,307.67	153,868.33	31.36
OTHER STATE REVENUES :							
8520	CHILD NUTRITION	.00	38,901.00	38,901.00	28,781.86	10,119.14	73.98
TOTAL OTHER STATE REVENUES :							
		.00	38,901.00	38,901.00	28,781.86	10,119.14	73.98
OTHER LOCAL REVENUES :							
8634	FOOD SERVICE SALES	16,000.00		16,000.00	4,201.30	11,798.70	26.25
8660	INTEREST	.00	90.00	90.00	43.00	47.00	47.77
8699	ALL OTHER LOCAL REVENUES	5,500.00	3,348.00	8,848.00	169.61	8,678.39	1.91
TOTAL OTHER LOCAL REVENUES :							
		21,500.00	3,438.00	24,938.00	4,413.91	20,524.09	17.69
* TOTAL YEAR TO DATE REVENUES							
		191,485.00 *	96,530.00 *	288,015.00 *	103,503.44 *	184,511.56 *	35.93

EXPENDITURE DETAIL

CLASSIFIED SALARIES :							
2200	CLASSIFIED SUPPORT SALARIES	9,369.00	1,040.00	10,409.00	4,984.36	5,424.64	47.88
2250	CLASSIFIED SUPPORT EXTRA DUTY	.00	2,709.00	2,709.00	1,667.62	1,041.38	61.55
2260	CLASSIFIED SUPPORT SUBSTITUTE	500.00	585.00	1,085.00	584.64	500.36	53.88
2300	CLASSIFIED SUPERV & ADMIN SAL	36,710.00	8,763.00	45,473.00	23,644.06	21,828.94	51.99
2900	OTHER CLASSIFIED SALARIES	26,015.00	9,406.00	35,421.00	18,727.92	16,693.08	52.87
TOTAL CLASSIFIED SALARIES :							
		72,594.00	22,503.00	95,097.00	49,608.60	45,488.40	52.16
EMPLOYEE BENEFITS :							
3202	PERS CLASSIFIED	8,734.00	3,318.00	12,052.00	6,692.66	5,359.34	55.53
3302	SOCIAL SECURITY CLASSIFIED	4,571.00	858.00	5,429.00	2,802.33	2,626.67	51.61
3312	MEDICARE - CLASSIFIED	1,070.00	202.00	1,272.00	655.48	616.52	51.53
3402	HEALTH & WELFARE CLASSIFIED	12,267.00	12,160.00	24,427.00	12,161.43	12,265.57	49.78
3502	UNEMPLOYMENT - CLASSIFIED	37.00	7.00	44.00	22.46	21.54	51.04
3602	WORKERS COMP - CLASSIFIED	1,827.00	522.00	2,349.00	1,134.47	1,214.53	48.29
TOTAL EMPLOYEE BENEFITS :							
		28,506.00	17,067.00	45,573.00	23,468.83	22,104.17	51.49

UNRESTRICTED/RESTRICTED COMBINED

FUND: 13 CAFETERIA FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
BOOKS AND SUPPLIES :							
4300	MATERIALS AND SUPPLIES	6,000.00		6,000.00	4,082.56	1,917.44	68.04
4400	NON-CAPITALIZED EQUIPMENT	.00	24,448.00	24,448.00	24,448.00	.00	100.00
4700	FOOD	73,700.00		73,700.00	47,363.55	26,336.45	64.26
	TOTAL BOOKS AND SUPPLIES :	79,700.00	24,448.00	104,148.00	75,894.11	28,253.89	72.87
SERVICES, OTHER OPER. EXPENSE:							
5200	TRAVEL & CONFERENCE	.00					
5230	MILEAGE	.00	381.00	381.00	381.02	.02-	100.00
5800	PROFES'L/CONSULTG SVCS/OP EXP	289.00	965.00	965.00	602.09	362.91	62.39
5894	LICENSES AND PERMITS	400.00	7,617.00	7,906.00	5,462.91	2,443.09	69.09
	TOTAL SERVICES, OTHER OPER. EXPENSE:	689.00	8,963.00	9,652.00	6,740.02	106.00	73.50
CAPITAL OUTLAY :							
6400	EQUIPMENT	10,000.00	38,912.00	48,912.00	.00	48,912.00	0.00
	TOTAL CAPITAL OUTLAY :	10,000.00	38,912.00	48,912.00	.00	48,912.00	0.00
* TOTAL YEAR TO DATE EXPENDITURES * *							
		191,489.00 *	111,893.00 *	303,382.00 *	155,711.56 *	147,670.44 *	51.32

UNRESTRICTED/RESTRICTED COMBINED FUND: 13 CAFETERIA FUND

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
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FUND RECONCILIATION

ASSETS AND LIABILITIES :

9110	CASH IN COUNTY TREASURY			
9210	ACCOUNTS RECEIVABLE PRIOR YEAR	33,930.81	43,852.73-	9,921.92-
9508	SALES TAX PAYABLE	8,628.56	8,628.56-	.00
9510	ACCOUNTS PAYABLE (CURRENT LIAB)	310.59-	37.42-	37.42-
			310.59	.00
* NET YEAR TO DATE FUND BALANCE	**	42,248.78 *	52,208.12-*	9,959.34-*
9791	FUND BAL-BEGINNING BALANCE	42,248.78-	.00	42,248.78-
* EXCESS REVENUES (EXPENDITURES)	**	.00 *	52,208.12-*	52,208.12-*

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
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REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

A. REVENUES	191,485.00	96,530.00	288,015.00	103,503.44	184,511.56	35.93
B. EXPENDITURES	191,489.00	111,893.00	303,382.00	155,711.56	147,670.44	51.32
C. EXCESS REVENUES (EXPENDITURES)	4.00-	15,363.00-	15,367.00-	52,208.12-	36,841.12	339.74
D. OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E. NET CHANGE IN FUND BALANCE	4.00-	15,363.00-	15,367.00-	52,208.12-	36,841.12	339.74
F. FUND BALANCE :						

BEGINNING BALANCE (9791)	42,248.78	.00	42,248.78	42,248.78	.00	100.00
AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
ADJUSTED BEGINNING BALANCE	42,248.78	.00	42,248.78	42,248.78	.00	100.00
G. ENDING BALANCE	42,244.78	15,363.00-	26,881.78	9,959.34-	36,841.12	0.00

UNRESTRICTED/RESTRICTED COMBINED

FUND: 25 CAPITAL FACILITIES FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET \$ USED
REVENUE DETAIL							
8660	INTEREST	65.00	20.00	85.00	43.22	41.78	50.84
8681	MITIGATION/DEVELOPER FEES	4,429.00	4,429.00-	.00	7,680.00	7,680.00-	NO BDGT
TOTAL OTHER LOCAL REVENUES :							
		4,494.00	4,409.00-	85.00	7,723.22	7,638.22-	9086.14
* TOTAL YEAR TO DATE REVENUES		* 4,494.00 *	4,409.00-*	85.00 *	7,723.22 *	7,638.22-*	9086.14

UNRESTRICTED/RESTRICTED COMBINED

FUND: 25 CAPITAL UTILITIES FUND

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
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ASSETS AND LIABILITIES :

FUND RECONCILIATION				
9110	CASH IN COUNTY TREASURY	14,792.19	7,723.22	22,515.41
* NET YEAR TO DATE FUND BALANCE * *				
9791	FUND BAL-BEGINNING BALANCE	14,792.19 *	7,723.22 *	22,515.41 *
* EXCESS REVENUES (EXPENDITURES) * *				
		14,792.19-	.00	14,792.19-
		.00 *	7,723.22 *	7,723.22 *

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
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REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

A.	REVENUES	4,494.00	4,409.00-	85.00	7,723.22	7,638.22-	9086.14
B.	EXPENDITURES	.00	.00	.00	.00	.00	NO BDGT
C.	EXCESS REVENUES (EXPENDITURES)	4,494.00	4,409.00-	85.00	7,723.22	7,638.22-	9086.14
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	4,494.00	4,409.00-	85.00	7,723.22	7,638.22-	9086.14
F.	FUND BALANCE :						

BEGINNING BALANCE (9791)	14,792.19	.00	14,792.19	14,792.19	.00	100.00
AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
ADJUSTED BEGINNING BALANCE	14,792.19	.00	14,792.19	14,792.19	.00	100.00
G. ENDING BALANCE	19,286.19	4,409.00-	14,877.19	22,515.41	7,638.22-	151.34

UNRESTRICTED/RESTRICTED COMBINED

FUND: 40 SPECIAL RESERVE - CAP OUTLAY

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
OTHER LOCAL REVENUES :							
REVENUE DETAIL							
8660	INTEREST	9.00		9.00	3.68	5.32	40.88
TOTAL OTHER LOCAL REVENUES :		9.00	.00	9.00	3.68	5.32	40.88
* TOTAL YEAR TO DATE REVENUES		9.00 *	.00 *	9.00 *	3.68 *	5.32 *	40.88

UNRESTRICTED/RESTRICTED COMBINED

FUND: 40 SPECIAL RESERVE - CAP OUTLAY

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
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ASSETS AND LIABILITIES :

9110	CASH IN COUNTY TREASURY	1,260.19	3.68	1,263.87
* NET YEAR TO DATE FUND BALANCE **				
9791	FUND BAL-BEGINNING BALANCE	1,260.19 *	3.68 *	1,263.87 *
* EXCESS REVENUES (EXPENDITURES) **				
		1,260.19-	.00	1,260.19-
		.00 *	3.68 *	3.68 *

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
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REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

A.	REVENUES	9.00	.00	9.00	3.68	5.32	40.88
B.	EXPENDITURES	.00	.00	.00	.00	.00	NO BDGT
C.	EXCESS REVENUES (EXPENDITURES)	9.00	.00	9.00	3.68	5.32	40.88
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	9.00	.00	9.00	3.68	5.32	40.88
F.	FUND BALANCE :						

BEGINNING BALANCE (9791)	1,260.19	.00	1,260.19	1,260.19	.00	100.00
AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
ADJUSTED BEGINNING BALANCE	1,260.19	.00	1,260.19	1,260.19	.00	100.00
G. ENDING BALANCE	1,269.19	.00	1,269.19	1,263.87	5.32	99.58

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017****AGENDA ITEM TITLE:**

Approval of the Student Body Funds

PREPARED BY:

Sadie Howard

AGENDA SECTION:☐ Reports ☒ Consent ☐ Action ☐ First Reading ☐ Information ☐ Resolution**SUMMARY:**

Attached for your review and approval are the Student Body Funds for Shandon Elementary School and Shandon High School for the month of December 2016.

RECOMMENDED ACTION:

Approve the Student Body Funds.

SHANDON UNIFIED SCHOOL DISTRICT
SHANDON HIGH SCHOOL STATEMENT OF STUDENT BODY FUNDS
December-2016

CLASSES CLUBS	Authorized Advisor	ENDING BAL. 11/30/2016	BALANCE FORWARD	WITHDRAWLS	DEPOSITS	ENDING BAL. 12/31/2016
High General	D. Sciocchetti	\$ 2,710.90	\$ 2,710.90	1,285.80	1,428.75	2,853.85
Seniors	Fuller/Morton	\$ 1,783.21	\$ 1,783.21	25.00		1,758.21
Junior	Cherry/Voorheis	\$ 2,510.39	\$ 2,510.39	153.57	73.00	2,429.82
Sophomore	Carroll/Acebo	\$ 543.43	\$ 543.43	25.00		518.43
Freshman	D. Sciocchetti/Stuart	\$ 404.66	\$ 404.66	55.96		348.70
Comm. Outreach Project	D. Sciocchetti	\$ 156.00	\$ 156.00			156.00
FNL	D. Sciocchetti	\$ 104.13	\$ 104.13		18.00	122.13
Gate/Officials	Taylor/BUS.OFFICE	\$ (320.00)	\$ (320.00)	319.00	390.00	(249.00)
Ag Mechanics Class	Fuller	\$ 276.71	\$ 276.71			276.71
Art Class	Acebo	\$ 24.22	\$ 24.22			24.22
Drama Class	Carroll	\$ 547.88	\$ 547.88	17.90		529.98
FCS Class	D. Sciocchetti	\$ 87.48	\$ 87.48			87.48
F.F.A. General	Morton/Fuller	\$ 6,782.26	\$ 6,782.26		744.00	7,526.26
F.F.A. Revolving	Morton/Fuller	\$ 2,451.26	\$ 2,451.26			2,451.26
Stadium Project	Taylor	\$ 8,462.57	\$ 8,462.57			8,462.57
Travel Club	Carroll	\$ 3.36	\$ 3.36			3.36
YearBook Class	D. Sciocchetti	\$ -	\$ -			0.00
S-BLOCK	Taylor	\$ 3.79	\$ 3.79			3.79
*Cheerleaders	Taylor	\$ 500.00	\$ 500.00			500.00
*Football	Taylor	\$ 178.44	\$ 178.44			178.44
*H.S. Volleyball	Taylor	\$ 141.90	\$ 141.90			141.90
*Basketball	Taylor	\$ -	\$ -		164.50	164.50
*Softball	Taylor	\$ -	\$ -			0.00
*Baseball	Taylor	\$ -	\$ -			0.00
TOTAL in Fund Balances/Ties to Bank Balance		\$ 27,352.59	\$ 27,352.59	\$ 1,882.23	\$ 2,818.25	\$ 28,288.61

Howard

Shandon Elementary ASB Heritage Oaks Bank
December 1, 2016

CLASSES/CLUBS	BALANCE FORWARD 11/30/2016	CLUB XFERS	CASH RECEIVED	WITHDRAWALS	ENDING BALANCE 12/31/2016
SES ABS General	\$ 3,615.67		\$ 4,615.77	\$ 4,929.92	\$ 3,301.52
SES ASB Middle School	\$ 80.13				\$ 80.13
8th Grade	\$ 1,812.70		\$ 1,395.00		\$ 3,207.70
Library	\$ 265.98				\$ 265.98
Parkfield	\$ 319.85		\$ 1,614.15		\$ 1,934.00
Gate	\$ 270.50			\$ 80.00	\$ 190.50
TOTAL	\$ 6,364.83	\$ -	\$ 7,624.92	\$ 5,009.92	\$ 8,979.83

Shannon

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Meeting of the Board of Trustees
MEETING DATE: February 14, 2017

AGENDA ITEM TITLE:

Approval of Personnel Action Report

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

Reports ☒ Consent ☐ Action ☐ First Reading ☐ Information ☐ Resolution

PERSONNEL ACTION REPORT

NEW HIRES

Estefani Perraz

CLASSIFICATION

Classified Bilingual Clerk and Para Educator Substitute

EFFECTIVE DATE

January 30, 2017

RESIGNATIONS

Brittney Wright

CLASSIFICATION

SES Kindergarten Teacher

EFFECTIVE DATE

June 9, 2017

RETIREEES

Shannon Small

CLASSIFICATION

SES 4th Grade Teacher

EFFECTIVE DATE

June 9, 2017

John Carroll

SHS English & Drama Teacher

June 9, 2017

John Svinth

SJUSD Counselor

June 30, 2017

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017****AGENDA ITEM TITLE:**

Approval of Overnight FFA Field Trip

PREPARED BY:

Teresa Taylor

AGENDA SECTION:☐ Reports ☒ Consent ☐ Action ☐ First Reading ☐ Information ☐ Resolution**SUMMARY:**

Shandon FFA has requested to travel to Cal Poly for an overnight field trip on March 3rd & 4th. Eight students from 10th and 11th grade will attend the trip for leadership training.

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of Overnight Senior Field Trip

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☒ Consent ☐ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

The senior class has requested to attend an overnight field trip to Grad Night at Six Flags Magic Mountain on May 25 & 26. Grad Night is from 11:00pm-5:00am. Mr. Fuller and Mrs. Morton will Chaperone the field trip.

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017****AGENDA ITEM TITLE:**

Approval of Legal Services for Measure K Bond Projects

PREPARED BY:

Teresa Taylor

AGENDA SECTION:☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution**SUMMARY:**

Administration recommends the approval of an agreement with DWK for legal services associated with Measure K construction projects. The Board approved an agreement with DWK in July of 2016 to provide legal services for Measure K Bond preparation and implementation in cooperation with Dale Scott who was chosen to be our Bond Adviser.

RECOMMENDED ACTION:

Approval

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement for Professional Services is made and entered into on February 15, 2017, by and between the Shandon Joint Unified School District, hereinafter referred to as District, and Dannis Woliver Kelley, a professional corporation, hereinafter referred to as Attorney.

In consideration of the promises and the mutual agreements hereinafter contained, District and Attorney agree as follows:

District and Attorney entered into an Agreement for Professional Services on July 7, 2016, to provide legal services associated with a 2016 bond election ("Bond Agreement"). Pursuant to Section A of the Bond Agreement, the District and Attorney would now like to enter into this Agreement for Professional Services (hereinafter referred to as, "Agreement") so that Attorney may represent District in other legal matters and provide services related, but not limited to, the District's Bond Construction Program. All terms and conditions of the Bond Agreement remain unchanged.

District appoints Attorney to represent, advise and counsel it from February 15, 2017, through and including June 30, 2018, and continuing thereafter as approved. Any services performed during the period between the above commencement date and the date of Board action approving this Agreement are hereby ratified by said Board approval. Attorney agrees to prepare periodic reviews of relevant court decisions, legislation, and other legal issues. Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

District shall be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments, perform the obligations it has agreed to perform under this Agreement and pay Attorney bills in a timely manner.

Except as hereinafter provided, District agrees to pay Attorney two hundred twenty-five dollars (\$225) to three hundred dollars (\$300) per hour for shareholders; two hundred fifteen dollars (\$215) to two hundred seventy five dollars (\$275) for special counsel and of counsel; one hundred eighty-five dollars (\$185) to two hundred forty dollars (\$240) per hour for associates; and one hundred twenty dollars (\$120) to one hundred fifty dollars (\$150) per hour for paralegals and law clerks. Rates for individual attorneys may vary within the above ranges depending on the level of experience and qualifications and the nature of the legal services provided.

Substantive communications advice (telephone, voice-mail, e-mail) is billed in a minimum increment of one-tenth (.1) of an hour, except for the first such advice in any business day, which is charged in a minimum of three-tenths (.3) of an hour. In the course of travel it may be necessary for Attorney to work for and bill other clients while in transit. If, during the course of representation of District, an insurance or other entity assumes responsibility for payment of all or partial fees of Attorney on a particular case or matter, District shall remain responsible for the difference between fees paid by the other entity and Attorney's hourly rates as specified in this Agreement unless otherwise agreed by the parties.

Agreements for legal fees at other than the hourly rate set forth above may be made by mutual agreement for special projects or particular scopes of work.

District further agrees to reimburse Attorney for actual and necessary expenses and costs with respect to providing the above services, including support services such as copying costs, express postage, and facsimile transmittals. District agrees that such actual

and necessary expenses may vary according to special circumstances necessitated by request of District or emergency conditions which occasionally arise.

District further agrees to pay for major costs and expenses by paying third parties directly including, but not limited to, costs of serving pleadings, filing fees and other charges assessed by courts and other public agencies, arbitrators' fees, court reporters' fees, jury fees, witness fees, investigation expenses, consultants' fees, and expert witness fees. Upon mutual consent of District and Attorney, Attorney may pay for such costs and expenses and District shall advance costs and expenses to Attorney.

Occasionally Attorney may provide District officials and/or employees with food or meals at Attorney-sponsored trainings or when working with District officials and/or employees. Attorney may provide such food or meals without additional charge in exchange for the consideration provided by the District under this Agreement.

Attorney shall send District a statement for fees and costs incurred every calendar month. Attorney's statements shall clearly state the basis thereof, including the amount, rate and basis for calculations or other methods of determination of Attorney's fees. District shall pay Attorney's statements within thirty (30) days after each statement's date. Upon District office's request for additional statement information, Attorney shall provide a bill to District no later than ten (10) days following the request. District is entitled to make subsequent requests for bills at intervals of no less than thirty (30) days following the initial request.

It is expressly understood and agreed to by both parties that Attorney, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

Because Attorney represents many school and community college districts, county offices of education, joint powers authorities, SELPAs and other educational entities, conflicts of interest may arise in the course of Attorney's representation. If Attorney becomes aware of any potential or actual conflicts of interest, Attorney will inform the District of the conflict and comply with the legal and ethical requirements to fulfill its duties of loyalty and confidentiality to District. If District has any question about whether Attorney has a conflict of interest in its representation of District in any matter, it may contact Attorney or other legal counsel for clarification.

District or Attorney may terminate this Agreement by giving thirty (30) days written notice of termination to the other party.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement for Professional Services.

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Teresa Taylor
Superintendent

Date

DANNIS WOLIVER KELLEY

Samuel Santana
Attorney at Law

Date

At its public meeting of _____, 2017, the Board approved this Agreement and authorized the Board President, Superintendent or Designee to execute this Agreement.

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of Architectural Services for Measure K Bond Projects

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

The District sent a Request for Qualifications (RFQ) for the Measure K Architectural Services on January 20, 2017. The deadline for submissions in response to the RFQ is February 10, 2017. Responses will be provided to the Board after the February 10th deadline. A recommendation will be made at the February 14th Board Meeting.

RECOMMENDED ACTION:

Approval

**REQUEST FOR QUALIFICATIONS
MEASURE K ARCHITECTURAL SERVICES**

NOTICE IS HEREBY GIVEN that the Shandon Joint Unified School District ("District") is seeking qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide full architectural planning and designing services for selected projects under the District's Measure K Bond Program ("Program").

Respondents to this RFQ should mail or deliver five (5) bound copies, one (1) unbound copy, and one (1) electronic copy, as further described herein, to:

**Teresa Taylor, Superintendent
Shandon Joint Unified School District
101 South First Street, Box 79
Shandon, CA 93461**

ALL RESPONSES ARE DUE BY 1:00 P.M. ON FRIDAY, FEBRUARY 10, 2017. Any submittal received after that date and time will not be accepted and will be returned unopened.

FAXED OR EMAILED RESPONSES WILL NOT BE ACCEPTED.

Each submittal must conform and be responsive to the requirements set forth in this RFQ.

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

If you have any questions regarding this RFQ please call or email Teresa Taylor at (805) 238-0286 or ttaylor@shandonschools.org before 4:00 p.m. on February 8, 2017.

BACKGROUND

Briefly stated, the District is seeking experienced and proven design professionals to provide planning, programming and design services on an as-needed basis for projects under the District's Measure K Bond Program. This RFQ defines the architectural services sought and generally outlines the District's requirements.

PROGRAM DESCRIPTION

The Measure K Bond Program authorizes the District to issue and sell \$3.15 million in school bonds to fund school facilities projects including, not limited to, the following:

- Repair leaky pipes, deteriorating septic systems, aging roofs and inefficient heating/air-conditioning;
- Upgrade portable classrooms;
- Install emergency communication systems and remove asbestos; and
- Qualify for State matching funds at Shandon Elementary, Parkfield Elementary and Shandon High Schools.

LIMITATIONS

This RFQ is neither a formal request for bids nor an offer by the District to contract with any party responding to this RFQ. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any response to this RFQ. The awarding of a contract, if at all, is at the sole discretion of the District.

FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), and Disabled Veterans Business Enterprises ("DVBE") shall be afforded full opportunity to respond to this RFQ and no respondent will be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process, or the award of the contract with any member of the District, Board of Education, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the entity submitting a response.

SCOPE OF SERVICES

Any firm selected based on this RFQ process must be capable of providing full architectural services through the design and construction phases of any and all selected Program projects. The exact scope of services, however, will be negotiated with the selected firm and finalized in the resulting contract. The Program architect will also prepare budgets for selected Program projects and meet, as needed, with District staff, school and neighborhood organizations, and upper-level District administrators.

INSTRUCTIONS FOR SUBMITTALS

The submittals and any other supporting materials submitted to the District in response to this RFQ will not be returned and will become the property of the District unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Submittals shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful respondent have completed negotiations and entered into an agreement, or (2) the District has rejected all respondents. Furthermore, the District will have no liability to the respondent or any other party as a result of any public disclosure of any submittal or supporting material.

A. FORMAT REQUIREMENTS

Respondents must comply with the following format requirements. Material must be in 8-1/2 x 11 inch format. Submittals shall include divider tabs labeled with boldface headers below; e.g. the first tab would be entitled "Cover Letter", the second tab would be entitled "Business Information", etc.

Provide five (5) bound copies, one (1) unbound copy, and one (1) electronic copy of the submittal:

- The unbound copy shall be marked "Copy for Reproduction", and shall be formatted as follows:
 - No divider sheets or tab.
 - Pages with proprietary information removed.
 - A cover sheet listing the firm's name, the total number of pages, and identifying those pages that were removed due to proprietary information.
- The electronic copy will only be accepted: Microsoft Office Suite or PDF.

B. CONTENT REQUIREMENTS

1. COVER LETTER

- Provide a letter of introduction signed by an authorized officer of the firm. Clearly identify the individual(s) authorized to speak for the firm during the evaluation process. If the respondent is a joint venture, duplicate the signature block and have an authorized officer sign on behalf of each party to the joint venture.

- Include a brief description of why your firm is well suited for, and can meet, the District's needs.
- Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.
- Respondent shall certify that no official or employee of the firm has ever been convicted of an ethics violation.
- Respondent shall sign and add the following language: *"By virtue of this submission, [INSERT FIRM NAME] declares that all information provided is true and correct."*

2. BUSINESS INFORMATION

- Company name.
- Address.
- Telephone.
- Fax.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number.
- Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- Number of employees (licensed professionals, technical support).
- Location of office where the bulk of services solicited will be performed.
- State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status, if any.

3. RELEVANT QUALIFICATIONS

- Describe your firm's approach to cost estimating, including some history of cost estimates versus actual bid amount, on three (3) school projects awarded in the last five (5) years. Include at least two (2) examples of school facility modernization projects.
- Describe your firm's approach to quality control/assurance procedures, including coordination of design disciplines and DSA final certification.

- Describe the approach to conformance with federal/state/local applicable code requirements.
- Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
- Describe how your firm has incorporated the use of energy savings in design and your experience with sustainable design and LEED in the context of similar facilities.
- Describe your experience with pre-checked designs, giving specific project details.
- Describe your experience with lease/lease-back projects.
- How does your firm approach modernization projects versus new construction projects?
- Describe your experience with DSA and working within the DSA processes.
- Describe your experience with the Commissioning process.
- Describe your experience with and approach to designing safety upgrades for schools or similar facilities.
- Describe your experience with and approach to designing energy efficiency and water conservation systems for schools or similar facilities.

4. PROPOSED PROGRAM TEAM

The selected firm shall employ at its expense professionals properly licensed and skilled in the execution of the functions required for the architectural services.

Identify the key personnel you would assign to the District's program for each phase of work, including their roles. Describe for each his or her experience with public school construction projects, including identifying those projects for the past five (5) years. List license numbers and dates.

5. RELEVANT PROJECT EXPERIENCE AND REFERENCES

- Provide information about prior services furnished by your firm in the last ten (10) years on a minimum of five (5) K-12 educational projects, and list the following for each project:
 - District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
 - Project name and location.
 - Beginning and end dates of project (i.e., Notice of Completion and DSA final certification).
 - Square footage.
 - Main program elements.
 - Original budget, bid amount & final amount at close-out.

- Number of RFI's and Change Orders.
- Briefly state relevance of the project for consideration in this RFQ.
- Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
- Key individuals of the firm involved and their roles in the project.
- Any sub-consultants that worked with the firm.
- Reference all projects adhering to CHPS criteria your firm has worked on.
- Identify any and all K-12 educational projects that have not been closed-out by DSA and provide explanation.

6. LITIGATION HISTORY

Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled claims history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. Responses failing to provide the requested information on litigation, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

7. FEE PROPOSAL

Fee proposal shall include hourly billing rates by position (proposed); staffing plan (proposed); and reimbursable schedule (proposed). The fee proposal shall provide a Schedule of Rates ("SOR") by position, by company entity, for each position proposed by your firm, whether you are submitting as a prime with subconsultant(s), or as joint venture or partnership. The SOR shall consist of a list of proposed program staff with proposed hourly billing rates and the level of effort of each identified position for the duration of the initial contract period. Billing rates (proposed) and staffing plan (proposed) will be subject to negotiation and justification as to substantiation of billing rates and staffing as to roles and responsibilities, time commitment (full-time/part-time), and timing of start dates and end dates. The fee proposal should identify proposed reimbursables by category (i.e. offices, computers and peripherals, printers, fax machines, photocopy equipment, other as identified by proposing entity). Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation.

EVALUATION AND SELECTION

The District will evaluate all submissions. Each submittal must be complete. Incomplete submittals will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified. Based upon the information presented in the submissions, the District may elect to conduct interviews with some or all of the respondents. After the interviews, if any, the District will select the firm(s) that can provide the greatest overall benefit to the District.

The criteria for evaluating submissions may include, without limitation, the following:

- Experience and performance history of the firm with similar services;
- Experience and results of proposed personnel;
- References from clients contacted by the District;
- Technical capabilities and track record of use;
- Value of services under proposed fees; and
- Overall responsiveness of the Proposal.

A. DISTRICT INVESTIGATIONS

The District may perform investigations of respondents that extend beyond contacting references identified in the submittals. The District may request a firm to submit additional information pertinent to the review process, and the District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

B. INTERVIEWS

The District, at its sole discretion, may elect to interview one or more selected firm(s). If a firm is requested to come in for an interview, the key proposed Program staff will be expected to attend the interview. The interview will be an opportunity for the District to further inquire as to the firm's suggested approaches to the projects and the issues identified in this RFQ.

FINAL DETERMINATION AND AWARD

The District reserves the right to contract with any entity responding to this RFQ for all or portions of the above-described services, to reject any submittal as non-responsive, and/or not to contract with any respondent for the services described herein. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any response to this RFQ.

The awarding of contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contract(s) only for portions of the scope of work identified herein. In such case, the successful firm(s) will be given the option not to agree to enter into the contract and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other firm responding to this RFQ.

[RFQ Continues on Next Page]

RFQ RESPONSE SCHEDULE SUMMARY

The District reserves the right to change the dates on the schedule, set forth below, without prior notice.

DATE	EVENT	TIME DEADLINE
January 20, 2017	District Request for Qualifications (RFQ) Measure K Architectural Services.	4:00 p.m.
February 8, 2017	Deadline for submission of written questions to District concerning RFQ.	4:00 p.m.
February 10, 2017	Deadline for all submissions in response to RFQ.	1:00 p.m.
February 13, 2017	Paper screen RFQ paperwork received from Architect firms and interviews if necessary.	4:00 p.m.
February 14, 2016	Recommendation to the Board of Trustees for the Architect firm for the Measure K Projects.	7:00 p.m. Board Meeting

THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROGRAM!

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of Resolution No. 2016-17-8 Intent to Establish a Citizens' Oversight Committee for Measure K Bond

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached is the Approval of Resolution No. 2016-17-8. This is the Resolution of Intent of the Board of Trustees of the Shandon Joint Unified School District to Establish a Citizens' Oversight Committee for General Obligation Bonds Approved Pursuant to Proposition 39 and Related Law.

RECOMMENDED ACTION:

Approval

RESOLUTION NO. 2016-17-8

**RESOLUTION OF INTENT OF THE BOARD OF TRUSTEES
OF THE SHANDON JOINT UNIFIED SCHOOL DISTRICT
TO ESTABLISH A CITIZENS' OVERSIGHT COMMITTEE FOR
GENERAL OBLIGATION BONDS APPROVED PURSUANT TO PROPOSITION 39
AND RELATED LAW**

WHEREAS, the Shandon Joint Unified School District ("District") is a public school district organized and operated relative to the laws of the State of California ("State"); and

WHEREAS, the issuance of not to exceed \$3,150,000 aggregate principal amount of general obligation bonds of the District was authorized ("Bond Authorization") by approval of the District's bond measure ("Bond Measure") at an election duly called and regularly conducted within the District on November 8, 2016, ("Bond Election"), pursuant to the provisions of the Proposition 39, the California Constitution and related California law, and on January 10, 2017, the results thereof were thereafter canvassed pursuant to applicable law and entered into the District's minutes; and

WHEREAS, applicable provisions of the California Education Code require, upon certain terms and conditions, the formation and appointment of a Citizens' Oversight Committee ("Committee") for certain purposes relative to general obligation bonds approved pursuant to the provisions and requirements of Proposition 39; and

WHEREAS, the Board of Trustees ("Board") of the District included within the Bond Measure additional requirements and provisions applicable to the Committee of the District; and

WHEREAS, the Board wishes to establish the Committee and authorize the development of a policy, procedure and/or bylaws and other applicable guidelines to address the form, purpose, appointment, and related matters of the Committee.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE SHANDON JOINT UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. The foregoing recitals are true and correct and are hereby incorporated by this reference.

Section 2. The Board hereby authorizes the Superintendent, or the Superintendent's designee, to explore the development of Committee bylaws and guidelines (collectively, "Policy and Procedure") to guide the procedures, terms and activities of the Committee and the relationship between the District and the Committee.

Section 3. The Board intends to establish the Committee and appoint persons to the Committee pursuant to State law, the Bond Measure provisions, this

Resolution, and the Policy and Procedure, within the time period required by State law.

Section 4. The Committee members shall serve for a term of two (2) years without compensation. Members of the Committee may be appointed by the Board, in its discretion, for no more than three (3) consecutive terms as specified by applicable law.

Section 5. The Board hereby authorizes the Superintendent, or the Superintendent's designee, to advertise for and solicit candidates for consideration of appointment to the Committee, review applications submitted to the District for Committee membership and make recommendations to the Board to assist the Board in appointing Committee members.

The Committee shall be comprised of individuals who either live or work within the boundaries of the District. In the event the number of applicants exceeds the number of spaces available, the Superintendent or a designee shall conduct interviews of interested and qualified citizens and make recommendations to the Board for appointments. The Superintendent need not interview all interested applicants. The Board shall have the authority in its sole discretion to select and appoint the Committee. While the Committee must consist of at least seven (7) members, the Board shall determine the final size of the Committee, and if relevant, any additional categories of individuals to serve on the Committee in addition to those required by law and described herein.

As required by law, Committee membership shall include the following categories:

1. One (1) member shall be active in a business organization representing the business community located within the school district;
2. One (1) member shall be active in a senior citizens' organization;
3. One (1) member shall be active in a bona fide taxpayers' organization;
4. One (1) member shall be the parent or guardian of at least one child currently enrolled in a school of the District; and
5. One (1) member shall be both a parent/guardian of at least one child currently enrolled in a school of the District and be an active member in a District parent-teacher organization, such as the PTA or schoolsite council.

No employee or official of the District may be appointed to the Committee. Additionally, no vendor, contractor, or consultant of the District may be appointed to the Committee.

Section 6. The purpose of the Committee shall be to actively review and inform the public regarding the expenditure of Bond Measure proceeds and the Committee shall convene for specific purposes limited to providing oversight for such bond proceeds expenditures, including providing oversight for the following:

- (a) To ensure that Bond Measure proceeds are expended only for the purposes described in paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution; and
- (b) To ensure that no Bond Measure proceeds are used for any teacher or administrative salaries or other school operating expenses.

Consistent with the requirements of law, the Committee shall serve an audit function only, and shall not replace or impede the activity and discretionary decision making of elected Board members, District staff or advisory committees.

Section 7. In furtherance of its specifically enumerated purposes, the Committee may engage in any of the following activities relating solely and exclusively to the expenditure of Bond Measure proceeds:

- (a) Receive and review copies of the annual, independent financial audits performed by an independent consultant selected by the District.
- (b) Receive and review copies of the annual, independent performance audits performed by an independent consultant selected by the District.
- (c) Inspect school facilities and grounds to ensure that Bond Measure revenues are expended in compliance with applicable law.
- (d) Receive and review copies of any deferred maintenance proposals or plan developed by the District.
- (e) Review efforts of the District to maximize Bond Measure revenues by implementing cost-saving measures.

Section 8. All Committee proceedings shall be open to the public and notice to the public shall be subject to the provisions of the Ralph M. Brown Act in Government Code section 54950 et seq.

Section 9. All members of the Committee shall not be, or have, any conflict of interest in the matters which they review. Members of the Committee shall, pursuant to Education Code section 35233 and 72533, abide by the prohibitions contained in Article 4 (commencing with Section 1090) and Article 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code regarding conflicts of interest and incompatible activities.

Section 10. The Board hereby reserves the right to amend its direction to the Committee in order to comply with changes occurring in State law or rulings and determinations made by State courts or the California Fair Political Practices Commission. The Board also delegates to the Superintendent, and/or the Superintendent's designee, to assist the Board in implementing other provisions, sections, terms, and sub-sections of this Resolution.

Section 11. The provisions and terms of this Resolution shall be effective upon adoption.

PASSED and ADOPTED by the following vote of the members of the Board of Trustees of the Shandon Joint Unified School District, San Luis Obispo County, California, this 14th day of February 2017.

AYES:

NAYS:

ABSTAIN:

ABSENT:

**BOARD OF TRUSTEES OF THE
SHANDON JOINT UNIFIED SCHOOL DISTRICT**

President of the Board of Trustees

Attest:

Secretary of the Board of Trustees

SHANDON JOINT UNIFIED SCHOOL DISTRICT

BYLAWS OF THE CITIZENS' BOND OVERSIGHT COMMITTEE

1.0 Preamble

For school bonds passed pursuant to Article 13A, Section 1(b)(3) of the California Constitution, which allows a 55% majority to pass the bond, the Shandon Joint Unified School District's ("District") Board of Trustees ("Board") is required by Section 15278 of the California Education Code to appoint an independent citizens' oversight committee ("Committee"). Pursuant to Section 15282 of the Education Code, the Committee must have at least seven (7) members and represent specific segments of the community.

2.0 Purpose and Duties

2.1 Purpose

The purpose of the Committee is to inform the public concerning the expenditure and uses of the District's bond measure ("Bond Measure") bond revenues, which Bond Measure was approved on the November 8, 2016 ballot. The Committee's legal charge is to actively review and report on the expenditure of taxpayer money for school construction in accordance with voter approved projects. The Committee shall convene to provide oversight of the following:

- A. Ensure that bond revenues are expended only for the purpose described in Article 13A, section 1, subdivision (b)(3) of the California Constitution including the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities.
- B. Ensure that as prohibited by Article 13A, section 1, subdivision (b)(3)(A) of the California Constitution, no bond revenues are expended for any teacher and administrative salaries or other school operating expenses.

2.2 Duties

Committee members shall be expected to attend its regularly scheduled meetings, diligently review all pertinent information provided to the Committee pursuant to state laws, and abide by all rules of conduct established in these Bylaws. In furtherance of its purpose, the Committee will at its discretion engage in the following activities:

- A. Receive and review copies of the annual, independent performance audits required by Section 1(b)(3)(C) of Article 13A of the California Constitution.
- B. Receive and review the annual, independent financial audits required by Section 1(b)(3)(C) of Article 13A of the California Constitution.
- C. Inspect school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of Section 1(b)(3) of Article 13A of the California Constitution.

- D. Receive and review copies of any deferred maintenance proposals or plans developed by the District, including any reports required by California Education Code section 17584.1.
- E. Review efforts by the District to maximize bond revenues by implementing cost-saving measures including, but not limited to the following:
 - 1. Mechanisms designed to reduce the costs of professional fees;
 - 2. Mechanisms designed to reduce the cost of site preparation;
 - 3. Recommendations regarding the joint use of core facilities;
 - 4. Mechanisms designed to reduce costs by incorporating efficiencies in schoolsite design; and
 - 5. Recommendations regarding the use of cost-effective and efficient reusable facility plans.

3.0 Committee Composition

The Board shall have sole discretion to select and appoint Committee members and to determine its final size. The Committee shall consist of at least seven (7) members, including the following community representation:

- A. One (1) member shall, at the time of appointment, be active in a business organization representing the business community located within the school district;
- B. One (1) member shall, at the time of appointment, be active in a senior citizens' organization, which may be a local, regional, statewide, or national organization;
- C. One (1) member shall, at the time of appointment, be active in a bona fide taxpayers' organization, which may be a local, regional, statewide, or national organization;
- D. One (1) member shall, at the time of appointment, be the parent or guardian of a child currently enrolled in a school of the District; and
- E. One (1) member shall, at the time of appointment, be both a parent or guardian of a child currently enrolled in a school of the District and be an active member in a District parent-teacher organization, such as the PTA or a schoolsite council.

A single individual may be appointed as a representative of more than one (1) of the above categories, if applicable.

Members of the Committee shall, pursuant to Education Code section 35233 and 72533, abide by the prohibitions contained in Article 4 (commencing with Section 1090 – conflicts of interest) and Article 4.7 (commencing with Section 1125 – incompatible activities) of Chapter 1, Division 4 of Title 1 of the Government Code.

3.1 Eligibility

- A. The Committee shall be comprised of individuals who either live or work within the boundaries of the District.
- B. No employee, official, vendor, contractor, or consultant of the District shall be appointed to the Committee.
- C. Committee members shall be subject to prohibitions regarding incompatibility of office pursuant to Government Code sections 1125-1129 and financial interest in contracts pursuant to Government Code sections 1090-1099.

3.2 Term of Service

- A. Committee members serve without compensation for a term of two (2) years, except that in the Committee's first term, four members shall serve a term of one (1) year. The determination of who shall serve for one year will be made by the Committee by whatever reasonable method the Committee shall choose. A person may serve for no more than three (3) consecutive terms.
- B. Appointed Committee members shall be seated in October of each even-numbered year, except those appointed to replace vacancies.
- C. After appointment, Committee members who wish to be appointed for a second or third two (2)-year term shall reapply to the Board for consideration.

3.3 Replacing a Committee Member

- A. If a Committee position becomes vacant, the Committee Chair shall request that the Board appoint a replacement. Unless failure to act results in the inability to meet a Committee quorum, if six (6) months or less remain of the unexpired two (2)-year term, the Board may choose to leave that position vacant for the remainder of the term.
- B. Any Committee member may request that the removal of another Committee member be placed on the agenda for the Committee's next meeting and may, at that meeting, introduce a motion to remove said member from the Committee for excessive absence or for any other egregious violation(s) of the Committee's Code of Conduct. Specific cause must be cited in the meeting agenda and motion for removal.
- C. A replacement Committee member may be appointed by the Board if one (1) or more of the following events occurs:
 - 1. The Committee member submits a written resignation to the Board, with a copy to the Committee Chair;
 - 2. The Committee approves a motion to remove a member for cause, including non-attendance at meetings (ref: Section 5.9, below), violating these Bylaws, and/or violating the Committee's Code of Conduct. A motion to remove a member

shall be approved by an affirmative vote of not less than two-thirds (2/3) of the members present at a Committee meeting, a quorum being present. The motion and its result shall be communicated in writing to the member under consideration and to the Board President within one (1) week after the meeting that the motion was approved. Removal shall be effective immediately upon passing the motion. If the motion fails, the member under consideration shall not be subject to double jeopardy.

- D. Within sixty (60) days of being notified of a Committee vacancy, the Board will appoint a new member to complete the term of the vacancy, following the process used to select the original Committee members.
- E. Committee members appointed to fill vacant, unexpired terms may apply and shall be eligible for reappointment to a succeeding full two (2)-year term.
- F. A Committee member who no longer serves the group s/he was appointed to represent (e.g., ceases to be active within a taxpayers organization or ceases to have a child enrolled in the District) shall be allowed to complete his or her current term. However, that Committee member shall not be entitled to serve a subsequent term as a representative of that group.

4.0 Committee Officers

Officers of the Committee shall be a Chair and a Vice-Chair. The Committee may choose to establish other elected positions by amending these Bylaws.

4.1 Elections

At the September meeting each year, the Committee shall place into nomination and elect a Chair and a Vice-Chair. If the Committee amends these Bylaws to establish other elected positions, their election shall take place at the same meeting as the elections of the Chair and the Vice-Chair.

4.2 Term of Office

Officers shall be elected for a one (1) year term and shall not be term-limited except for the limit on the terms of Committee members set forth in Section 3.2 above.

4.3 Duties of the Chair

- A. The Chair shall call Committee meetings (ref: Sections 5.0 and 5.1, below).
- B. The Chair shall establish the agenda for each Committee meeting in coordination with the District or its representative.
- C. The Chair shall preside over each Committee meeting, following the adopted Rules of Procedure (ref: Section 5.5, below).

- D. The Chair shall, upon willing concurrence of candidates, appoint the members of each subcommittee that the Committee chooses to form (ref: Section 7.0 et seq., below).
 - E. The Chair shall attend, or appoint another Committee member to attend, meetings of the Board at which Bond Measure planning, revenue, expenditure, reporting, and related budgetary issues are on the agenda.
 - F. The Chair, or his or her Committee-approved designee, shall serve as spokesperson for the Committee in all representations of the Committee to the public, the Board, and the media (ref: Sections 6.0.A and B, below).
 - G. The Chair is an ex-officio member of all subcommittees.
- The Chair may appoint a Parliamentarian to assist in complying with Robert's Rules of Order during Committee meetings (ref: Section 5.5, below).

4.4 Duties of the Vice-Chair

The Vice-Chair shall perform each of the duties of the Chair as necessary in the absence of the Chair.

4.5 Duties of the District

- A. The District shall be responsible for providing administrative support to the Committee, and shall do the following:
 - 1. Prepare Committee meeting agendas, in conjunction with the Chair;
 - 2. Compile reports, materials, and meeting packets as required by or addressed to the Committee;
 - 3. Prepare the minutes of Committee meetings (ref: Section 5.8, below) for approval by the Committee;
 - 4. Compile all written material submitted by the public during Committee meetings;
 - 5. Compile and disseminate to the Committee all official correspondence addressed to the Committee.
 - 6. Keep copies of all reports adopted or prepared by the Committee;
 - 7. Post all Committee documents on the District's website.

4.6 Succession

The Vice-Chair will accede to Chair when a vacancy occurs in that office. In the event of a vacancy in the office of Vice-Chair, the position will be filled by election, placed on the agenda at its next regular Committee meeting.

5.0 Meetings

All Committee meetings subject to the Brown Act will be held in a handicapped-accessible facility at a District facility.

- A. The Committee shall meet at least quarterly, in March, June, September, and November each year.
- B. The Committee officers must make themselves available to attend Board meetings when performance and financial audits relating to the Bond Measure are presented.

5.1 Calling Meetings

Committee meetings may be scheduled on dates selected by the Committee in the months set forth in Section 5.0 above, unless changed by action of the Committee. In addition, special meetings may be called by the Chair or Vice Chair, or by any group of Committee members whose number represents a quorum. All Committee meetings shall be arranged through the District-appointed liaison and be noticed in accordance with the Brown Act.

5.2 Agendas

- A. Agendas for regular Committee meetings will be prepared by the District liaison in coordination with the Chair (ref: Section 4.3.B, above). All documents applicable to agenda items shall be distributed in advance of meetings.
- B. Any member of the Committee may submit a request for placing an item on a future agenda.
- C. Agendas may include a consent calendar for routine, non-controversial items. These items must be clearly identified on published agendas. Any member of the Committee or public may request at the meeting that an item be added to the consent calendar or be pulled for discussion.
- D. After roll-call and the establishment of a quorum, meetings will begin with a consent calendar.

5.3 Quorum

Actions may be undertaken at a meeting only if a quorum of seated members is present. A quorum is established when any whole number of Committee members greater than half the seated members is present. "Seated members" means the number of members set by the Board, less any who have resigned or been removed.

5.4 Committee Voting

Unless otherwise specified in these Bylaws (ref: Sections 3.3.C.2 and 6.0.B), an action item on the agenda may be approved by a simple majority of Committee members in attendance, a quorum being present (ref: Section 5.3, above).

5.5 Rules of Procedure

Meetings shall be conducted with courtesy and decorum and in accordance with Robert's Rules of Order.

5.6 California's Open Meeting Law

All meetings of the Committee shall be open to the public and shall be noticed and conducted in strict compliance with the Brown Act.

5.7 Public Participation

Any member of the public present at a meeting may address the Committee. The Chair may, at his or her discretion, choose in advance to place an equal time limit on all speakers.

5.8 Minutes

Minutes of Committee proceedings and all documents received and reports issued shall be a matter of public record and the District shall make them available on the District's internet website for a period of one (1) month from the date of the meeting to which the minutes relate. Minutes of Committee meetings shall be kept seven (7) years from the conclusion of the work authorized by the Bond Measure, and once they have been removed from the website will be available for inspection at the District office upon the request of a member of the public. The District shall provide administrative services to assist the Committee Chair in preparation, distribution, and posting of minutes for all Committee meetings (ref: Section 4.5, above). Minutes published before adoption by the Committee shall always be labeled "Unadopted Minutes."

All documents received by the Committee that are not otherwise exempt from disclosure under the California Public Records Act (Gov. Code, § 6250 et seq.) shall be posted on the Committee's page of the District's internet website for a period of one (1) month after their dated date. All reports issued by the Committee, shall be posted for a period of one (1) year. Once such documents have been removed from the website, they will be available for inspection at the District office upon the request of a member of the public. The Committee Chair, in consultation with District staff, may decline to post on the Committee's page of the District's website any documents received by the Committee that are determined to be defamatory, or offensive, or outside the jurisdiction of the Committee.

5.9 Attendance

Regular attendance at Committee and applicable subcommittee meetings is a fundamental obligation of every member of the Committee. Absences are disruptive to Committee activity and representation. Failure to attend two (2) consecutive meetings without acceptable reason announced in advance shall constitute due cause for member removal (ref: Section 3.3.C, above).

- A. Members anticipating an absence must call or email the Committee Chair no later than twenty-four (24) hours before the scheduled meeting.
- B. Committee attendance reports will be distributed annually and upon request by the Chair.

6.0 Committee Reports

- A. The Committee shall prepare regular reports on its activities. A report shall be issued at least once each year, after the District has completed and submitted to the Committee its financial and performance audit for a particular year. Upon completion of all projects authorized by the Bond Measure, the Committee Chair shall prepare or cause to be prepared a final written report summarizing its activities and conclusions.
- B. The Committee's legal charge is to actively review and report on the expenditure of taxpayer money for school construction (Section 1.1, above). All such reports, written and/or oral, that represent the Committee's position must proceed from Committee review, be duly approved as to substance by an affirmative vote of not less than two-thirds (2/3) of the members present at a Committee meeting, a quorum being present, and be faithfully articulated to the public only by the Committee Chair or an approved designee (ref: Section 4.3.F, above).
- C. Reports of minority viewpoints will be allowed. All such reports, written and/or oral, that represent the minority position must be reviewed, be duly approved as to substance without prejudice by a vote of the Committee, and be faithfully articulated to the public only by a designated minority spokesperson. To avoid the need for minority reports, and to maximize the working relationships on and public confidence in the Committee, all due diligence should be pursued to resolve divisive issues during the review process, thereby attaining fullest possible Committee support for the content of public reports.
- D. Any member of the Committee may speak as an individual on Bond Measure issues, but must clearly state for the record and insist that it be made known that such statements are their own personal views which do not necessarily represent those of the Committee or the District.

7.0 Subcommittees

The Committee may, on majority vote, form or disband subcommittees (standing or ad hoc) to perform specific parts of its purpose and duties, such as preparing and issuing reports. The Chair shall appoint all subcommittee members. Subcommittees shall elect their own chairs and vice-chairs. Subcommittee meetings may proceed only when a quorum is present, a quorum being defined as half-plus-one of the full number of subcommittee members. Subcommittee chairs shall be responsible for calling its meetings, preparing its agendas, noticing its members, and delivering timely reports of subcommittee actions to the Committee. Subcommittee meetings shall be conducted in accordance with the adopted Rules of Procedure (ref: Section 5.5, above).

7.1 Standing Subcommittees

A standing subcommittee undertakes ongoing duties in preparation for deliberation by the Committee. All standing subcommittees must fully comply with the Brown Act,

irrespective of their number of members. Membership can include any number up to the full membership of the Committee.

7.2 Ad Hoc Subcommittees

An ad hoc subcommittee is temporary in nature. They may be formed to undertake specific, one-time duties in preparation for deliberation by the Committee. An ad hoc subcommittee shall be automatically disbanded upon acceptance of its final report to the Committee. Membership on an ad hoc subcommittee will normally be limited to less than a quorum of the Committee. If thus limited, ad hoc subcommittee meetings need not comply with Brown Act noticing.

8.0 Amendment

These Bylaws may be amended by majority vote of the Committee at any regular meeting at which said amendment is placed on the agenda and a quorum is present.

9.0 Liability Insurance

In acting within its official capacity as defined in these Bylaws, Committee members shall be covered by the District's liability insurance. In no event shall anything herein contained be construed as authorizing the District to insure any such officers or Committee members against any liability or expense by reason of willful malfeasance, bad faith, gross negligence or reckless disregard of the duties involved in the conduct of their office.

SHANDON JOINT UNIFIED SCHOOL DISTRICT
CITIZENS' OVERSIGHT COMMITTEE
Application for Appointment

Applicants must complete this form and submit it to the office of the Shandon Joint Unified School District Superintendent by _____ **2017**.

The District's Board of Trustees will review applications and use the information provided in the selection process.

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Fax: _____ E-Mail: _____

Occupation: _____

Category for which I am an Applicant: (please check)

2 YEAR TERM:

<input type="checkbox"/>	Taxpayers Organization Member
<input type="checkbox"/>	Business Organization Member
<input type="checkbox"/>	Senior Citizens' Organization Member

2 YEAR TERM:

<input type="checkbox"/>	At Large Member
<input type="checkbox"/>	Parent or Guardian Member
<input type="checkbox"/>	Parent or Guardian/PTA Members

Please provide the following information about yourself:

Education Record (High School/University):

INSTITUTION	DATES OF ATTENDANCE	DIPLOMA/DEGREE

Employment History:

POSITION	FIRM OR EMPLOYER	LOCATION	DATES

Educational, Charitable and Civic Organizations:

NAME OF ORGANIZATION	POSITION HELD	DATES

Personal References: (Please give three references other than relatives)

NAME	ADDRESS	TELEPHONE

Experience/Expertise: Please provide any background experience which would prove useful to you as a member of the Citizens' Oversight Committee.

Describe what you feel you could contribute to the Citizens' Oversight Committee:

What do you feel are the most important issues to be addressed by the Committee?:

Please add any comments that you feel would assist the Board of Trustees in the evaluation of your application:

Date: _____ Signature of Applicant: _____

Return completed application to the office of the Superintendent by _____ **2017.**
101 S 1st St, Shandon, CA 93461

SHANDON JOINT UNIFIED SCHOOL DISTRICT

9.5

Regular Meeting of the Board of Trustees

MEETING DATE: February 14, 2017

AGENDA ITEM TITLE:

Approval of Official 2017 Delegate Assembly Ballot Subregion 9-C

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for your Approval is a Copy of the Official 2017 Delegate Assembly Ballot Subregion 9-C. The Board Must Vote for One of the Listed Individuals to Serve as a Delegate to Represent Subregion 9-C (San Luis Obispo County).

RECOMMENDED ACTION:

Approval



California School Boards Association

TIME SENSITIVE, REQUIRES BOARD ACTION
DEADLINE Wednesday, March 15, 2017

January 31, 2017

MEMORANDUM

To: All Board Presidents and Superintendents
CSBA Member Boards of Education

From: Susan Henry, President

Re: 2017 CSBA Delegate Assembly Election
U.S. Postmark Deadline – Wednesday, March 15, 2017

Enclosed is the ballot material for election of a representative to the CSBA Delegate Assembly from your region or subregion. The material consists of the ballot (on red paper), required candidate biographical sketch form, and if submitted, résumé for each candidate. In addition, we are including a “copy” of the ballot on white paper so that it may be included in board agenda packets, if you choose to do so. **Only the ballot on red paper is to be completed and returned.**

The board as a whole may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies in the region or subregion, the board may vote for up to three individuals. Regardless of the number of vacancies, each board may cast no more than one vote for any one candidate. (The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.)

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district’s stationery; please write **DELEGATE ELECTION** prominently on the envelope with the region or subregion number on the bottom left corner. **Ballots must be postmarked by the U.S. Post Office on or before Wednesday, March 15, 2017. No exceptions are allowed.**

Election results will be posted on CSBA’s web site no later than Monday, April 3. If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2017 – March 31, 2019. The next meeting of the Delegate Assembly is on Saturday, May 20 – Sunday, May 21 at the Hyatt Regency in Sacramento.

Please do not hesitate to the Executive Office at (800) 266-3382 should you have any questions. Thank you.

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **WEDNESDAY, MARCH 15, 2017**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2017 DELEGATE ASSEMBLY BALLOT
SUBREGION 9-C
(San Luis Obispo County)

Number of vacancies: 1 (Vote for no more than 1 candidate)

Delegates will serve two-year terms beginning April 1, 2017 – March 31, 2019

**denotes incumbent*

☐

Kathleen Hall (Paso Robles Jt. USD)

☐

Vicki Meagher (Lucia Mar USD)*

COPY

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District Name

Date of Board Action

See reverse side for list of all current Delegates in your Region.

Region 9 – Tami Gunther, Director (Atascadero USD)
8 Delegates (8 elected)

Below is a list of all the current Delegates from this Region.

Subregion A

Phil Rodriguez (Soquel Union ESD), term expires 2018
Deborah Tracy-Proulx (Santa Cruz City Schools), term expires 2018
George Wylie (San Lorenzo Valley USD), term expires 2017

Subregion B

Lila Cann (Salinas Union HSD), term expires 2017
Rita Patel (Carmel USD), term expires 2018

Subregion C

Mark Buchman (San Luis Coastal USD), term expires 2018
Vicki Meagher (Lucia Mar USD), term expires 2017

County Delegate

Sergio Alejo (Monterey COE), term expires 2017

Counties

San Benito, Santa Cruz (Subregion A)
Monterey (Subregion B)
San Luis Obispo (Subregion C)

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: February 14, 2017

9.6

AGENDA ITEM TITLE:

Approval of SES Single School Plan

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for your approval is the SES Single School Plan.

RECOMMENDED ACTION:

Approval

SINGLE PLAN FOR STUDENT ACHIEVEMENT

SHANDON ELEMENTARY SCHOOL (K-8)

40-68833 6043343 - CDS Code

Date of this revision: December 1, 2016

This is a plan of actions to be taken to raise the academic performance of students and improve the school's educational program. For additional information on school programs and how you may become involved, please contact the following person:

Contact Person: Shannon Kepins

Position: Principal

Telephone Number: (805) 238-1782

Address: P. O. Box 49 (301 So. First Street), Shandon, CA 93461

E-mail address: skepins@shandonschools.org

Shandon Joint Unified School District

The District Governing Board approved this revision of the School Plan on _____

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SCHOOL DESCRIPTION AND MISSION STATEMENT

Mission Statement

Shandon Unified School District is committed to providing a quality education in a safe environment which empowers students with the skills, knowledge, and attitudes necessary for success.

School Description

Shandon, a small, rural, agricultural community located in the north county of San Luis Obispo is the setting for Shandon Elementary School. The school is one of three campuses of the Shandon Joint Unified School District. The district consists of Shandon High School for grades nine through twelve with a current enrollment of 84, Shandon Elementary School for grades kindergarten through eighth with a current enrollment of 221, and Parkfield Elementary, a kindergarten through sixth grade one room schoolhouse with a current enrollment of 14.

The district serves students scattered over approximately 600 square miles and currently has a total enrollment of 319 students. The town of Shandon is situated in an unincorporated area of San Luis Obispo County and has a population of approximately 2,000. Farmers, ranchers, vineyard keepers, and farm laborers characterize the labor force for the jobs available in the surrounding agricultural lands. All other service establishments are minimal and most residents travel to the nearest town to shop for food, clothing, and fuel.

Within the schools serving the district population there are broad and varied educational programs providing opportunities for meeting individual students' needs

I. Demographic Information for School Year 2016-2017

Student Enrollment, by Grade Level

Data reported are the number of students in each grade level as reported by the California Basic Educational Data System (CBEDS).

Grade Level	Number of Students
Transitional Kindergarten	5
Kindergarten	25
First Grade	23
Second Grade	29
Third Grade	35
Fourth Grade	19
Fifth Grade	21
Sixth Grade	22
Seventh Grade	20
Eighth Grade	22

Student Enrollment, by Ethnic Group

Data reported are the number and percent of students in each racial/ethnic category as reported by CBEDS.

Group	Percent of Total Enrollment	Group	Percent of Total Enrollment
American Indian or Alaska Native		White (not of Hispanic origin)	20.56
Asian		Multiple or No Response	7.0
Black (not of Hispanic origin)	1.87	Socioeconomically Disadvantaged	77
Filipino		English Learners	45
Hispanic or Latino	70.09	Students with Disabilities	18
Pacific Islander	.47		

ANALYSIS OF CURRENT EDUCATIONAL PRACTICE

The following statements characterize educational practice at this school:

- I. Alignment of curriculum, instruction and materials to content and Common Core Standards:
 - A. Curriculum, instruction and materials have been aligned to California Common Core Standards by teachers in all grade levels through projected year-long planning and ongoing regular planning.
 - B. Representative staff are involved with servicing the needs of all students (Title I, Special Education, English Learner and Advanced Placement) and the site administrator has reviewed curriculum materials for alignment with the Common Core Standards before adopting or ordering new materials.
 - C. Ongoing assessment of student achievement and progress toward meeting standards is conducted regularly. State developed Interim assessments as well as informal classroom assessments are used.
 - D. Student work is reviewed and analyzed as part of professional development.
 - E. Weekly professional development days (every Wednesday) are used by staff to address standards, learn and share instructional strategies and techniques, and to create and share materials with an emphasis on preparing students to meet the California Common Core Standards as measured by the CAASPP.
 - F. Standards-driven instruction is evidenced in teacher lesson plans, professional objectives, and classroom observations.
- II. Availability of standards-based instructional materials appropriate to all student groups:
 - A. All students at Shandon Elementary School receive the core curriculum using district adopted standards-aligned materials.
 - B. Shandon Elementary School maintains a budget for the continued purchase of standards- based materials and augments these materials when necessary.

- III. Alignment of staff development to standards, assessed student performance and professional needs:
- A. Analysis and evaluation of data from norm referenced tests, California Assessment of Student Performance and Progress, CELDT, local assessments in ELA, Math, Science and Social Studies lead to grade level focus on targeted areas of emphasis aligned to standards.
 - B. Specific staff development this past year has included:
 - 1. Interim assessments for English Language Arts and Math.
 - 2. Analysis of Interim and local assessments and prior year CAASPP and CELDT scores to drive classroom instruction.
 - 3. Professional Learning Communities where staff participates in data analysis and discussions.
 - 4. Preparation of standards-based materials with a focus on the areas of ELA, writing, and math.
 - 5. Utilization of Thinking Maps across the curriculum.
 - 6. Implementation of Next Generation Science Standards.
 - 7. Integrated and designated ELD instruction.
 - C. Collaboration time is set aside every Wednesday to improve instruction and student outcomes.
- IV. Services provided by the regular program and funded by categorical programs to enable underperforming students to meet standards:
- A. Most students are provided instruction within the regular classroom environment inclusive of Title I, English learners, Special Education. Reading intervention for students reading two or more years below grade level takes place a minimum of 4 days per week.
 - B. Regular education teachers, resource specialists, and para-educators coordinate to provide appropriate support services to all students.
 - C. Pullout programs are minimal and when pullout is necessary to support individual students, consultation between specialists or paraeducators and the classroom teacher is required to ensure the coordination of assessment, instruction, curriculum, and progress toward standards.
 - D. Some at-risk students are offered additional support through the after school YMCA program.
 - E. Program effectiveness is based on learner outcomes identified through local and state assessments.
 - F. Data analysis and evaluation is conducted regularly on professional development days.

- V. Use of State and local assessments to modify instruction and improve student achievement. Test results and data are analyzed and evaluated to address standards, instructional modifications and planning to improve student achievement. State and local assessments utilized for this purpose include:
- A. SBAC (Smarter Balanced Assessment Consortium) test results and CAA (California Alternative Assessment for Special Education)
 - B. CAASPP (California Assessment of Student Progress and Performance) test results.
 - C. CST (California Standards Test) grades 5 and 8 Science Test Results (CMA and CAPA for Special Education)
 - D. Benchmark and Interim tests in English Language Arts, mathematics, and writing.
 - E. CELDT (California English Language Development Test)
 - F. Renaissance Learning assessments such as AR points, STAR reading assessment and Accelerated Math
 - G. ALEKS (Assessment and Learning in Knowledge Spaces)
 - H. Local assessments
- VI. School, district and community obstacles to improvements in student achievement:
- A. Shandon Elementary is in the process of obtaining updated and functional devices for all students.
 - B. Securing IT support has been a challenge; therefore, lessons and assessments are often delayed due to technological issues.
 - C. Shandon is experiencing an increasing percentage of students with disabilities many of whom are in need of counseling and family support which is currently limited due to our remote location.
 - D. Staff ability to effectively communicate with families of households whose primary language is not English. Our school clerk and administrative assistant are the primary link between Spanish-speaking families and the school. We currently have one bilingual teacher and one bilingual para-educator. We utilize the automatic phone call program in both English and Spanish to keep parents apprised of school activities and events.
 - E. Teachers have limited time and in class support to assess, work with small groups of students, Review data and plan interventions.
 - F. Shandon Elementary is in need of an additional Resource teacher to support students with special needs.
 - F. Transportation limits the ability for some students to stay after school for additional learning opportunities.

STUDENT PERFORMANCE DATA SUMMARY

Student performance data summaries for schools and districts are available online at the California Department of Education web site at <http://www.cde.ca.gov/>.

Academic Performance Index

The Academic Performance Index (API) is an annual measure of the academic performance and progress of schools in California. API scores range from 200 to 1,000, with a statewide target of 800. Detailed information about the API can be found at the CDE Web site at <http://www.cde.ca.gov/ta/ac/ap/>.

API Ranks -- Four-Year Comparison

This table displays the school's statewide and similar schools API ranks. The statewide API rank ranges from 1 to 10. A statewide rank of 1 means that the school has an API score in the lowest 10 percent of all schools in the state, while a statewide rank of 10 means that the school has an API score in the highest 10 percent of all schools in the state. The similar schools API rank reflects how a school compares to 100 statistically matched "similar schools." A similar schools rank of 1 means that the school's academic performance is comparable to the lowest performing 10 schools of the 100 similar schools, while a similar schools rank of 10 means that the school's academic performance is better than at least 90 of the 100 similar schools.

API Rank	2012-13	2013-14	2014-15	2015-16
Statewide	4	NA	NA	NA
Similar Schools	8	NA	NA	NA

API Changes by Student Group -- Four Year Comparison

This table displays, by student group, the actual API changes in points added or lost for the past three years, and the most recent API score. Note: "N/A" means that the student group is not numerically significant.

Group	Actual API Change			API Score
	2012-2013	2013-14	2014 - 2015	2016
All Students at the School	-5	NA	NA	NA
African American		NA	NA	NA
American Indian or Alaska Native		NA	NA	NA
Asian		NA	NA	NA
Filipino		NA	NA	NA
Hispanic or Latino	+6	NA	NA	NA
Pacific Islander		NA	NA	NA
White (not Hispanic)		NA	NA	NA
Socioeconomically Disadvantaged	-4	NA	NA	NA
English Learners	-3	NA	NA	NA
Students with Disabilities		NA	NA	NA

Student Performance by Standards

Standardized Testing and Reporting (STAR)

Through the California Standardized Testing and Reporting (STAR) program, students in grades 2-11 are tested annually in various subject areas. Currently, the STAR program includes California Standards Tests (CST) and a norm-referenced test (NRT). The CST tests English-language arts and mathematics in grades 2-11, science in grades 5, 9, 10, and 11, and history-social science in grades 8, 10, and 11. The NRT tests reading, language, and mathematics in grades 2-11, spelling in grades 2-8, and science in grades 9-11.

California Standards Tests

The California Standards Tests (CST) show how well students are doing in relation to the state content standards. The CSTs include English-language arts and mathematics in grades 2 through 11; science in grades 5, 8, 9, 10, and 11; and history-social science in grades 8, 10, and 11. Student scores are reported as performance levels. Detailed information regarding CST results for each grade and proficiency level, including the percent of students not tested, can be found at the CDE Web site at <http://star.cde.ca.gov/>. *Note: To protect student privacy, scores are not shown when the number of students tested is 10 or less.*

CST Results for All Students -- Three-Year Comparison

This table displays the percent of students achieving at the Proficient or Advanced level (meeting or exceeding the state standards).

Subject	School			District			State		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
English-Language Arts	49	NA	NA	48	NA	NA	56	NA	NA
Mathematics	53	NA	NA	46	NA	NA	51	NA	NA
Science	67	62	67	60	49	60	59	61	57
History-Social Science	86	NA	NA	50	NA	NA	49	NA	NA

California Assessment and Student Performance and Progress (CAASPP)

Beginning with the 2013-14 school year, CAASPP became the new student assessment system in California, replacing the Standardized Testing and Reporting system (STAR). For STAR testing results from previous school years, visit the [STAR Test Results Web page](#).

In California, all students in grades 3 through 8 and 11 participated in the 2016 Smarter Balanced tests (SBAC), which include both ELA and mathematics content areas. These tests are administered online. The CSTs in Science were administered to students in grades 5, 8, and 10.

SBAC Results of All Students

This table displays the percentage of students achieving score of **Met** or **Exceeded** the standard.

Subject	School	District	State
	2016	2016	2016
English-Language Arts	40	40	53
Mathematics	30	29	37
Science	64	59	55
History-Social Science	NA	NA	NA

SBAC Results by Student Group - Most Recent Year

This table displays the percent of students, by group, achieving a score of **Met** or **Exceeded** the standard.

Group	Percent of Students Scoring at Proficient or Advanced							
	English-Language Arts		Mathematics		Science (CST)		History-Social Science	
	2015	2016	2015	2016	2015	2016	2015	2016
African American								
American Indian or Alaska Native								
Asian								
Filipino								
Hispanic or Latino	28	37	20	29	63	56	NA	NA
Pacific Islander								
White (Not Hispanic)	31	45	10	32	*	*	NA	NA
Economically Disadvantaged	26	42	15	28	65	70	NA	NA
English Learners	18	22	15	22	69	*	NA	NA
Students with Disabilities	*	*	*	*	*	*	NA	NA

Annual Improvement Goals for English Language Arts—2016 – 2017

Goals are being established in accordance with our LCAP goal to improve on metric and increase the number of students who are college and career ready. Also taken into account is the current percentage of students who are proficient or advanced.

Schoolwide Goal

The Percentage of students in grades 3-8 who score as Met or Exceeded Standard will increase by 10% as measured by the 2017 SBAC ELA Assessment.

2015 Results by grade

3rd – 10%
4th – 40%
5th – 25%
6th – 7%
7th – 45%
8th – 40%

2016 Results by grade

3rd - 18%
4th – 61%
5th – 53%
6th – 39%
7th – 27%
8th – 39%

Goal for Students with Disabilities:

2% increase in the number of Students with Disabilities Who score Met or Exceeded Standard as assessed by the SBAC ELA Assessment.

Goal for Economically Disadvantaged Students:

3% increase in the number of Economically Disadvantaged students who score Met or Exceeded Standard as assessed by the SBAC ELA Assessment.

Goal for English Language Learners:

5% increase in the number of English Language Learners students who score Met or Exceeded Standard as assessed by the SBAC ELA Assessment.

Annual Improvement Goals for Mathematics—2016 - 2017

Goals are being established in accordance with our LCAP goal to improve on metric and increase the number of students who are college and career ready. Also taken into account is the current percentage of students who are proficient or advanced.

Schoolwide Goal

The Percentage of students in grades 3-8 who score as Met or Exceeded Standard will increase by 10% as measured by the 2016 SBAC Math Assessment

2015 Results by grade

3rd – 5%
4th – 30%
5th – 18%
6th – 0%
7th – 29%
8th – 20%

2016 Results by Grade

3rd – 48%
4th – 55%
5th – 34%
6th – 17%
7th – 13%
8th – 17%

Goal for Students with Disabilities:

2% increase in the number of Students with Disabilities who score Met or Exceeded Standard as assessed by the SBAC Math Assessment.

Goal for Economically Disadvantaged Students:

3% increase in the number of Economically Disadvantaged students who score Met or Exceeded Standard as assessed by the SBAC Math Assessment.

Goal for English Language Learners:

Increase by 5% the number of English Language Learner students who score Met or Exceeded Standard as assessed by the SBAC Math Assessment.

CATEGORICAL FUNDING ALLOCATED TO THIS SCHOOL

The following state and federal categorical funds were allocated to this school through the Consolidated Application, Part II. Additional funds (listed under "Other") may be allocated to the school in accordance with district policy.

State Programs

State Lottery Funds	Amount: \$	6,583
Special Education –Preschool	Amount: \$	0

Federal Programs

Elementary and Secondary Education Act:

Title I Part A: Targeted Assistance Program	Amount: \$	11,947
Purpose: Help educationally disadvantaged students achieve grade level proficiency.		
Title II Part A: Teacher and Principal Training and Recruiting	Amount: \$	13,842
Purpose: Improve and increase the number of highly qualified teachers and principals.		
Title II Part D	\$	0
Title III Part A: Language Instruction for Limited-English Proficient (LEP) students	Amount: \$	11,931
Purpose: Supplement language instruction to help LEP students attain English proficiency and meet academic performance standards		
Rural Education Achievement Program		
Purpose: Improve the academic achievement of the disadvantaged	Amount: \$	21,155
Special Education	Amount: \$	28,218
Special Education – non-risk	Amount: \$	2,923
Special Education - Preschool	Amount: \$	5,691

Total amount of state and federal categorical funds allocated to this school:	Amount: \$	102,290
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Shandon Elementary School Categorical Spending Priorities

- Teacher(s) and paraeducator(s) to provide assistance and intervention services to at risk and EL students.
- Personnel for interpreting
- Program supplies
- A minimum of 5-10% for professional development (Title I requirement)
- A minimum of 1% for parent involvement (Title I requirement)

SCHOOL SITE COUNCIL MEMBERSHIP

Education Code Section 64001 requires that this plan be reviewed and updated at least annually, including proposed expenditures of funds allocated to the through the Consolidated Application, by the school site council. The current make-up of the council is as follows:

Names of Members	Administrator	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Student
Teresa Taylor, District Superintendent	X				
Shelbi Stanley, Shandon Elementary Site Teacher		X			
Mayra Solis, Parkfield Elementary Teacher		X			
Robert Voorheis, Shandon High Site Teacher		X			
High School Parent (TBD)				X	
Yolanda Garcia, Shandon Elementary School Parent				X	
Larissa Kennedy, Shandon Elementary School Parent				X	
Raina Hagen, High School Student					X
Cassidy Brimer, High School Student					X
Janie Stuart, Library Technician			X		
Numbers of members of each category	1	3	1	3	2

At elementary schools, the council must be constituted to ensure parity between (a) the principal, classroom teachers and other school personnel and (b) parents of pupils attending the school or other community members. Classroom teachers must comprise a majority of persons represented under section (a). At secondary schools there must, in addition, be equal numbers of parents or other community members selected by parents, and students. Teachers, other school personnel, parents and (at secondary schools) students select representatives to the council (Education Code 52012).

For schools participating in the Immediate Intervention/Underperforming Schools Program, the local governing board must appoint a "broad-based school site and community team" (Education Code 52054(a)). The board may meet this requirement in either of the following ways:

- *Add one or more "nonschool site personnel" to an existing school site council to form the "school site and community team"; or*
- *Appoint a "school site and community team" unrelated to the membership of the school site council.*

It is important to accurately determine the board's policy before proceeding with the school planning process.

RECOMMENDATIONS AND ASSURANCES

The school site council recommends this school plan and its related expenditures to the district governing board for approval, and assures the board of the following:

1. The school site council is correctly constituted, and was formed in accordance with district governing board policy and state law.
2. The school site council reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the school plan requiring board approval.
3. The school site council took into consideration input and suggestions from staff, parents and community members representing the school population and subgroups.
4. The school site council reviewed the content requirements for school plans of programs included in this Single Plan for Student Achievement, and believes all such content requirements have been met, including those found in district governing board policies and in the Local Improvement Plan.
5. This school plan is based upon a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.
6. This school plan was adopted by the school site council on: 1/11/17.

Attested:

Shannon Kepins
Typed name of school principal

Shannon Kepins 1/11/17
Signature of school principal Date

Raina Hagen
Typed name of SSC chairperson

Raina Hagen 1/11/17
Signature of SSC chairperson Date

2016 - 2017

ACTION PLAN FOR SUSTAINED IMPROVEMENTS IN STUDENT PERFORMANCE

Shandon Elementary School

Goal: Increase attendance, educational rigor and academic achievement for all students so that they are career and college ready.

Objective: By June 2017, teachers will work together to plan and prepare standards based lessons in the area of both common core mathematics and ELA. Teachers will assess on a regular basis and provide opportunities for students to demonstrate their knowledge in the format of the SBAC Assessment.

Supporting Action Steps	Person(s) Responsible/Title	Timeline/Location	Resources	Monitor/Evaluation Plan	Projected Expenditures/Budget
1. <u>CURRICULUM</u>					
<u>ALL STUDENTS</u>					
A. Grade levels will use data analysis to further identify and agree upon strands in need of improvement on CAASPP.	Grade level teachers, Special Education Staff, Principal	Ongoing process, Wednesday Collaboration	Math and ELA framework and ccs standards	Standards based on the data analysis will be clearly mapped out in instructional calendars for each school year.	N/A
B. All grade 3 – 8 staff will use CAASPP sample questions, released test questions, and state interim assessments to prepare students for the CAASPP in both Mathematics and ELA	Grade level teachers Special Education Staff Principal	Ongoing Wednesday Collaboration	CAASPP.org, Digital Library	Standards-aligned focus lessons; weekly assessment aligned to the focus lessons.	N/A
C. Grade levels will determine when <i>standards</i> will be taught during the academic school year.	Principal	Ongoing	CAASPP blue prints, ccs standards	Teachers will use curriculum pacing guides to guide instruction	N/A
D. All staff will participate in training to target subgroups for increased student achievement	Principal/ Teachers	Ongoing process, Wednesday Collaboration	Assessment Results	Teachers will analyze and evaluate district and interim assessments, CAASPP results, and CELDT results	N/A

Supporting Action Steps	Person(s) Responsible/Title	Timeline/Location	Resources	Monitor/Evaluation Plan	Projected Expenditures/Budget
<u>INSTRUCTION</u> A. All teachers and para-educators will use Wednesday collaboration time to deconstruct, ELA, Math and Next Generation Science Standards, learn and practice instructional strategies and techniques and share successes and challenges B. Analyze and support district math and ELA curriculum adoption. C. English language arts and mathematics instruction will include differentiation and intervention for identified students. D. Offer after school tutoring and homework help to support academic instruction outside the regular school day in accordance with Program Improvement Years 2-5.	Teachers/Principal	Ongoing process, Wednesday Collaboration →	District adopted curriculum, and student work	Wednesday Collaboration agendas and participation →	N/A
	Teachers/Principal				\$10,000 S&C
	Teachers/Principal		Best practices for ELD, SWD and Socioeconomically disadvantaged students	Principal classroom walkthroughs; assessments	N/A
	Principal	October through May		Monitor Student Attendance and progress	\$11,947 Title I

Supporting Action Steps	Person(s) Responsible/Title	Timeline/Location	Resources	Monitor/Evaluation Plan	Projected Expenditures/ Budget
ENGLISH LEARNERS					
A. All EL students will be tested annually on the progress toward English proficiency.	Principal	Annually each October	CELDT Assessment	All teachers and Principal review results	N/A
B. Provide two years of support for re-designated English Language Proficient.	Classroom Teacher	Ongoing	SBAC and Benchmark Assessments	Teacher Monitoring and data analysis	N/A
G. Each EL student will receive designated ELD instruction from a qualified teacher based on student's level of proficiency in word recognition, English fluency, vocabulary, and comprehension.	Principal/Classroom Teachers	Ongoing	English Learner Instructional Plan <ul style="list-style-type: none"> Current usable data Para-educator support Support services based on language proficiency level Parent notification 	Principal classroom walkthroughs; assessments	N/A
H. EL students will receive integrated ELD instruction within the regular classroom setting.	Classroom teacher	Ongoing	Professional Development in ELD instruction and ELD standards	Principal classroom walkthroughs; assessment	N/A
I. Each EL student will receive access to core content through differentiated instruction designed to meet the individual needs of students and, when necessary and available, with primary language support	Classroom teachers, Principal	Ongoing	N/A	Principal classroom walkthroughs	\$11,986 Title III
J. Maintain bilingual support for parent communication.	Bilingual Clerk, Administrative Assistant and para-educators	Ongoing	Time for Translating	Principal Monitoring	\$76,832 S&C

Supporting Action Steps	Person(s) Responsible/Title	Timeline/Location	Resources	Monitor/Evaluation Plan	Projected Expenditures/Budget
<u>ECONOMICALLY DISADVANTAGED</u> K. Economically disadvantaged students will continue to receive the school district's core curriculum, using the district adopted, standards-aligned materials. L. Multiple assessments (diagnostic, formative, and summative) will continue to be used throughout the school year to determine students' achievement levels in language arts and mathematics so that each student or group of students can be offered a structured program leading to the attainment of all of the core content standards. M. The teaching faculty will set aside time to complete and analyze the results of the student assessments in order to plan focused instruction.	Classroom teachers, Principal	Ongoing	N/A	Statewide and local assessment data	N/A
	Classroom teachers, Principal	Ongoing	Classroom and interim assessments	Assessment data	N/A
	Principal/Teachers	Ongoing	Collaboration Days	Agenda for monthly structured collaboration, teacher lesson plans	N/A
<u>SPECIAL EDUCATION</u> N. Students eligible for special education services are identified through the use of specific qualifying diagnostic assessments. O. Specific needs, devices and targeted services and resources are described in an Individualized Education Program.	Principal, classroom teachers, educational specialists and parents	Ongoing	Time for Assessment and review	Individual Education Plan	N/A
			N/A	Individual Education Plan	N/A

Supporting Action Steps	Person(s) Responsible/Title	Timeline/Location	Resources	Monitor/Evaluation Plan	Projected Expenditures/Budget
P. The Student/Child Study Team consults on the progress of each individual student throughout the year.	Classroom teachers, resource specialists, SST Coordinator	Ongoing	Release time for SST Meetings	By trimester	\$330 @ \$110 per day
Q. Consultation between the regular classroom teacher, specialists and aides occurs regularly to monitor progress, evaluate and adjust elements of service.	Principal		Wednesday Collaboration	By trimester	N/A
R. Instruction is differentiated when necessary as to depth, complexity, novelty, pacing and focus on the language arts and mathematics standards and key concepts within the standards that students must master to move on to the next grade level.			N/A	Principal classroom walkthroughs	N/A
S. Flexible grouping strategies will be employed according to the students' needs and achievement, and the instructional tasks presented.			N/A	Principal classroom walkthroughs	N/A
<u>SOCIAL EMOTIONAL</u>					
T. School Counselor available to support student social emotional needs.	School Counselor	Weekly	Parent Permission	Continuous Monitoring	\$19,053
3. <u>ASSESSMENT</u>					
A. Formative assessments will be used to align lessons with common core standards.	Teachers		CAASPP released test items and interim assessments	Analysis of assessment data	N/A

Supporting Action Steps	Person(s) Responsible/Title	Timeline/Location	Resources	Monitor/Evaluation Plan	Projected Expenditures Budget
B. Disaggregated statewide tests scores will be analyzed and evaluated at the beginning of the school year.	Principal	Annually	Assessment results	Continuous monitoring	N/A
4. <u>STAFF DEVELOPMENT</u>					
A. All teachers and para-educators will participate in professional development in California Standards including math, ELA, ELD, and NGSS to include instructional strategies and practices.	Principal/teachers	Ongoing	Professional Development provided through the County Office of Education	Continuous monitoring	\$15,000 S&C
B. Teachers will participate in the calibration of student work with common cores-based benchmarks and assessments, based on the performance tasks and rubrics identified by each grade levels.	Principal/teachers	Ongoing	Writing and interim assessment rubrics	Continuous monitoring	N/A
5. <u>PARENT INVOLVEMENT</u>					
Parents are encouraged to become involved in the school. Numerous activities are designed for parent outreach.	Teachers, principal, Translator			Continuous monitoring	N/A
• Progress Monitoring		By trimester or quarter Fall	Clerical time		
• Back To School Night (interpreter provided)		October and January	Translator	Parent sign-in sheet	N/A
• Parent Conferences			Translator	Parent attendance	N/A

Supporting Action Steps	Person(s) Responsible/Title	Timeline/Location	Resources	Monitor/Evaluation Plan	Projected Expenditures/Budget
<ul style="list-style-type: none"> All-Call System Open House School Site Council Partnership with Cuesta College to provide English classes on campus 	Admin Asst//Principal	Per month and as needed for school events and activities	Clerical time	Continuous monitoring	N/A
	Teachers/Principal	Spring	N/A	Parent sign-in sheet	N/A
	Administrator, teachers, parents, students, classified staff	Monthly	N/A	Meeting agenda	N/A
		Weekly (as scheduled)	Migrant Education	Continuous monitoring	N/A

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of the 2017-2018 Instructional Calendar

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Administration has consulted and conferred and recommends the approval of Draft 3 for the 2017-2018 Instructional Calendar.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District

2017/18 INSTRUCTIONAL CALENDAR

DRAFT-3

S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
AUGUST 2017	SEPTEMBER	OCTOBER	NOVEMBER
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
DECEMBER	JANUARY 2018	FEBRUARY	MARCH
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
APRIL	MAY	JUNE	JULY 2018
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

{ } = Start/End School 11 ▲ = Legal Holidays 21 ■ = Local Recess 4 ■ = Staff Work Day
44 ○ = Minimum Day 4 ○ = Local Holiday

IMPORTANT DATES

AUGUST

- 21 All Teachers Report - Staff Development
- 24 First Day of School

SEPTEMBER

- 4 Labor Day

OCTOBER

- 3-5 Elementary (Only) Min Day - Elem Conferences
- 13 End of 1st Quarter for High School

NOVEMBER

- 10 Veterans Day Holiday
- 13 End of 1st Trimester for Elementary
- 22 Legal Holiday - In lieu of Admission Day
- 23-24 Thanksgiving Holiday & Local Holiday

DECEMBER

- 21 End of 1st Semester
- 20-21 Minimum Days
- 12/22-1/5 Winter Break
- 22 Local Holiday
- 25 Christmas Day Observed
- 29 Local Holiday

JANUARY

- 1 New Year's Day Observed
- 8 School Resumes - Students Report
- 15 Martin Luther King, Jr. Day Observed
- 16-18 Elem (Only) Min. Day - Elem. Conferences

FEBRUARY

- 12 Lincoln's Day Observed
- 19 Washington's Day Observed

MARCH

- 1 End of 2nd Trimester for Elementary
- 16 End of 3rd Quarter for High School
- 3/26-4/6 Spring Break
- 30 Local Holiday

APRIL

- 4/1-4/6 Spring Break

MAY

- 28 Memorial Day Observed

JUNE

- 13 End of 3rd Trimester & 2 Semester
- 13 Last Day of School (Minimum Day)
- 14 Teacher Work Day

JULY

- 4 Independence Day Observed

TOTAL STUDENT DAYS: 180

TOTAL TEACHER WORKDAYS: 184

Draft 3

Revised Jan. 5, 2017

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: February 14, 2017

AGENDA ITEM TITLE:

Approval of Increase for Certificated Substitute Pay

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

The SJUSD competes with at least four other school districts for substitute teachers each day. A schedule showing what competing districts pay for their substitutes is included here:

Paso Robles Joint Unified School District	\$121
Atascadero Unified School District	\$122
San Miguel Elementary School District	\$120
Templeton Unified School District	\$120
Shandon Joint Unified School District	\$110

The current Certificated Substitute Rate is \$110 for a full day of substitute teaching and \$70 for a half day of substitute teaching. We currently have budgeted \$25,500 which is for 232 substitute days. We have used 99 substitute days for a total of \$10,863 spent and have 133 substitute days left for a total of \$14,637 available.

An increase to \$125 per day for a full day of substitute teaching would increase the budget by \$4, 617 per year for a full year. This total includes STRS benefits.

It is getting increasingly difficult to obtain substitute teachers when SJUSD pays less than other districts. For this reason, it is proposed that the district increase the full day certificated substitute teacher pay.

If this is implemented for this 2016-2017 school year, effective 3/1/17, the additional cost would be approximately \$1,200 for this year. It is recommended to be implemented 3/1/17.

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:Approval of Interdistrict Transfer Student 2017-18-2

PREPARED BY:Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

The information for Interdistrict Transfer Student 2017-18-2 has been provided to the Board. The IDT committee recommends approval of Interdistrict Transfer Student 2017-18-2.

RECOMMENDED ACTION:

Approval

9.10

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: February 14, 2017

AGENDA ITEM TITLE:

Approval of the First Reading of AR 3543 Transportation, Safety and Emergencies

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for your approval is the First Reading of AR 3543 Transportation, Safety and Emergencies.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District
Administrative Regulations

AR 3543

Business and Noninstructional Operations

Transportation Safety and Emergencies

Cautionary Notice: Government Code 17581.5 relieves districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2016 (SB 826, Ch. 23, Statutes of 2016) extends the suspension of these requirements through the 2016-17 fiscal year. As a result, certain provisions of the following administrative regulation related to transportation safety plans and safety instruction for students may be suspended.

Note: The following regulation is for use by districts that provide school bus transportation services and employ their own school bus drivers. Districts that contract out for all transportation services may revise this regulation as appropriate to ensure that the contracting firm meets all legal requirements regarding transportation safety.

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment specified in 13 CCR 1215. The report shall indicate any defect or deficiency discovered by or reported to the driver which would affect safe operation or result in mechanical breakdown of the bus or, if no defect or deficiency was discovered or reported, shall so indicate. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

Passenger Restraint Systems

Note: Pursuant to Vehicle Code 27316 and 27316.5, any school bus or student activity bus purchased or leased for use in California must be equipped with a passenger restraint system if the bus was manufactured on or after the dates specified in law, as described below. Although it is the manufacturer's responsibility to ensure installation of appropriate passenger restraint

systems, the district should be aware that buses manufactured or purchased from outside California may need to be modified to comply with the state's requirements. In addition, according to the California Department of Education's (CDE) Passenger Restraints Frequently Asked Questions, districts may, but are not required to, retrofit older school buses with passenger restraint systems. In determining whether to retrofit buses, the CDE recommends that districts consider the age of the bus, the total cost of the retrofit, and the required reinspection of the bus by the California Highway Patrol.

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus manufactured on or after July 1, 2005 which is designed for carrying more than 16 passengers and the driver

2. Is a Type 2 school bus or student activity bus manufactured on or after July 1, 2004 which meets one of the following criteria:

a. Is designed for carrying 16 or fewer passengers and the driver

b. Has a manufacturer's vehicle weight rating of 10,000 pounds or less and is designed for carrying not more than 20 passengers and the driver

Note: The following optional paragraph reflects legislative intent of Vehicle Code 27316.

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Note: Pursuant to Vehicle Code 27316, no person, district, or organization may be held criminally liable if a passenger improperly uses or fails to use the passenger restraint system. However, the CDE's Passenger Restraints Frequently Asked Questions encourages districts to develop procedures to enforce disciplinary actions for nonuse or improper use of the passenger restraint system.

Note: The following optional paragraph may be expanded to specify the steps that should be taken by the driver to reasonably ensure that all passengers are properly restrained (e.g., verbal instructions to students, visual inspection), which may vary depending on the age/grade levels of the students. Such steps also may be incorporated in district regulations adopted pursuant to 5 CCR 14103 related to student conduct on buses, bus driver authority, and the suspension of riding privileges; see BP/AR 5131.1 - Bus Conduct.

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

Fire Extinguishers

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

Electronic Communications Devices

Note: Vehicle Code 23125 prohibits a person from driving a school bus while using a wireless telephone except for work-related or emergency purposes. Vehicle Code 23123.5, as amended by AB 1785 (Ch. 660, Statutes of 2016), prohibits the driver of a motor vehicle (including a school bus or school activity bus pursuant to Vehicle Code 415 and 545) from using an electronic wireless communications device for any purpose, including, but not limited to, text-based communication, but provides an exception for voice-operated and hands-free operation or for a function that requires only a single swipe or tap of the driver's finger as long as the device is mounted on the windshield, dashboard, or center console of the vehicle. The following paragraph limits the use of any electronic communications device to work-related or emergency purposes. The district should consult legal counsel if it is considering allowing broader use of such devices.

A bus driver is prohibited from driving a school bus or student activity bus while using a wireless telephone or other electronic wireless communications device except for work-related or emergency purposes, including, but not limited to, contacting a law enforcement agency, health care provider, fire department, or other emergency service agency or entity. In any such permitted situation, the driver shall only use a wireless telephone or device that is specifically designed and configured to allow voice-operated and hands-free operation or a function that requires only a single swipe or tap of the driver's finger provided the device is mounted on the windshield, dashboard, or center console of the bus. (Vehicle Code 23123.5, 23125)

Safe Bus Operations

Note: Pursuant to Education Code 39834, any Governing Board member, employee, or other person who knowingly operates or permits operation of a school bus in excess of its seating capacity is guilty of a misdemeanor. However, the Board is authorized to adopt policy that

allows seating capacities to be exceeded in cases of emergency; see BP/AR 3516 - Emergencies and Disaster Preparedness Plan.

School buses and school student activity buses also shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (*Education Code 39834*)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Note: Vehicle Code 34501.6 mandates any district that provides student transportation to adopt procedures that limit bus operation when atmospheric conditions reduce visibility, as described below, and that give drivers for school activity trips discretionary authority to discontinue operation when it is unsafe.

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips may ~~shall have the authority to discontinue~~ bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. ~~and has intent to commit a crime.~~ (*Education Code 39842; 13 CCR 1256.5*)

~~The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.~~

(cf. 3515.2 - Disruptions)

Transportation Safety Plan for Boarding and Exiting Buses

Note: The district should modify items #1-2 below to reflect grade levels offered by the district. A district that does not maintain any of grades prekindergarten through 8 should delete items #1-2.

The Superintendent or designee shall develop a transportation safety plan ~~to address student safety which includes all the following: (Education Code 39831.3)~~ *containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall address all of the following: (Education Code 39831.3)*

1. Procedures for Determining if students in grades prekindergarten through 12 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112

2. Procedures for all students in grades prekindergarten through 12 to follow as they board and exit the bus at their bus stops

3. Procedures for Boarding and exiting a school bus at a school or other trip destination

Note: SB 1072 (Ch. 721, Statutes of 2016) amended Education Code 39831.3 to require that the transportation plan include the procedures specified in items #4-5 below.

4. *Procedures to ensure that a student is not left unattended on a school bus, student activity bus, or youth bus*

Note: The procedures included in the transportation safety plan to ensure that a student is not left unattended on a bus may include the requirements of Vehicle Code 28160, as added by SB 1072 (Ch. 721, Statutes of 2016). Pursuant to Vehicle Code 28160, on or before the beginning of the 2018-19 school year, each school bus, school activity bus, youth bus, and child care motor vehicle (i.e., vehicle designed, used, or maintained for more than eight persons, including the driver, that is used by a child care provider to transport children) must be equipped with a "child safety alert system" (i.e., a device located at the interior rear of a vehicle that requires the driver to either manually contact or scan the device before exiting the vehicle). Student activity buses may be exempt from this requirement if certain procedures are followed, as specified in Vehicle Code 28160.

Such procedures shall include, on or before the beginning of the 2018-19 school year, the installation of a child safety alert system at the interior rear of each bus that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting. A student activity bus may be exempt from this requirement under the conditions specified in Vehicle Code 28160.

5. *Procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus*

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol (CHP). (Education Code 39831.3)

Parental Notifications

Note: The following section is for use by districts that offer any of grades prekindergarten through 6 and should be revised to reflect the grade levels offered by the district.

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 12 who have not previously

been transported in a *district* school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. *A description of the school bus danger zone*
5. Safety while walking to and from school bus stops *Instructions for safely walking to and from school bus stops*

(cf. 5145.6 - Parental Notifications)

Student Instruction

All Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety *as follows*: (Education Code 39831.5; 5 CCR 14102)

~~1. Each school year, the Superintendent or designee shall provide appropriate instruction in safe riding practices and emergency evacuation drills. Each student who receives home-to-school transportation in a school bus shall be required to receive this instruction.~~ All students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills. (5 CCR 14102)

Note: Item #2 below is for use by districts that offer any of grades prekindergarten through 8 and should be revised to reflect the grade levels offered by the district.

2. At least once each school year, all students in grades prekindergarten through ~~12~~ 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to: (Education Code: 39831.5)

a. Proper loading and unloading procedures, including escorting by the driver

b. *How to safely cross the street, highway, or private road*

c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use

d. Proper passenger conduct

☐ e. Bus evacuation *procedures*

f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

a. District name

b. School name and location

c. Date of instruction

d. Names of supervising adults

e. Number of students participating

f. Grade levels of students

☐ g. Subjects covered in instruction

h. Amount of time taken for instruction

i. Bus driver's name

j. Bus number

k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the CHP.

(cf. 3580 - District Records)

Note: Item #3 below applies to all students in grades prekindergarten through 12.

☐ 3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, *the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.*

a. ~~Location of emergency exits~~

b. Locations and use of emergency equipment

~~This instruction also may include responsibilities of passengers seated next to an emergency exit.~~

Bus Accidents

In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five work days of the date of the accident. (13 CCR 1234)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

Legal Reference:

EDUCATION CODE

39830-39843 Transportation, school buses

39860 Contract for transportation; requirement that student not be left unattended

51202 Instruction in personal and public health and safety

PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

VEHICLE CODE

415 Definition of motor vehicle

545-546 Definition of school bus and student activity bus

22112 Loading and unloading passengers

23123.5 Use of wireless telephone or communications device while driving; exceptions

23125 Use of wireless telephone prohibited while driving school bus

27316-27316.5 Passenger restraint systems

28160 Child safety alert system

34500 California Highway Patrol responsibility to regulate safe operation of school buses

34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses

34501.6 School buses; reduced visibility

34508 California Highway Patrol responsibility to adopt rules re: equipment and bus operations

CODE OF REGULATIONS, TITLE 5

14100-14105 School buses and student activity buses

CODE OF REGULATIONS, TITLE 13

1200-1293 Motor carrier safety

2480 Airborne toxic control measure; limitation on bus idling

CODE OF REGULATIONS, TITLE 19

574-575.3 Inspection and maintenance of fire extinguishers

CODE OF FEDERAL REGULATIONS, TITLE 49

571.1-571.500 Motor vehicle standards, including school buses

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Passenger Restraints Frequently Asked Questions

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

American School Bus Council: <http://www.americanschoolbuscouncil.org>

California Association of School Transportation Officials: <http://www.castoways.org>

*California Department of Education, Office of School Transportation:
<http://www.cde.ca.gov/ls/tn>*

California Highway Patrol: <http://www.chp.ca.gov>

National Transportation Safety Board: <http://www.nts.gov>

*U.S. Department of Transportation, National Highway Traffic Safety Administration:
<http://www.nhtsa.dot.gov>*

(11/08 11/12) 12/16

Policy adopted by Shandon Board of Education: January 11, 2000

Revised:

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of First Reading of BP 3550 Food Service/ Child Nutrition Program

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for you approval is the First Reading of BP 3550 Food Service/ Child Nutrition Program. There is currently no Board Policy.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District Board Policy

BP 3550

Food Service/ Child Nutrition Program

Note: The following optional policy may be revised to reflect district practice and the meal programs offered by the district. Districts may receive reimbursements to offset the costs of meals through the National School Lunch Program (42 USC 1751-1769j), School Breakfast Program (42 USC 1773), Special Milk Program (42 USC 1772), or other federally reimbursable meal program as described in the Child Nutrition Act (42 USC 1771-1791). In addition, state funding for meals provided to needy children may be available through the State Meal Program (Education Code 49490-49494). The district may apply to the California Department of Education (CDE) for all available state and federal funds.

Note: See BP/AR 3552 - Summer Meal Program, AR 5148 - Child Care and Development, and AR 5148.2 - Before/After School Programs for nutrition requirements pertaining to those programs. For food sales outside the district's food service program (e.g., by student and adult organizations, through vending machines, or at student stores), see BP/AR 3554 - Other Food Sales.

The Governing Board recognizes that adequate, nourishing food is essential to student health, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to the district's food service programs and to maximize their participation in available programs.

Foods and beverages available through the district's food service program shall:

- 1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease*

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Note: 42 USC 1758b, as added by the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296), mandates each district participating in the National School Lunch Program (42 USC 1751-1769j) or any program in the Child Nutrition Act (42 USC 1771-1791), including the School Breakfast Program, to adopt a districtwide school wellness policy which includes nutrition guidelines for all foods available on school campuses; see BP 5030 - Student Wellness for language fulfilling this mandate. Also see the accompanying administrative regulation for state and federal legal requirements pertaining to nutrition standards.

- 2. Meet or exceed nutrition standards specified in law and administrative regulation*

(cf. 3552 - Summer Meal Program)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits

4. Be served in age-appropriate portions

Note: Students who meet federal eligibility criteria must be provided meals free of charge or at reduced prices in accordance with 42 USC 1758 and 1773 and Education Code 49550; see BP/AR 3553 - Free and Reduced Price Meals. Pursuant to Education Code 38084, the district may determine the price for other students consistent with the goal of paying the cost of maintaining the cafeterias; see BP 3551 - Food Service Operations/Cafeteria Fund. State and federal reimbursements for all child nutrition programs are administered by the CDE and are based on the number and type of meals served.

5. Be available to students who meet federal eligibility criteria at no cost or at reduced prices, and to other students at reasonable prices

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3553 - Free and Reduced Price Meals)

Note: The following optional paragraph may be revised to reflect district practice. Grant funding may be available through the Fresh Fruit and Vegetable Program (42 USC 1769a) to provide elementary students with a variety of free fresh fruits and vegetables throughout the school day as a supplement to school breakfast and lunch programs. Eligible schools are those that operate the National School Lunch Program and have 50 percent or more of students eligible for free and reduced-price meals.

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

Note: No state or federal law directly governs the use of food produced by school gardens or local farms. However, both state and federal law support the concept of using locally grown and/or organic produce in school cafeterias (Education Code 51795-51797; 42 USC 1769). Thus, such use is allowable provided the foods comply with health and sanitation requirements as well as applicable nutrition standards.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

(cf. 6142.8 - Comprehensive Health Education)

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

The Board desires to provide students with adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to encourage participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school facilities for cafeteria eating and food preparation.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517- Facilities Inspection)

(cf. 7110 - Facilities Master Plan)

Note: The district's food service program is subject to the food safety standards in the California Retail Food Code (Health and Safety Code 113700-114437). In addition, 42 USC 1758 and 7 CFR 210.13 and 220.7 require all schools participating in the National School Lunch and/or Breakfast Program to implement a food safety program for the storage, preparation, and service of school meals. See the accompanying administrative regulation for requirements of the food safety program.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation process, from receiving to service.

Note: The following optional paragraph may be revised to reflect program evaluation indicators and reporting schedules determined by the district. Districts that participate in the National School Lunch Program, School Breakfast Program, Seamless Summer Feeding Option, and/or other federal meal program are subject to a state Administrative Review of district compliance with requirements for federal meal programs, including, but not limited to, a review of nutritional quality, meal patterns, provision of drinking water, school meal environment, and food safety. Each district is reviewed at least once every three years. Also see BP 3551 - Food Service Operations/Cafeteria Fund. However, Education Code 49431, 49431.2 and 49431.5

express legislative intent that the Governing Board annually review the district's compliance with nutrition standards for foods sold outside the National School Lunch or Breakfast Program.

Note: Pursuant to the U.S. Department of Agriculture's Food and Nutrition Services Instruction 113-1, any district participating in federal meal programs must collect racial and ethnic data on potentially eligible populations, applicants, and program participants; see BP 3555 - Nutrition Program Compliance.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food services program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.

(cf. 0500 - Accountability)

(cf. 3555 - Nutrition Program Compliance)

Legal Reference:

EDUCATION CODE

35182.5 Contracts, non-nutritious beverages

38080-38103 Cafeteria, establishment and use

45103.5 Contracts for management consulting services; restrictions

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49540-49546 Child care food program

49547-49548.3 Comprehensive nutrition services

49550-49562 Meals for needy students

49570 National School Lunch Act

51795-51797 School gardens

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

15575-15578 Requirements for foods and beverages outside federal meal programs

UNITED STATES CODE, TITLE 42

1751-1769j National School Lunch Program, including:

1758b Local wellness policy

1761 Summer Food Service Program and Seamless Summer Feeding Option

1769a Fresh Fruit and Vegetable Program

1771-1793 Child nutrition, especially:

1772 Special Milk Program

1773 National School Breakfast Program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

215.1-215.18 Special Milk Program

220.2-220.22 National School Breakfast Program

245.1-245.13 Eligibility for free and reduced-price meals and free milk

Management Resources:

CSBA PUBLICATIONS

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

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Meals Initiative Summary

Healthy Children Ready to Learn, January 2005

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

School Breakfast Toolkit

Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010

Food Buying Guide for Child Nutrition Programs, December 2007

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005

Dietary Guidelines for Americans, 2005

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Department of Public Health: <http://www.cdph.ca.gov>

California Farm Bureau Federation: <http://www.cfbf.com>

California Food Policy Advocates: <http://www.cfpa.net>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

*California Project LEAN (Leaders Encouraging Activity and Nutrition):
<http://www.californiaprojectlean.org>*

California School Nutrition Association: <http://www.calsna.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/fns>

(11/07 3/11) 12/14

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of First Reading of AR 3550 Food Service/ Child Nutrition Program

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for you approval is the First Reading of AR 3550 Food Service/ Child Nutrition Program. There is currently no Administrative Regulation.

RECOMMENDED ACTION:

Approval

*Shandon Joint Unified School District
Administrative Regulations*

AR 3550

Food Service/Child Nutritional Program

Note: The following optional administrative regulation applies to food sales through the district's food service program, including the National School Lunch Program (42 USC 1751-1769j), School Breakfast Program (42 USC 1773), and Special Milk Program (42 USC 1772). The district should select all sections below that apply to programs offered by the district.

Note: See BP/AR 3552 - Summer Meal Program, AR 5148 - Child Care and Development, and AR 5148.2 - Before/After School Programs for nutrition requirements pertaining to those programs. For food sales outside the district's food service program (e.g., by student and adult organizations, through vending machines, or at student stores), see BP/AR 3554 - Other Food Sales.

Nutrition Standards for School Meals

Note: Item #1 below is for use by all districts. Education Code 49550 requires all schools to provide at least one nutritionally adequate meal each school day to students who meet federal eligibility criteria for free and reduced-price meals, regardless of whether the school receives reimbursements through the National School Lunch Program (42 USC 1751-1769j), School Breakfast Program (42 USC 1773), and/or State Meal Program (Education Code 49490-49494) or receives no funding support for school meals; see BP/AR 3553 - Free and Reduced Price Meals. Education Code 49553 defines a "nutritionally adequate meal" as one that qualifies for reimbursement under federal child nutrition program regulations. Schools participating in the National School Lunch and/or Breakfast Program must extend meal service to all students enrolled in the school.

Meals, food items, and beverages provided through the district's food services program shall: (Education Code 49531, 49553; 42 USC 1758, 1773)

1. Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8 as applicable

Note: Item #2 below reflects an additional requirement for (1) districts participating in the National School Lunch and/or Breakfast Program which choose to apply for state reimbursements for free and reduced-price meals in addition to their base reimbursement and (2) districts participating in the State Meal Program. Pursuant to Education Code 49430.7, such districts may not provide foods that are deep fried, par fried, or flash fried. Other districts may delete or use this item at their discretion.

Note: In addition, Education Code 49430.7 requires that foods provided by such districts not contain artificial trans fat. 7 CFR 210.10 and 220.8, as amended by 77 Fed. Reg. 17, added the same requirement to the nutrition standards for the National School Lunch and Breakfast Programs applicable to all districts; thus, the prohibition against trans fat is covered by item #1 above.

2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Drinking Water

Note: The following section is for use by all districts. Pursuant to 42 USC 1758, schools participating in the National School Lunch Program are required to make free drinking water available for consumption at locations where meals are served during meal service. In addition, Education Code 38086 requires all California schools to make free drinking water available during school meal times. Pursuant to Education Code 38086, a district may be exempted from this requirement only if the Governing Board adopts a resolution, publicly noticed on at least two consecutive meeting agendas, demonstrating that the district is unable to comply due to fiscal constraints or health or safety concerns. Any district whose Board has adopted such a resolution should delete this section.

Note: Pursuant to Education Code 38086, schools may satisfy this requirement by, among other means, providing cups and containers of water or soliciting or

receiving donated water. Recommendations on the California Department of Education's web site include providing chilled water, ensuring that all water fountains are clean and operational, and encouraging water consumption through marketing and advertising.

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

Special Milk Program

Note: The following section is optional. The Special Milk Program (42 USC 1772; 7 CFR 215.1-215.18) is a federally funded program which assists in providing milk at reasonable prices to students in schools that do not participate in the National School Lunch or Breakfast Program. Pursuant to 7 CFR 215.1 and 215.7, districts may choose to provide milk at no charge to students who qualify for free and reduced-price meals; see BP 3553 - Free and Reduced Price Meals.

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR 215.1)

Food Safety

Note: Pursuant to Health and Safety Code 113789, school cafeterias are among food facilities subject to the California Retail Food Code.

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

Note: The remainder of this section is for use by any district participating in the National School Lunch and/or Breakfast Program and may be used or revised by other districts at their discretion. 42 USC 1758 requires such districts to implement a food safety program applicable to any facility or part of a facility in which food is stored, prepared, or served. Pursuant to 42 USC 1758 and 7 CFR 210.13 and 220.7, the food safety program must comply with Hazard Analysis and Critical Control Point (HACCP) principles, which include establishing measures needed to prevent hazards at each stage of food production. Pursuant to 7 CFR 210.13, districts may implement either the "traditional" HACCP system or the

simplified "process approach." Under the process approach, foods are grouped together according to preparation process and the same control measure is applied to all menu items within the group, rather than developing an HACCP plan for each item. These principles are described in the USDA's Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles.

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

Note: The following paragraph is optional. The USDA's Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles recommends that proper staff training is a necessary component of an effective food safety program.

The Superintendent or designee shall provide ongoing staff development on food safety to food service managers and employees. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. The Superintendent or designee shall document the date, trainer, and subject of each training.

(cf. 4231 - Staff Development)

Note: The following paragraph is optional. The USDA's Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles states that districts should maintain the following types of records in order to periodically review the food safety program and, in the event of a foodborne illness, to document that reasonable care was exercised in the operation of the school's food service program.

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

Inspection of Food Facilities

Note: Health and Safety Code 113725-113725.3 require all food facilities in California to be inspected by the county environmental health agency in accordance with the timelines and procedures established in county regulations. The inspections cover all food service areas, including cafeterias, vending machines, and mobile food carts. Health and Safety Code 113725 specifies findings that would be considered violations, including (1) improper holding temperatures, improper cooling, or inadequate cooking of potentially hazardous foods (i.e., foods that require temperature control); (2) poor personal hygiene of food service employees; (3) contaminated equipment; and (4) food from unapproved sources.

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Note: The following paragraph is for use by districts participating in the National School Lunch and/or Breakfast Program. Notwithstanding the requirements of county regulations, districts participating in these programs must obtain at least two safety inspections each school year.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(3/11 7/12) 3/16

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of First Reading of BP 3551 Food Service Operations/ Cafeteria Fund

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for you approval is the First Reading of BP 3551 Food Service Operations/ Cafeteria Fund.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District
Board Policy

BP 3551

Business and Noninstructional Operations

Food Service Operations/ Cafeteria Fund

Note: The following optional policy may be revised to reflect district practice. Pursuant to 7 CFR 210.9, 210.14, and 220.7, districts participating in the National School Lunch and/or Breakfast program (42 USC 1751-1769j, 1773) must maintain a nonprofit school food service program. Revenues received through the program may be used only for the operation or improvement of the food service program, except that such revenues must not be used to purchase land or buildings or construct buildings unless otherwise approved. Authorized expenditures are defined in the California Department of Education's (CDE) California School Accounting Manual.

The Governing Board intends that, ~~insofar as possible~~, school food services shall be a self-supporting, nonprofit program. ~~Upon recommendation of the Superintendent or designee, the Board, the Board shall review and approve meal prices. Program financial reports shall be presented regularly to the Board.~~ To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

(cf. 3311 - Bids)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

The Superintendent or designee shall ensure that all food service personnel possess appropriate qualifications and receive ongoing professional development related to the effective management and implementation of the district's food service program.

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: The following paragraph is for use by districts participating in the National School Lunch and/or Breakfast Program (42 USC 1751-1769j, 1773). Pursuant to 42 USC 1776, such districts must ensure that food service personnel who conduct or oversee administrative procedures and other appropriate personnel receive training on administrative practices (i.e., training in application, certification, verification, meal counting, and meal claiming procedures) at least once each year. In addition, all food service personnel are required to receive annual training that (1) is designed to improve the accuracy of approvals for free and reduced-price meals and the identification of reimbursable meals at the point of service and (2) includes modules on nutrition, health and food safety standards and methodologies, and any other appropriate topics as determined by the U.S. Secretary of Agriculture. The CDE provides online training that meets these requirements; see the CDE's web site.

Note: In addition, on a date to be determined by the U.S. Secretary pursuant to 42 USC 1776, food service directors will be required to meet minimum requirements related to education, training, and certification.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776)

Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

Note: Pursuant to Education Code 38084, the district may determine meal prices consistent with the goal of paying the costs of maintaining the cafeterias (exclusive of the costs of housing and equipping cafeterias, or other costs determined by Governing Board resolution, pursuant to Education Code 38100).

Note: Students who meet federal eligibility criteria for the reduced-price meal program cannot be charged more than the amounts listed in 42 USC 1758 and 1773; see AR 3553 - Free and Reduced Price Meals. In setting prices for students who are not eligible for the free and reduced-price meal program, 42 USC 1760 requires schools to charge those students a price that is, on average, equal to the difference between free meal reimbursement and paid meal reimbursement. Schools that charge less than the average are required to gradually increase their prices over time until they meet the requirement or may cover the difference with nonfederal funds. 42 USC 1760 provides that the price shall generally not increase more than 10 cents each year, but allows districts to establish a higher increase at their discretion.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

(cf. 3553 - Free and Reduced Price Meals)

Note: The following paragraph is optional. Pursuant to Education Code 38082, the Board may, by formal resolution, authorize the serving of meals to persons other than those listed above. In Management Bulletin No. 00-111, the CDE states that the Board's policy or resolution must specify the circumstances under which those other persons will be served and indicates that using funds from the National School Lunch or Breakfast Program to serve any nonstudent would be contrary to program goals.

Meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Cafeteria Fund

Note: Pursuant to Education Code 38090, money received for the sale of food or for any services performed by the cafeterias may be paid into the county treasury to the credit of a "cafeteria fund" for the district.

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

Note: Education Code 38103 allows the Board, at its discretion and with the approval of the County Superintendent of Schools who is responsible for a countywide payroll/retirement system under Education Code 42646, to have wages, salaries, and benefits of food service employees paid either from the district's general fund (Option 1 below) or from the district's cafeteria fund (Option 2).

OPTION 1: The wages, salaries, and benefits of food service employees shall be paid from the district's general fund ~~and shall be reimbursed from the cafeteria fund to the general fund whenever so ordered by the Board.~~ At any time, the Board may order reimbursement from the district's cafeteria fund for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred. (Education Code 38103)

OPTION 2: The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

Note: The following optional paragraph may be revised to reflect district practice. 2 CFR 225 and U.S. Department of Agriculture (USDA) guidance, Indirect Costs: Guidance for State Agencies and School Food Authorities, provide information regarding allowable indirect costs

that may be charged to the nonprofit school food service account. Also see the accompanying administrative regulation.

~~To increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of food and supplies, the planning of menus, and the auditing of all food service accounts for the district.~~

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

(cf. 3400 - Management of District Assets/Accounts)

(cf. 3460 - Financial Reports and Accountability)

Contracts with Outside Services

Note: The following section is optional. Pursuant to Education Code 45103.5, the district is authorized to contract for consulting services related to food service management. 42 USC 1758, 7 CFR 210.16, and Education Code 45103.5 authorize a district, under specified conditions and with approval of the CDE, to contract with a food service management company to manage its food service operation in one or more of its schools. See the accompanying administrative regulation for related requirements.

~~With Board approval, the district may enter into a contract for management consulting services related to food service on a year-to-year basis.~~

~~With Board approval, the district may enter into a contract with a private company that enables a school to operate a franchise offering fast food items for sale to students. The franchise agreement and food purchases shall be subject to the competitive bidding requirements of the National School Lunch and School Breakfast Program.~~

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

Note: The following paragraph is for use by districts that have one or more schools participating in the National School Lunch Program, School Breakfast Program, Seamless Summer Feeding Option, and/or other federal meal program. The state monitoring process (the Administrative Review) includes a review of district compliance with requirements for federal meal programs, including a review of resource management in the food service program as provided in the following paragraph. Each district is reviewed at least once every three years. USDA correspondence dated August 30, 2013, provides a list of documents that may be requested by the CDE for the review.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 - Nutrition Program Compliance)

Legal Reference:

EDUCATION CODE

38080-38086 Cafeteria, establishment and use

38090-38095 Cafeterias, funds and accounts

38100-38103 Cafeterias, allocation of charges

42646 Alternate payroll procedure

45103.5 Contracts for management consulting services; restrictions

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49554 Contract for services

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-1791 Child nutrition, including:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 2

225 Cost Principles for State, Local, and Indian Tribal Governments

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

250.1-250.70 USDA foods

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

Cafeteria Funds--Allowable Uses, Management Bulletin NSD-SNP-07-2013, May 2013

Paid Lunch Equity Requirement, Management Bulletin USDA-SNP-16-2012, October 2012

*Storage and Inventory Management of United States Department of Agriculture (USDA)
Donated Foods, Management Bulletin USDA-FDP-02-2010, August 2010*

*Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast
Programs; and the Handling of Unpaid Meal Charges, Management Bulletin USDA-SNP-01-
2008, February 2008*

*Adult and Sibling Meals in the National School Lunch and School Breakfast Programs,
Management Bulletin 00-111, July 2000*

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Financial Management of the School Meal Programs, Correspondence, August 30, 2013

Indirect Costs: Guidance for State Agencies and School Food Authorities, 2011

U.S. DEPARTMENT OF EDUCATION GUIDANCE

FAQs About School Meals

WEB SITES

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

U.S. Department of Education: <http://www.ed.gov>

(11/07 3/11) 12/13

Policy adopted by Shandon Board of Education: January 11, 2000

Revised:

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of First Reading of AR 3551 Food Service Operations/ Cafeteria Fund

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for you approval is the First Reading of AR 3551 Food Service Operations/ Cafeteria Fund.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District
Administrative Regulations

AR 3551
Business and Noninstructional Operations

Food Service Operations/ Cafeteria Fund

Payments for Meals

Note: State and federal law (Education Code 49550; 42 USC 1758, 1773) require that all students eligible for free and reduced-price meals receive a reimbursable meal during each school day which must be the same meal choice offered to noneligible students; see BP/AR 3553 - Free and Reduced Price Meals. California Department of Education (CDE) Management Bulletin USDA-SNP-01-2008 clarifies that districts therefore cannot serve an alternate meal (i.e., a meal that is different than the day's advertised meal) to a student eligible for reduced-price meals who does not have the ability to pay or who fails to provide a meal ticket or other medium of exchange on a given day. However, payment and pricing policies for full-price meals are at the discretion of the district and may include decisions on whether or not to extend credit or provide an alternate meal to students in the event of nonpayment.

Note: The following optional section includes recommendations of the CDE's Management Bulletin and the U.S. Department of Agriculture's (USDA) "FAQs About School Meals" on the USDA's web site and may be revised to reflect district practice.

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

At the beginning of the school year, parents/guardians shall be notified of the district's meal payment policies and encouraged to prepay for meals whenever possible.

(cf. 1113 - District and School Web Sites)

Students and their parents/guardians shall be notified whenever their account has a zero balance. Whenever a student's account has an unpaid balance of \$50 or more, parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice.

In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services.

Note: The following optional paragraph may be revised to reflect district practice. According to the USDA's "FAQs About School Meals," any district that participates in the National School Lunch and/or Breakfast Program (42 USC 1751-1769j, 1773) and has one or more schools which use a system of meal tickets (or tokens, cards, or other similar medium of exchange) may limit the number of lost or stolen tickets it will replace for students each school year, as long as the limit is set at three or more. However, such a limit may only be established if the school (1) advises students and parents/guardians of the district's rules regarding replacement tickets at the beginning of the school year and/or when applications for free and reduced-price meals are distributed or approved; (2) issues at least one advance warning to the student or his/her parent/guardian prior to refusing to issue a replacement ticket; and (3) does not deny meals to prekindergarten or younger primary students or students with disabilities who may be unable to take full responsibility for their meal tickets. Although these requirements apply only to students who qualify for free or reduced-price meals, the USDA recommends that districts apply the same limits for students who pay full price for their meals in order to ensure that needy students are not overtly identified because of a disparate ticket replacement policy.

In any school that uses a system of meal tickets or other similar medium of exchange rather than an electronic point-of-sale system, the Superintendent or designee shall develop a process for providing replacement tickets to any student who reports his/her tickets as lost or stolen. However, whenever any student

reports an excessive number of lost or stolen tickets, the Superintendent or designee shall notify the parent/guardian and may provide an alternative method of tracking meal usage for that student.

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student to pay a bill that appears to be the result of identity theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Reimbursement Claims

Note: To streamline administration of state and federal meal programs, the CDE has developed an online Child Nutrition Information and Payment System which must be used to submit reimbursement claims and to submit and track the status of applications and USDA food requests.

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

Cafeteria Fund

Note: Education Code 38091 authorizes the Governing Board to establish one or more cafeteria revolving accounts to be treated as revolving cash accounts of the cafeteria fund.

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091, 38092)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

Note: Education Code 38100-38103 specify allowable expenditures from the cafeteria fund. AB 86 (Ch. 48, Statutes of 2013) repealed Education Code 38102, which had authorized the establishment of a cafeteria equipment reserve fund to be used for the purchase, lease, maintenance, or replacement of cafeteria equipment.

The cafeteria fund shall be used only for ~~Board-authorized~~ those expenditures authorized by the Board as necessary for the operation of school cafeterias as defined in accordance with Education Code 38100-38103, 2 CFR 225, and the California School Accounting Manual ~~or appropriately reported to the department of Education.~~ (Education Code 38091, 38101; 2 CFR 225)

~~These expenditure may include, but are not limited to, expenditures for the following: (Education Code 38091)~~

- ~~1. Construction, alteration, or improvement of a central food processing plant~~
- ~~2. Lease, purchase or installation of additional cafeteria equipment of the central food processing plant~~
- ~~3. Vending machines and their installation and housing~~
- ~~4. Computer equipment and related software~~
- ~~5. Lease or purchase of vehicles used primarily in connections with the central food processing plant~~

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

~~Any funds derived from the sale of cafeteria food and deposited in the Board-established cafeteria equipment reserve shall be used only for the purchase, lease, maintenance or replacement of cafeteria equipment. (Education Code 38102)~~

(cf. 3110 - Transfer of Funds)

Note: The following optional paragraph may be revised to reflect district practice. 2 CFR 225 and USDA guidance, Indirect Costs: Guidance for State Agencies and School Food Authorities, provide information regarding allowable indirect costs that may be charged to the nonprofit school food service account. Indirect costs are those that are incurred for the benefit of multiple programs or objectives and

typically support administrative overhead functions (e.g., accounting, payroll, purchasing, utilities, janitorial services). Each program or objective that benefits from the indirect cost bears a commensurate portion of the cost. Costs may be charged to the nonprofit food service account only if properly documented.

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Note: Pursuant to 2 CFR 210.2 and 210.14, net cash resources (i.e., all monies that have accrued to the nonprofit school food service at any given time, less cash payable) should not exceed three months average expenditures. If there is a surplus, then according to USDA guidance, Indirect Costs: Guidance for State Agencies and School Food Authorities, the district must lower the price of paid lunches, improve food quality, or make other improvements to school meal operations. The spending plan developed by the district under such circumstances must be approved by the CDE.

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures. (2 CFR 210.14)

U.S. Department of Agriculture Foods

Note: The following optional section is for use by districts that participate in the National School Lunch Program and receive foods from the USDA pursuant to 42 USC 1755 and 7 CFR 250.1-250.70. The CDE is responsible for ordering and distributing USDA foods for use in California schools. Pursuant to 42 USC 1758, the USDA must ensure that foods offered through this program reflect the most recent Dietary Guidelines for Americans.

The Superintendent or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)

- 1. Are sanitary and free from rodent, bird, insect, and other animal infestation*
- 2. Safeguard foods against theft, spoilage, and other loss*
- 3. Maintain foods at proper storage temperatures*

4. Store foods off the floor in a manner to allow for adequate ventilation

5. Take other protective measures as may be necessary

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.60)

Contracts with Outside Services

Note: The following optional section is for use by districts that contract for food service management services pursuant to Education Code 49554, 42 USC 1758, or 7 CFR 210.16 or consulting services pursuant to Education Code 45103.5, and should be modified to reflect the type(s) of contracts in the district; see the accompanying Board policy.

The term of any contract for food service management or consulting services ~~related to food services management~~ shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for ~~food service management~~ consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. *All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5.* (Education Code 45103.5)

~~Health criteria established by the district for classified staff shall be applicable to all persons providing food service management consulting services.~~ (Education Code: 45103.5)

(cf. 3312 - Contracts)

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 3600 - Consultants)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4212 - Appointments and Conditions of Employment)

(11/07 3/11) 12/13

Policy adopted by Shandon Board of Education: January 11, 2000

Revised:

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of First Reading of BP 3552 Summer Meal Program

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for your approval is the First Reading of BP 3552 Summer Meal Program. There is currently no Board Policy.

RECOMMENDED ACTION:

Approval

*Shandon Joint Unified School District
Board Policy*

BP 3552

Business and Noninstructional Operations

Summer Meal Program

Note: The following optional policy is for use by any district that has been approved by the California Department of Education (CDE) to serve as a program sponsor under the federally funded Seamless Summer Feeding Option (SSFO) or Summer Food Service Program (SFSP), pursuant to 42 USC 1761 (as amended by P.L. 111-80) and 7 CFR 225.1-225.20. Both programs are designed to provide meals to children in low-income communities during summer vacation; however, SSFO funding is available only to districts that also participate in the National School Lunch or Breakfast Program (42 USC 1751-1769, 1773).

Note: Pursuant to 7 CFR 225.14, districts participating in SSFO or SFSP must make summer meals available to all children in the community, not just those enrolled in summer school. Districts that offer meals only to students enrolled in summer school and not to other children in the community are not eligible to receive reimbursements under SSFO or SFSP, but may continue to provide meals through the National School Lunch or Breakfast Program.

The Governing Board recognizes that child nutrition programs have a positive and direct impact upon children's well-being and achievement. To help students and other children in the community remain well nourished throughout the summer vacation, the district shall sponsor a summer meal program as approved by the California Department of Education (CDE).

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5030 - Student Wellness)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Note: The following optional paragraph is for use by districts that maintain one or more schools on a year-round schedule. Pursuant to 42 USC 1761, the SSFO and SFSP may provide meals at off-session/off-track times of the year for schools on a continuous school calendar. According to the CDE's Frequently Asked Questions, under the SSFO, schools on a year-round schedule may be approved to serve meals during breaks of at least 10 school days. For purposes of the SFSP, 7 CFR 225.2 defines a "continuous school year" as having vacation periods of 15 continuous school days or more during the period from October through April.

The district may apply to the CDE to provide meals to children during any extended break in a year-round school schedule. (42 USC 1761; 7 CFR 225.2, 225.6, 225.14)

(cf. 6117 - Year-Round Schedules)

Between October and April, or at any time or school on a year-round schedule, the district may serve meals at a nonschool site in cases of unanticipated school closures, such as a natural disaster, unscheduled major building repair, court order related to school safety or other issues, labor-management dispute, or similar cause as approved by the CDE. (42 USC 1761; 7 CFR 225.6)

Note: Both the SSFO and SFSP contain criteria for choosing locations to operate a summer meal program; see the accompanying administrative regulation. Meal service must not begin prior to receiving CDE approval of the site.

The Superintendent or designee shall recommend to the Board one or more sites for meal services based on state and federal program criteria and an assessment of family and community needs. When feasible, the Superintendent or designee shall involve local governmental agencies, food banks, and/or community organizations in identifying suitable site locations. The site(s) shall be approved by the CDE before meal service is initiated.

Note: The following paragraph is optional. The U.S. Department of Agriculture's The Summer Food Service Program: Food That's In When School is Out, 2010 Administrative Guidance for Sponsors encourages sponsors to select sites or design programs to offer other organized activities that attract children to the summer meal program.

The summer meal program may be offered in conjunction with educational enrichment or recreational activities in order to encourage participation in other wellness and learning opportunities.

(cf. 1020 - Youth Services)

(cf. 1330.1 - Joint Use Agreements)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6177 - Summer School)

The Superintendent or designee shall develop and coordinate outreach and promotional activities to inform parents/guardians and the community about the availability of the summer meal program and its location(s) and hours.

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

Note: Districts participating in either the SSFO or SFSP must submit reimbursement claims through the CDE's online Child Nutrition Information and Payment System.

The Superintendent or designee shall maintain accurate records of all meals served and shall ensure the timely submission of reimbursement claims in accordance with state procedures.

(cf. 3551 - Food Service Operations/Cafeteria Fund)

The Superintendent or designee shall regularly report to the Board regarding program implementation, number of participants at each site, feedback from participating children and their parents/guardians regarding menus and service, and program costs. As needed, the

Board shall direct the Superintendent or designee to identify program modifications to increase program quality or children's access to meal services.

(cf. 0500 - Accountability)

(cf. 3555 - Nutrition Program Compliance)

Legal References:

EDUCATION CODE

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49547-49548.3 Comprehensive nutrition services

49550-49562 Meals for needy students

49570 National School Lunch Act

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769i School lunch programs, including:

1758b Local wellness policy

1761 Summer Food Service Program and Seamless Summer Feeding Option

1771-1792 Child nutrition, especially:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.22 National School Breakfast Program

225.1-225.20 Summer Food Service Program

Management Resources:

CSBA PUBLICATIONS

Providing Access to Nutritious Meals During Summer, Policy Brief, June 2010

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

USDA-SFSP-06-2008 Summer Food Service Program Outreach Requirement Clarification, October 2008

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

The Summer Food Service Program: Food That's In When School is Out, 2010, Nutrition Guidance for Sponsors, rev. March 2010

The Summer Food Service Program: Food That's In When School is Out, 2010 Site Supervisor's Guide, rev. January 2010

The Summer Food Service Program: Food That's In When School is Out, 2010 Monitor's Guide, rev. January 2010

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS (continued)

The Summer Food Service Program: Food That's In When School is Out, 2010 Administrative Guidance for Sponsors, rev. December 2009

National School Lunch Program's Seamless Summer Option Questions and Answers, 2009

WEB SITES

CSBA: <http://www.csba.org>

California Center for Research on Women and Families, Summer Meal Program Coalition: <http://www.ccrwf.org>

California Department of Education, Nutrition: <http://www.cde.ca.gov/ls/nu>

California Food Policy Advocates: <http://www.cfpa.net>

California School Nutrition Association: <http://www.calsna.org>

Child Nutrition Information and Payment System: <https://www.cnips.ca.gov>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov>

(7/10)

9.16

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: February 14, 2017

AGENDA ITEM TITLE:

Approval of First Reading of AR 3552 Summer Meal Program

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for your approval is the First Reading of AR 3552 Summer Meal Program. There is currently no Administrative Regulation.

RECOMMENDED ACTION:

Approval

*Shandon Joint Unified School District
Administrative Regulations*

AR 3552

Business and Noninstructional Operations

Summer Meal Program

Note: The following optional administrative regulation is for use by any district that has been approved by the California Department of Education (CDE) to serve as a program sponsor under the federally funded Seamless Summer Feeding Option (SSFO) or Summer Food Service Program (SFSP), pursuant to 42 USC 1761 (as amended by P.L. 111-80) and 7 CFR 225.1-225.20. The district should select the section(s) below that correspond to the program(s) offered by the district.

Site Selection

Note: The following section is for use by districts that participate in either the SSFO or SFSP.

In identifying locations where summer meals may be provided, the Superintendent or designee shall document site eligibility according to the following criteria: (7 CFR 225.2, 225.15)

1. Open Site: The site provides meals to all children in the area and is located at a school or nonschool site within the geographical boundaries of a school attendance area where at least 50 percent of the children are eligible for free or reduced-price meals.

(cf. 3553 - Free and Reduced Price Meals)

2. Restricted Open Site: The site initially meets the criteria of an "open site," but the district must restrict or limit participation on a first-come, first-served basis due to security, safety, or control concerns.

3. Closed Enrolled Site: The site is open only to enrolled children, as opposed to the community at large, and at least 50 percent of the enrolled children at the site are eligible for free or reduced price school meals, as determined by approval of applications in accordance with 7 CFR 225.15(f).

Note: The following optional paragraph is for use by districts that offer meals during summer school session. 7 CFR 225.14 requires such districts to make summer meals available to all children in the community, not just those enrolled in summer school. Districts that offer meals only to students enrolled in summer school and not to other children in the community are not eligible to receive reimbursements under SSFO or SFSP, but may continue to provide meals

through the National School Lunch or Breakfast Program (42 USC 1751-1769h, 1773; 7 CFR 210.1-210.31, 220.1-220.21).

Whenever the district offers the summer meal program at a site that provides summer school sessions, it shall ensure that the site is open to students enrolled in summer school and to all children residing in the area served by the site. (7 CFR 225.14)

(cf. 3555 - Nutrition Program Compliance)

(cf. 6177 - Summer School)

Meal Service

Note: The following section is for use by districts that participate in either the SSFO or SFSP. The district may revise the following paragraph to reflect meals provided by the district.

In accordance with the district's agreement with the California Department of Education (CDE), the summer meal program may offer breakfast, morning snack, lunch, afternoon snack, and/or supper. The program may provide up to two meals/snacks per day in any combination, except that lunch and supper shall not be provided by the same site on the same day. Sites that primarily serve children from migrant families may apply to serve up to three meals, or two meals and one snack, per day. All meals/snacks shall be provided within the time periods specified in 7 CFR 225.16. (42 USC 1761; 7 CFR 225.16)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 5030 - Student Wellness)

Meals provided through the district's summer meal program shall be available at no cost to: (42 USC 1761; 7 CFR 225.2)

1. Children age 18 or younger

2. Persons over age 18 who meet the CDE's definition of having a physical or mental disability and who are participating in a public or nonprofit private school program established for individuals with a disability

(cf. 6164.4 - Identification of Individuals for Special Education)

Note: The following paragraph is optional. The U.S. Department of Agriculture's (USDA) The Summer Food Service Program: Food That's In When School is Out, 2010 Administrative Guidance for Sponsors encourages sponsors to designate a site supervisor for each site, as specified below.

The Superintendent or designee shall designate a person at each participating site to serve as the program's site supervisor. The site supervisor shall oversee the order or preparation of meals, ensure the site is cleaned before and after the meal, and record the number of complete meals served to eligible children each day.

Additional Requirements for Seamless Summer Feeding Option

Note: In addition to the requirements in the "Site Selection" and "Meal Service" sections above, districts participating in SSFO are subject to the requirements in the following optional section. Districts that participate in SSFO also participate in the National School Lunch or Breakfast Program (42 USC 1751-1769, 1773) and have one agreement with the CDE for their entire food services operation.

All meals offered through the summer meal program shall meet menu planning requirements for the National School Lunch or Breakfast Program pursuant to 7 CFR 210.10 or 7 CFR 220.8. (42 USC 1761)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Note: The following optional paragraph should be revised to reflect district practice. As part of the application process, districts applying to participate in the SSFO and operate an open site are required to describe how each site will advertise the availability of meal services to children in the community. The CDE's web site specifies that districts must have a large banner or marquee demonstrating that the meal service is available to all children in the community. Additional sample outreach materials, including a flyer translated into multiple languages, a poster, and a template letter for web sites, are available through the CDE.

Note: According to the CDE's Frequently Asked Questions, the district should maintain documentation, such as copies of advertisements, flyers, or radio or TV announcements, so that the advertising method can be confirmed during a CDE review.

Whenever the district operates an open site as defined in the section entitled "Site Selection" above, the Superintendent or designee shall advertise the availability of summer meal services to the neighborhood community. A large banner or marquee shall be prominently displayed at each site before and during the meal service. Other outreach strategies may include, but are not limited to, sending a news release to the local media, distributing a flyer to parents/guardians of district students, posting information on the district or school web site, and placing posters throughout the community.

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

Note: Meals provided through the SSFO are reimbursed at the same rate applicable to free meals served through the National School Lunch or Breakfast Program. Reimbursement claims for meals served through the SSFO must be submitted through the CDE's online Child Nutrition Information and Payment System as part of the district's National School Lunch or Breakfast Program claim.

At the point of service, on-site staff shall count the number of eligible meals served. Reimbursement claims shall be submitted using the same procedure used during the school year for the National School Lunch or Breakfast Program.

Note: According to the USDA's National School Lunch Program's Seamless Summer Option Questions and Answers, each SSFO site must be locally reviewed at least once each year unless this requirement is waived by the CDE. The site monitoring review should be completed using a form available from the CDE. State review of local SSFO programs occurs every five years during the CDE's Coordinated Review Effort process.

Each year the Superintendent or designee shall conduct at least one review of each site to ensure its compliance with meal counting, claiming, menu planning, and food safety requirements. For newly established sites, such reviews shall be conducted within three weeks of the start of operation.

Additional Requirements for Summer Food Service Program

Note: In addition to the requirements in the "Site Selection" and "Meal Service" sections above, districts participating in SFSP are subject to the requirements in the following optional section. The SFSP requires annual approval of the program from the CDE.

The district shall annually submit to the CDE a program application and budget for anticipated operational and administrative costs.

Note: 7 CFR 225.15 requires districts that sponsor open sites, as defined in item #1 in the section entitled "Site Selection" above, to send a notice to the media publicizing the availability of the program. A sample news release is available in the USDA's The Summer Food Service Program: Food That's In When School is Out, 2010 Administrative Guidance for Sponsors.

The Superintendent or designee shall annually send a notice to the media serving the area from which the district draws its attendance regarding the availability of free meals. (7 CFR 225.15)

(cf. 1112 - Media Relations)

Note: According to the USDA's 2010 Administrative Guidance for Sponsors, in addition to the media notice described above, the district is required to take the actions specified in items #1-4 below to inform the community about the program.

In addition, the district and each open site shall:

- 1. Make program information available to the public upon request*
- 2. Make reasonable efforts to provide information in the appropriate translation concerning the availability and nutritional benefits of the program*
- 3. Display, in a prominent place at the site and in the district office, the nondiscrimination poster developed or approved by the U.S. Department of Agriculture's Food and Nutrition Service*
- 4. Include the nondiscrimination statement and instructions for filing a complaint in the public release and in any program information directed to parents/guardians of participants and potential participants*

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1100 - Communication with the Public)

(cf. 1113 - District and School Web Sites)

Note: CDE Management Bulletin USDA-SFSP-06-2008 states that sponsors of open sites are also required to post signage as provided in item #5 below.

- 5. Post signage, such as a banner, marquee, poster, or other large display on the exterior of the building facing the street nearest the entrance of the meal service area at each site, before the meal service begins and throughout the service time*

All meals offered through the summer meal program shall meet U.S. Department of Agriculture minimum meal patterns as specified in 7 CFR 225.16 or the meal patterns required for the National School Lunch and Breakfast Programs. (42 USC 1761; 7 CFR 225.16)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

The Superintendent or designee shall submit to the CDE monthly reimbursement claims based on the number of eligible meals served.

Note: 42 USC 1761 and 7 CFR 225.15 and 225.7 require the district to provide training for program administrative and site personnel as provided below. In addition, administrative personnel must participate in mandatory training conducted by the CDE each year before the CDE will approve the SFSP agreement.

Program administrative personnel shall annually attend mandatory training provided by the CDE. In addition, the Superintendent or designee shall annually hold program training sessions for administrative and site personnel and shall allow no site to operate until personnel have attended at least one of these training sessions. Training of site personnel shall include, but not be limited to, the purpose of the program, site eligibility, record keeping, site operations, meal pattern requirements, and the duties of a program monitor. The Superintendent or designee shall provide training throughout the summer to ensure that administrative personnel are thoroughly knowledgeable in all required areas of program administration and operation and are provided with sufficient information to carry out their program responsibilities. Each site shall have present at each meal service at least one person who has received this training. (42 USC 1761; 7 CFR 225.15, 225.7)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: In addition to the self-reviews required by 7 CFR 225.15 as described below, districts are subject to reviews by the CDE at least once every three years, and more frequently under some circumstances, in accordance with 7 CFR 225.7.

The Superintendent or designee shall monitor program operations by conducting site visits prior to opening a new site, during the first week of operation, during the first four weeks of operation, and then at a reasonable level thereafter. (7 CFR 225.15)

The Superintendent or designee shall retain all records pertaining to the program for a period of three years after the end of the fiscal year to which they pertain. (7 CFR 225.6, 225.15)

(cf. 3580 - District Records)

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:Approval of First Reading of BP 3553 Free and Reduced Price Meals

PREPARED BY:Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for you approval is the First Reading of BP 3553 Free and Reduced Price Meals.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District
Board Policy

BP 3553

Free and Reduced Price Meals

Note: Education Code 49550 requires all districts to provide at least one nutritionally adequate meal during each school day to low-income students, defined in Education Code 49552 as those who meet federal eligibility criteria for free and reduced-price meals. Pursuant to 42 USC 1758 and 1773, districts that participate in the National School Lunch and/or Breakfast Program may receive reimbursement for free and reduced-price meals at a higher rate than that provided for meals for noneligible students. In addition, state funding may be available through the State Meal Program (Education Code 49490-49494). The district may apply to the California Department of Education (CDE) for available state and federal funds.

Note: The requirement to provide at least one nutritionally adequate meal to needy students applies during summer school sessions unless the district receives a waiver from the State Board of Education (SBE) under the conditions described in Education Code 49548. In order to receive a waiver, the district is required to submit a waiver request no later than 60 days before the last regular meeting of the SBE before the start of the summer school session for which the waiver is sought. Funding to support the provision of summer school meals is available through the Seamless Summer Feeding Option and/or Summer Food Service Program (Education Code 49547.5; 42 USC 1761); see BP/AR 3552 - Summer Meal Program.

Note: Student eligibility for free and reduced-price meals serves as the basis for identifying students as low income for a variety of purposes, including, but not limited to, state allocations of supplemental and concentration funding within the local control funding formula. Districts must use such funding to increase or improve services for low-income students and other populations of "unduplicated students" (see BP/AR 3100 - Budget) and must establish goals and specific actions for low-income students in the local control and accountability plan (see BP/AR 0460 - Local Control and Accountability Plan).

Note: The following policy is mandated for any district that authorizes employee access to students' free and reduced-price meal eligibility information for the disaggregation of academic achievement data and other specified purposes; see section "Confidentiality/Release of Records" below.

~~Education Code 49550 requires the district to provide eligible student at least one free or reduced price meal during each school day.~~

~~The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning and that some families may be unable to provide breakfast and lunch for their children of all students. In accordance with law, the district shall provide free and reduced-price meals for students whose families meet federal eligibility criteria. The Superintendent or~~

designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

~~The Superintendent or designee shall recommend for the Board approval a plan which ensures that eligible students are not treated differently from other students or easily identified by their peers.~~

~~The Board authorizes designated employees to use individual records pertaining to student eligibility for any free and reduced price meal program solely for the purpose of disaggregation of academic achievement data in accordance with federal and state law and regulation.~~

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer Learning Programs)

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

Note: In order to be reimbursed for free and reduced-price meals, a school must meet federal and/or state nutritional guidelines in 7 CFR 210.10 and 220.8 and Education Code 49430 and 49430.7, as described in see AR 3550 - Food Service/Child Nutrition Program.

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

(cf. 3550 - Food Service/Child Nutrition Program)

Note: The federally funded Special Milk Program (42 USC 1772; 7 CFR 215.1, 215.7) assists in providing milk to students at reasonable prices in schools that do not participate in the National School Lunch or Breakfast Program or Summer Food Service Program. Participating districts may, at their discretion, choose to provide milk at no charge to students who qualify for free and reduced-price meals. The following optional paragraph is for use by districts that choose to provide free milk to eligible students.

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

Note: Education Code 49557 requires the district to develop a plan ensuring that students receiving free and reduced-price meals are not treated differently in the implementation of the food services program. See the accompanying administrative regulation for plan requirements.

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 3555 - Nutrition Program Compliance)

(cf. 5145.3 - Nondiscrimination/Harassment)

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meals program shall be confidential and may not be released except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

(cf. 5125 - Student Records)

Note: The remainder of this section should be revised to reflect the purposes for sharing free and reduced-price eligibility information that are authorized by the Governing Board. Districts wishing to use free and reduced-price meal records for the following purposes are mandated by Education Code 49558 to adopt a policy authorizing employee access. See the accompanying administrative regulation for additional requirements applicable to districts that authorize such access.

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meals program for the following purposes: (Education Code 49558)

1. Disaggregation of academic achievement data

(cf. 6162.51 - State Academic Achievement Tests)

Note: Education Code 49558 allows districts to use the name and eligibility status of students participating in the free and reduced-price meal program to identify students eligible for school choice and supplemental educational services (SES) in Title I schools identified for program improvement. However, the Every Student Succeeds Act (P.L. 114-95) repealed 20 USC 6316 which had required the provision of student transfers and SES. In lieu of SES, beginning in the

2016-17 school year, districts are required pursuant to the CDE's Every Student Succeeds Act 2016-17 School Year Transition Plan to provide alternative supports, defined and administered by the district, to eligible students (i.e., students who would have been eligible for SES in schools with the greatest need). See BP/AR 0520.2 - Title I Program Improvement Schools and see BP 6179 - Supplemental Instruction. Although Education Code 49558 has not yet been amended to reflect the repeal of 20 USC 6316 and does not expressly authorize the use of free and reduced-price meal information to determine students' eligibility for alternative supports, CSBA believes that the use of such information would be necessary to determine student's eligibility for alternative supports. The district should consult legal counsel if it has questions about the use of free and reduced-price meal information for these or other purposes.

2. Identification of students eligible for alternative supports in any school identified as a Title I program improvement school

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 6171 - Title I Programs)

Note: According to CDE Management Bulletin SNP-12-2015, Education Code 49558 does not prohibit the sharing of free and reduced-price meal application information to other districts/schools for the purpose of determining students' eligibility. The district may provide only the student's name and eligibility status unless the applicant consents to the sharing of additional information.

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist in the continuation of the student's meal benefits.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. He/she also may release information on the school

lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

(cf. 5141.6 - School Health Services)

Legal Reference:

EDUCATION CODE

48980 Notice at beginning of term

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act of 1974

49547-49548.3 Comprehensive nutrition service

49550-49562 Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

232g Federal Educational Rights and Privacy Act

6301-6514 Title I programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch program

1771-1791 Child nutrition, especially:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.10-220.21 National School Breakfast Program

245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

WELFARE AND INSTITUTIONS CODE

14005.41 Basic health care

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

NSD SNP-12-2015 Updated Guidance on Sharing of School Meal Applications and the Passing of Assembly Bill 1599, July 2015

USDA-SNP-07-2010 Change in Free and Reduced-Price Meal Application Approval Process, September 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

*California Project LEAN (Leaders Encouraging Activity and Nutrition):
<http://www.californiaprojectlean.org>*

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

(11/11 3/16) 7/16

Policy adopted by Shandon Board of Education: January 11, 2000

Revised:

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of First Reading of AR 3553 Free and Reduced Price Meals

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for you approval is the First Reading of AR 3553 Free and Reduced Price Meals.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District
Administrative Regulations

AR 3553

Free and Reduced Price Meals

Note: Education Code 49550 requires all districts to provide at least one nutritionally adequate meal during each school day to low-income students, defined in Education Code 49552 as those who meet federal eligibility criteria for free and reduced-price meals. The following administrative regulation is for use by all districts, regardless of whether they receive reimbursement for free and reduced-price meals through the National School Lunch and/or Breakfast Program (42 USC 1758, 1773) and/or the State Meal Program (Education Code 49490-49494).

Applications and Records

~~An application form for free and reduced price meals shall be distributed to all parents/guardians at the beginning of each school year, together with the information about eligibility standards, application procedures and appeal procedures. This form and information shall also be provided whenever a new student is enrolled. (Education Code 49520, 48980)~~

~~Applications for free or reduced meal programs shall be available to students at all time during the regular school day and shall contain the following statements: (Education Code 49557)~~

- ~~1. Applications for free or reduced price meals may be submitted at any time during a school day~~
- ~~2. Children participating in the National School Lunch and School Breakfast Programs will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining area, or by any other means.~~

~~All applications and records related to eligibility for the free or reduced price meal program shall be confidential. They shall be open to examination only for purposes of this program or for any investigation, prosecution, or criminal or civil proceeding conducted in connection with the administration of any free and reduced price meal program. (education Code 49558)~~

Note: The California Department of Education's (CDE) Management Bulletin USDA-SNP-07-2010 clarifies that it is the responsibility of the district to ensure that applications for free and reduced-price meals and free milk meet the requirements of law. Model application forms are available from the CDE in several formats and in both English and Spanish.

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code

49557 and 7 CFR 245.5. The district's application packet shall include the notifications and information listed in Education Code 49557.2.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3552 - Summer Meal Program)

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

(cf. 5145.6 - Parental Notifications)

Note: The following paragraph may be revised to reflect district practice. In addition to the paper application form described above, Education Code 49557, as amended by SB 708 (Ch. 390, Statutes of 2015), authorizes districts to make the application for free or reduced-price meals available online. Any such online application must comply with specific requirements, including, but not limited to, the provision of clear instructions for families that are homeless or are migrants.

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

Note: According to the U.S. Department of Agriculture's Eligibility Manual for School Meals: Determining and Verifying Eligibility, households enrolling a new student after the start of the school year must also be provided an application and related materials.

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

Eligibility

Note: Districts are responsible for determining students' eligibility for free and reduced-price meals in accordance with criteria established by the CDE consistent with 42 USC 1758 and

1773 and 7 CFR 245.3. Family income levels that qualify for free or reduced-price meals, by household size, are annually posted on the CDE's web site.

Note: Pursuant to 42 USC 1769c, a district that has demonstrated a high level of, or a high risk for, administrative error may be required to implement a second-level, independent review of the eligibility determination for each application. Such districts also will be subject to additional CDE reporting requirements.

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meals program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

Note: Pursuant to 42 USC 1758, districts must directly certify for enrollment in the free and reduced-price meals program students who participate in the CalFresh program or California Work Opportunity and Responsibility to Kids (CalWORKs) program. 42 USC 1758 also authorizes, but does not require, districts to directly certify as eligible a student who is homeless, migratory, or a foster youth. For purpose of direct certification, districts may obtain data through the California Longitudinal Pupil Achievement Data System (CALPADS) or may enter into a local agreement with the county department of social or welfare services to match enrollment data. Pursuant to Education Code 49561 and 42 USC 1758, no additional application or further action is required by the household of students who are directly certified. Further information about direct certification and other eligibility issues is available in the ISDA's Eligibility Guidance for School Meals Manual.

Note: Pursuant to 42 USC 1759a, certain districts located in high poverty areas may be eligible to participate in alternative processes for annual determinations of student eligibility for free and reduced-price meals (Provisions 1, 2, 3, and 4). Districts participating in these alternative processes should revise the following section to reflect district practice.

When authorized by law, participants in other federal or state programs may be directly certified, without further application, for enrollment in the free and reduced-price meals program. (Education Code 49561; 42 USC 1758)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6175 - Migrant Education Program)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

- 1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits*
- 2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below*
- 3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below*

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR 245.6a)

- 1. The change and the reasons for the change*
- 2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal*
- 3. The right to reapply at any time during the school year*

Confidentiality/Release of Records

Note: The following section is for use by districts that have adopted a policy, pursuant to Education Code 49558, allowing district employees to use individual records of students eligible for the free and reduced-price meals program for the purpose of disaggregation of academic achievement data and, although not expressly authorized by law, for the identification of students eligible for alternative supports in schools identified for program improvement. See the accompanying Board policy and BP/AR 0520.2 - Title I Program Improvement Schools.

Note: It is recommended that the district designate by name or job title the employee(s) authorized to use records for these purposes. Districts should identify the specific title(s) of the designated employee(s) in the space provided below, such as Title I Coordinator.

The Governing Board Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and reduced-price meals

program solely for the purpose of disaggregation of academic achievement data *or for the identification of students who are eligible for alternative supports in a Title I program improvement school:*

(title or position)

(title or position)

In using the records for such purposes, the ~~following conditions shall be satisfied~~
Superintendent or designee shall ensure that: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meals program ~~shall be~~
are maintained in the permanent records of any student if not otherwise allowed by law.

(cf. 5125 - Student Records)

2. Information regarding individual student participation in the free and reduced-price meals
program ~~shall not be released~~ *is not publicly released.*

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

3. All other confidentiality provisions required by law ~~shall be~~ *are met.*

4. *Information collected regarding individual students certified to participate in the free and
reduced-price meals program is destroyed when no longer needed for its intended purpose.*

Nondiscrimination Plan

The district's plan for students receiving free or reduced-price meals shall ~~set forth the~~ *ensure*
the following conditions: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or
used for any purpose other than the National School Lunch and School Breakfast Programs,
unless otherwise provided by law.

2. There shall be no overt identification of any of the students by the use of special tokens or
tickets or by any other means.

3. The students shall not be required to work for their meals or for milk.

4. The students shall not be required to use a separate dining area, go through a separate *serving*
line or entrance, or consume their meals or milk at a different time.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 3555 - Nutrition Program Compliance)

5. When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. *(Education Code 49557; 7 CFR 245.8)*

~~This plan shall be submitted to the California Department of Education for approval.~~

Prices

Note: The following section is for use by districts that provide reduced-price meals to students through the National School Lunch and/or Breakfast Program pursuant to 42 USC 1758 and 1773.

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)

(3/11 3/16) 7/16

Policy adopted by Shandon Board of Education: January 11, 2000

Revised:

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: February 14, 2017

AGENDA ITEM TITLE:

Approval of the First Reading of BP 3554 Other Food Sales

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for your approval is the First Reading of BP 3554 Other Food Sales.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District
Board Policy

BP 3554

Business and Noninstruction Operations

Other Food Sales

Note: The following policy addresses food and beverage sales outside of the district's food service/cafeteria program, including the use of vending machines and student stores as well as food sales on school premises by student and/or adult organizations. For policy addressing sales by the food service/cafeteria program, see BP/AR 3550 - Food Service/Child Nutrition Program.

Note: All outside food sales are subject to state law regarding nutritional standards, time and location of the sale, and other conditions; see the accompanying administrative regulation. In addition, pursuant to 7 CFR 210.11 and 220.12, districts participating in the National School Lunch Program (42 USC 1751-1769) and/or School Breakfast Program (42 USC 1771-1791) are mandated to establish rules or regulations to control the sale of food in competition with the breakfast or lunch program. The federal Child Nutrition and Women, Infants and Children (WIC) Reauthorization Act of 2004 (42 USC 1758b) also mandates each district participating in the National School Lunch and/or Breakfast Program to adopt a districtwide student wellness policy. See BP 5030 - Student Wellness for language fulfilling the student wellness mandate.

~~With the approval of the Superintendent or designee, food sales may be held by school-related groups, including but not limited to students, teachers, parents/guardians and booster groups, provided that these sales are in compliance with state and federal regulations. Such food sales shall not impair student participation in the district's food service program.~~

~~Sanitation and safety procedures shall comply with the requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety code 113700-114455.~~

~~No food of minimal nutritional value shall be sold in food service areas during breakfast and lunch periods. (7 CFR 210.11, 220.12)~~

~~All foods offered for sale at any school on any school day by any student or adult entity or organization must be approved by the Governing Board, and at least 50 percent of these foods shall be selected from the nutritional foods listed in Education Code 38085. (Education Code 38085; 5 CCR 15500-15501)~~

Fundraisers

~~When desiring to raise money for district schools or student groups by selling food items, organizations are encouraged to select items of good nutritional quality. All profits from such fundraisers shall benefit the school or student groups sponsoring the sale.~~

The Governing Board believes that sales of foods and beverages at school during the school day should be aligned with the district's goals to promote student wellness. Any food sales conducted outside the district's food service program shall meet nutritional standards specified in law, Board policy, and administrative regulation and shall not reduce student participation in the district's food service program.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5030 - Student Wellness)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

The Board authorizes the Superintendent or designee to approve the sale of foods and beverages outside the district's food service program, including sales by student or school-connected organizations, sales through vending machines, and/or sales at secondary school student stores for fundraising purposes.

(cf. 1230 - School-Connected Organizations)

(cf. 1321 - Solicitations of Funds from and by Students)

When vending machines are sponsored by the district or a student or adult organization, the Superintendent or designee shall determine how and where vending machines may be placed at school sites, district offices, or other school facilities.

(cf. 3312 - Contracts)

Legal Reference:

EDUCATION CODE

35182.5 Contracts, non-nutritious beverages

48931 Authorization and sale of food

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

51520 School premises; prohibited solicitations

CODE OF REGULATIONS, TITLE 5

15500 Food sales in elementary schools

15501 Sales in high schools and junior high schools

15575-15578 Requirements for foods and beverages outside the federal meals program

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

UNITED STATES CODE, TITLE 42

1751-1769j National School Lunch Act, including:

1758b Local wellness policy

1771-1791 Child nutrition, School Breakfast Program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

Management Resources:

CSBA PUBLICATIONS

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

06-110 Restrictions on Food and Beverage Sales Outside of the School Meal Program, August 2006

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Associated Student Body Accounting Manual and Desk Reference, 2002

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, 2000

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Department of Public Health: <http://www.cdph.ca.gov>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

*California Project LEAN (Leaders Encouraging Activity and Nutrition):
<http://www.californiaprojectlean.org>*

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

National Association of State Boards of Education (NASBE): <http://www.nasbe.org>

U.S. Dept. of Agriculture, Food and Nutrition Information Center: <http://www.nal.usda.gov/fnic>

(11/03 11/05) 11/07

Policy adopted by Shandon Board of Education: January 11, 2000

Revised:

9.20

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: February 14, 2017

AGENDA ITEM TITLE:

Approval of the First Reading of AR 3554 Other Food Sales

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for your approval is the First Reading of AR 3554 Other Food Sales.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District
Administrative Regulation

AR 3554

Business and Noninstructional Operations

Other Food Sales

Requirements for Schools Not Participating in Federal Meal Program

Note: The following section is for use by districts that have one or more schools that do not participate in the National School Lunch and/or Breakfast Program (42 USC 1751-1769j, 1773). Requirements for other schools are described below in the section "Requirements for Schools Participating in Federal Meal Program."

Note: Food sales outside the district's food service program that occur on school premises during the school day are subject to the nutrition standards specified in Education Code 49431-49431.7, as amended by AB 626 (Ch. 706, Statutes of 2013). These include nutrition standards for foods in elementary schools (Education Code 49431) and middle and high schools (Education Code 49431.2) and for beverages in all schools (Education Code 49431.5), as well as a prohibition against the sale of foods containing artificial trans fat at any grade level (Education Code 49431.7). See AR 3550 - Food Service/Child Nutrition Program for further information regarding nutrition standards.

~~Student organizations may sell nutritious food items approved by the Board only if such sales are conducted in compliance with 5 CCR 15500-15501. Items sold during the regular school day must not be food items prepared on school premises or sold in the food service program at school during the day. (5 CCR 15500-15501)~~

~~In schools with any grades K through 8, a student organization may sell not more than one food item per sale. The food item sold shall be a dessert type food such as a pastry, ice cream or fruit, and there shall be no more than four such sales per school year. In addition, these sales shall not begin until after the close of the regularly scheduled midday food service period. (5 CCR 15500)~~

~~In the high schools and junior high schools, only one organization each school day may sell no more than three types of food or beverage items at any time during the school day. In addition, up to four days during the school year may be designated on which any number of organizations may conduct the sale of any food items. (5 CCR 15501)~~

~~The above regulations regarding the frequency and content of food sales shall apply to eligible adult groups as well as student organizations.~~

~~The sale of foods during meal periods in food services areas shall be allowed only if all income from the sale, including the sale of approved foods or drinks from vending machines, accrues to the benefit of the school, the school food service program, or the student organization(s) sponsoring sale. (7 CFR 210.11, 220.12)~~

~~In order to be eligible to conduct food sales during school hours and within one hour before and one hour after school hours, a parent/guardian group or outside group must be legally organized for charitable and nonpartisan purposes. (Education Code 51520)~~

~~Home-baked goods may be sold by an organization on no more than three occasions during any 90-day period. Any such sales must be conducted on school property. (Health and Safety Code 113785, 113825)~~

Food and beverage sales outside the district's food service program shall comply with applicable nutritional standards specified in Education Code 49431-49431.7 and 5 CCR 15500-15501 and 15575-15578.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Note: Pursuant to Education Code 49431-49431.5, foods and beverages that do not comply with state nutrition standards may be sold outside of the district's food services program under certain conditions. As amended by AB 626 (Ch. 706, Statutes of 2013), Education Code 49431-49431.5 provide that the same requirements apply to sales of both foods and beverages and to all grade levels. AB 626 also amended Education Code 49431 and 49431.5 to eliminate the requirement that sales of noncompliant foods and beverages in elementary schools only be allowed if the items are sold by students of the school.

The sale of foods or beverages that do not comply with the standards in Education Code 49431-49431.5 may be permitted in either of the following circumstances: (Education Code 49431-49431.5)

- 1. The sale takes place off and away from school premises.*
- 2. The sale takes place on school premises at least one-half hour after the end of the school day.*

(cf. 1230 - School-Connected Organizations)

(cf. 1321 - Solicitations of Funds from and by Students)

(cf. 6145 - Extracurricular and Cocurricular Activities)

Requirements for Schools Participating in Federal Meal Program

Note: The following section is for use by districts that have one or more schools participating in the National School Lunch and/or Breakfast Program (42 USC 1751-1769j, 1773). 7 CFR 210.11 and 220.12 mandate that such districts adopt rules and regulations to ensure compliance with federal requirements for competitive foods.

Note: Pursuant to 42 USC 1779, the U.S. Secretary of Agriculture has established nutrition standards which are consistent with the most recent Dietary Guidelines for Americans and apply to all foods sold outside the school meal programs on school campuses at any time during the school day. These standards are contained in 7 CFR 210.11 and 220.12, as amended by 78 Fed. Reg. 125, and must be implemented by July 1, 2014.

Note: Note that, in some instances, state nutrition standards (Education Code 49431-49431.7) may be stricter than federal standards. In such cases, the stricter standard prevails. In addition, although 7 CFR 210.11 and 220.12 allow states to adopt criteria for special exemptions from nutrition standard compliance for infrequent school-sponsored fundraisers, the California Department of Education (CDE) provides no exemption. Thus, all infrequent school-sponsored fundraisers are subject to the same rules as other outside food sales.

For any district school participating in the National School Lunch and/or Breakfast Program, food and beverage sales conducted outside the district's food service program on school campuses during the school day shall comply with applicable nutritional standards specified in 7 CFR 210.11 and 220.12 or with state nutrition standards in Education Code 49431-49431.7 and 5 CCR 15500-15501 and 15575-15578, whichever rule is stricter.

Note: As amended by 78 Fed. Reg. 125, 7 CFR 210.11 adds the following definition of "school day" for purposes of the regulations governing competitive food and beverage sales.

These standards shall apply to all competitive foods and beverages sold from midnight before the school day to one-half hour after the end of the school day. (7 CFR 210.11)

Note: The remainder of this section reflects 5 CCR 15500-15501 pertaining to sales by student organizations in schools that participate in a federal meal program, but delegates to the Superintendent or designee the responsibility for approval of the specific food item to be sold; see the accompanying Board policy.

Note: To the extent that any Title 5 requirement conflicts with the nutrition standards specified in Education Code 49431-49431.7 or federal law, the stricter standard prevails. Thus, although 5 CCR 15500 provides that a student organization may only sell a dessert-type item, such as a pastry, ice cream, or fruit, stricter state and federal nutrition standards supersede and so this provision is not reflected in the list below.

Note: Items #1-6 below are for use by districts that maintain any of grades K-8.

In a school with any of grades K-8 that is participating in the National School Lunch and/or Breakfast Program, the Superintendent or designee shall not permit the sale of foods by a student organization except when all of the following conditions are met: (5 CCR 15500)

- 1. The student organization sells only one food item per sale.*
- 2. The specific nutritious food item is approved by the Superintendent or designee in accordance with Board policy.*

3. *The sale does not begin until after the close of the regularly scheduled midday food service period.*

4. *The sale during the regular school day is not of food items prepared on the premises.*

5. *There are no more than four such sales per year per school.*

6. *The food sold is not one sold in the district's food service program at that school during that school day.*

Note: Items #1-4 below are for use by districts that maintain middle schools or high schools.

In any middle or high school, a student organization may be approved to sell food items during or after the school day if all of the following conditions are met: (5 CCR 15501)

1. *Only one student organization conducts a food sale on a given school day and the organization sells no more than three types of food or beverage items, except that up to four days during the school year may be designated on which any number of organizations may conduct the sale of any food items.*

2. *The specific nutritious food items are approved by the Superintendent or designee in accordance with Board policy.*

3. *Food items sold during the regular school day are not prepared on the premises.*

4. *The food items sold are not those sold in the district's food service program at that school during that school day.*

Note: 7 CFR 210.11, as amended by 78 Fed. Reg. 125, requires the district to maintain specified records.

The Superintendent or designee shall maintain records, and shall require organizations selling foods and beverages to maintain records, to document compliance with federal nutrition standards for all competitive foods and beverages sold through and outside the district's food services program. At a minimum, these records shall include receipts, nutrition labels, and/or product specifications. (7 CFR 210.11)

(11/05 11/07) 12/13

Policy adopted by Shandon Board of Education: January 11, 2000

Revised:

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: February 14, 2017

AGENDA ITEM TITLE:

Approval of the First Reading of BP 3555 Nutrition Program Compliance

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for your approval is the First Reading of BP 3555 Nutrition Program Compliance.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District

Board Policy

BP 3555

Nutrition Program Compliance

Note: The following policy is mandated for any district whose child nutrition programs (i.e., National School Lunch Program, School Breakfast Program, Special Milk Program, and/or other child nutrition program) receive state or federal funding. 5 CCR 4621 mandates that districts adopt uniform complaint procedures for the investigation and resolution of specified types of complaints, and 5 CCR 4610 makes those procedures applicable to allegations of unlawful discrimination, harassment, intimidation, bullying, or violation of state or federal laws governing educational programs, including child nutrition programs. See BP/AR 1312.3 - Uniform Complaint Procedures.

Note: Various state and federal laws prohibit discrimination in district programs and activities on the basis of actual or perceived race, color, ancestry, national origin, ethnic group, age, religion, marital or parental status, disability, sex, sexual orientation, gender, gender identity or expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. See BP 0410 - Nondiscrimination in District Programs and Activities. 7 CFR 210.23, 215.7, and 220.7 specify that children must not be denied benefits or discriminated against in child nutrition programs on the basis of race, color, national origin, sex, age, or disability, and complaints alleging discrimination on any of these bases may be investigated by the California Department of Education (CDE) or the U.S. Department of Agriculture, Food and Nutrition Service (FNS).

Note: The CDE's Civil Rights and Complaint Procedures for the U.S. Department of Agriculture Child Nutrition Programs and FNS Instruction 113-1, Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, provide guidance to districts on how best to comply with federal law.

The Governing Board recognizes the district's responsibility to comply with state and federal nondiscrimination laws as they apply to the district's nutrition programs. The district shall not deny any individual the benefits or service of any nutrition program or discriminate against him/her on any basis prohibited by law.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5030 - Student Wellness)

Coordinator

Note: According to the CDE's Civil Rights and Complaint Procedures for the Child Nutrition Programs, districts are required to appoint a civil rights coordinator to be responsible for ensuring district compliance with law governing child nutrition programs. The following paragraph may be revised to reflect district practice.

The Board designates the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the district's civil rights coordinator to ensure compliance with the laws governing its nutrition programs and to investigate any related complaints.

Note: Items #1-10 below reflect the duties of the coordinator as provided in CDE's Civil Rights and Complaint Procedures for the Child Nutrition Programs.

The responsibilities of the compliance officer/coordinator include, but are not limited to:

1. Providing the name of the civil rights coordinator, Section 504 coordinator, and Title IX coordinator, if different from the civil rights coordinator, to the California Department of Education and other interested parties

(cf. 6164.6 - Identification and Education Under Section 504)

2. Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff

Note: FNS Instruction 113-1 lists required components of training that must be provided to nutrition program staff, as provided below.

The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

3. Establishing admission and enrollment procedures that do not restrict enrollment of students on the basis of race, ethnicity, national origin, or disability, including preventing staff from incorrectly denying applications and ensuring that such persons have equal access to all programs

(cf. 6159 - Individualized Education Program)

4. Sending a public release announcing the availability of the child nutrition programs and/or changes in the programs to public media and to community and grassroots organizations that interact directly with eligible or potentially eligible participants

5. Communicating the program's nondiscrimination policy and applicable complaint procedures, as provided in the section "Notifications" below

6. Providing appropriate translation services when a significant number of persons in the surrounding population have limited English proficiency

7. Ensuring that every part of a facility is accessible to and usable by persons with disabilities and that participants with disabilities are not excluded from the benefits or services due to inaccessibility of facilities

8. Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

9. Implementing procedures to process and resolve civil rights (discrimination) complaints and program-related complaints, including maintaining a complaint log and working with the appropriate person to resolve any complaint

Note: Districts receiving federal financial assistance are required to request racial/ethnic data of all program applicants and participants for purposes of determining whether the program reaches potential eligible persons, identifying areas where additional outreach is needed, selecting locations for compliance reviews, and completing required reports. According to FNA Instruction 113-1, using the applicant's self-identification or self-reporting is the preferred method of obtaining racial and ethnic data.

10. Developing a method, which preferably uses self-identification or self-reporting, to collect racial and ethnic data for potentially eligible populations, applicants, and participants

(cf. 5022 - Students and Family Privacy Rights)

(cf. 5125 - Student Records)

Notifications

The U.S. Department of Agriculture's (USDA) "And Justice for All" civil rights poster or a substitute poster approved by the USDA's Food and Nutrition Service shall be displayed in areas visible to the district's nutrition program participants, such as food service areas and school offices.

Note: FNS Instruction 113-1 requires districts to notify nutrition program applicants, participants, and potentially eligible persons of program availability, rights, and responsibilities and to advise them at each service delivery site (e.g., the school) regarding the

procedure for filing a complaint. Such notice may be distributed through student and parent/guardian handbooks or other method of parental notifications.

The coordinator shall notify the public, all program applicants, participants, and potentially eligible persons of their program rights and responsibilities and steps necessary for participation. Applicants, participants, and the public also shall be advised of their right to file a complaint, how to file a complaint, the complaint procedures, and that a complaint may be filed anonymously or by a third party.

(cf. 5145.6 - Parental Notifications)

Note: As part of its instructions to all recipients of federal funds, FNS requires that all forms of communication available to the public regarding program availability also contain information about that recipient's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the recipient. FNS provides specific language for the notification and prohibits its modification in any way. The FNS requires that all documents, pamphlets, brochures, and other materials be updated to include the 2015 statement when supplies are exhausted, but no later than September 30, 2016.

In addition, all forms of communication available to the public regarding program availability shall contain, in a prominent location, the following statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider."

Forms of communication requiring this nondiscrimination statement include, but are not limited to, web sites, public information releases, publications, and posters, but exclude menus. The nondiscrimination statement need not be included on every page of program information on the district's or school's web site, but the statement or a link to the statement shall be included on the home page of the program information.

A short version of the nondiscrimination statement, stating "This institution is an equal opportunity provider," may be used on pamphlets, brochures, and flyers in the same print size as the rest of the text.

Complaints

Any complaint concerning the district's nutrition programs shall be investigated using the process identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When a complaint alleging discrimination of the basis of race, color, national origin, sex, age, or disability is unresolved at the district level, the coordinator shall notify the complainant of the option to contact and/or forward his/her complaint to one of the following agencies:

1. Child Nutrition Program Civil Rights and Program Complaint Coordinator, California Department of Education, Nutrition Services Division, 1430 N Street, Room 4503, Sacramento, CA 95814-2342 or call (916) 323-8531 or (800) 952-5609

2. U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, (866) 632-9992, (800) 877-8339 (Federal Relay Service - English), (800) 845-6136 (Federal Relay Service - Spanish), fax (202) 690-7442, or email program.intake.usda.gov.

Legal Reference:

EDUCATION CODE

00-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

49060-49079 Student records

49490-49590 Child nutrition programs

PENAL CODE

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.23 National School Lunch Program, district responsibilities

215.7 Special Milk Program, requirements for participation

215.14 Special Milk Program, nondiscrimination

220.7 School Breakfast Program, requirements for participation

225.3 Summer Food Service Program, administration

225.7 Summer Food Service Program, program monitoring

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Civil Rights and Complaint Procedures for the U.S. Department of Agriculture Child Nutrition Programs, rev. November 2015

**U.S. DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION SERVICE
PUBLICATIONS**

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, August 2010

WEB SITES

California Department of Education, Nutrition Services Division:

<http://www.cde.ca.gov/ls/nu>

U.S. Department of Agriculture, Food and Nutrition Services: <http://www.fns.usda.gov>

U.S. Department of Agriculture, Office for Civil Rights: <http://www.ascr.usda.gov>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

(7/10) 7/16

9.22

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: February 14, 2017

AGENDA ITEM TITLE:

Approval of the First Reading of BP 3470 Debt Issuance and Management

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for your approval is the First Reading of BP 3470 Debt Issuance and Management.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District

Board Policy

BP 3470

Debt Issuance And Management

Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the Governing Board adopt a debt management policy prior to issuing any debt, such as general obligation bonds, tax and revenue anticipation notes (TRANs), and certificates of participation. The policy must include (1) the purposes for which the debt proceeds may be used; (2) the types of debt that may be issued; (3) the relationship of the debt to, and integration with, the district's capital improvement program or budget, if applicable; (4) policy goals related to the district's planning goals and objectives; and (5) internal control procedures to ensure that the proceeds of the proposed debt issuance will be directed to the intended use. SB 1029 declares the intent of the Legislature that, consistent with the recommendation of the Government Finance Officers Association (GFOA), local agencies adopt comprehensive written debt management policies that are reflective of local, state, and federal laws and regulations. Districts are encouraged to consult legal counsel and their financial advisor in developing this policy. The following policy should be revised to reflect district practice.

The Governing Board is committed to long-term capital and financial planning and recognizes that the issuance of debt is a key source for funding the improvement and maintenance of school facilities and managing cash flow. Any debt issued by the district shall be consistent with law and this policy.

(cf. 3000 - Concepts and Roles)

(cf. 3460 - Financial Reports and Accountability)

(cf. 7110 - Facilities Master Plan)

(cf. 7210 - Facilities Financing)

Note: Article 16, Section 18 of California Constitution contains the basic "debt limitation" (i.e., the constraints on discretionary borrowing) applicable to school districts. Under so-called "traditional authority," a measure authorizing the issuance of general obligation bonds may be approved by two-thirds of the electorate; under Proposition 39, a measure authorizing the issuance of general obligation bonds may be approved by 55 percent of the electorate (see BP/AR 7214 - General Obligation Bonds). Lease financings, such as certificates of participation, are not considered "indebtedness" for purposes of the Constitutional debt limitation and are not subject to voter approval. For further information, see the California Debt and Investment Advisory Commission's (CDIAC) California Debt Issuance Primer.

The district shall not enter into indebtedness or liability that in any year exceeds the income and revenue provided for such year, unless two-thirds of the voters approve the obligation or one of the exceptions specified in law applies. (California Constitution, Article 16, Section 18)

When the Board determines that it is in the best interest of the district, the Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the district's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, and marketing strategies.

Note: Pursuant to 15 USC 78o-4 (Section 15B of Securities Exchange Act of 1934), any financial advisor retained by the district must be duly registered with both the Securities Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) and must also hold any certifications and/or licenses required by the SEC and/or MSRB.

The Superintendent or designee shall retain a financial advisor, municipal advisor, investment advisor, and other financial services professionals as needed to assist with the structuring of the debt issuance and to provide general advice on the district's debt management program, financing options, investments, and compliance with legal requirements. Contracts for services provided by such advisors may be for a single transaction or for multiple transactions, consistent with the contracting requirements in Education Code 17596. In the event that the district issues debt through a negotiated sale, underwriters may be selected for multiple transactions if multiple issuances are planned for the same project. In addition, the district shall select a legal team on an as-needed basis to assist with debt issuances or special projects.

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 9270 - Conflict of Interest)

Goals

Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include policy goals related to the district's planning goals and objectives. The following section should be revised to reflect district goals.

The district's debt issuance activities and procedures shall be aligned with the district's vision and goals for providing adequate facilities and programs that support student learning and well-being. When issuing debt, the district shall ensure that it:

- 1. Maintains accountability for the fiscal health of the district, including prudent management and transparency of the district's financing programs*
- 2. Attains the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements*
- 3. Takes all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues*
- 4. Maintains effective communication with rating agencies and, as appropriate, credit enhancers such as bond insurers or other providers of credit or liquidity instruments in order to enhance the creditworthiness, liquidity, or marketability of the debt*
- 5. Monitors the district's statutory debt limit in relation to assessed valuation within the district and the tax burden needed to meet long-term debt service requirements*
- 6. When determining the timing of debt issuance, considers market conditions, cash flows associated with repayment, and the district's ability to expend the obtained funds in a timely, efficient, and economical manner consistent with federal tax laws*
- 7. Determines the amortization (maturity) schedule which will fit best within the overall debt structure of the district at the time the new debt is issued*
- 8. Considers the useful lives of assets funded by the debt issue, as well as repair and replacement costs of those assets to be incurred in the future*
- 9. Preserves the availability of the district's general fund for operating purposes and other purposes that cannot be funded by the issuance of voter-approved debt*
- 10. Meets the ongoing obligations and accountability requirements associated with the issuance and management of debt under state and federal tax and securities laws*

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 7000 - Concepts and Roles)

Authorized Purposes for the Issuance of Debt

Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include the purposes for which debt proceeds may be used. The following section should be revised to reflect purposes that the Board has determined may be appropriate purposes for issuing debt in the district.

The district may issue debt for any of the following purposes:

- 1. To pay for the cost of capital improvements, including acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and/or equipping district facilities*
- 2. To refund existing debt*
- 3. To provide for cash flow needs*

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

Pursuant to Government Code 53854, general operating costs, including, but not limited to, items normally funded in the district's annual operating budget, shall not be financed from debt payable later than 15 months from the date of issuance. The district may deem it desirable to finance cash flow requirements under certain conditions so that available resources better match expenditures within a given fiscal year. To satisfy both state constitutional and statutory constraints, such cash flow borrowing shall be payable from taxes, income, revenue, cash receipts, and other moneys attributable to the fiscal year in which the debt is issued.

Authorized Types of Debt

Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include the types of debt that may be issued. The following section should be revised to reflect the types of debt instruments authorized by the Board.

The Superintendent or designee shall recommend to the Board potential financing method(s) that result in the highest benefit to the district, with the cost of staff and consultants considered. Potential financing sources may include:

1. Short-Term Debt

- a. Short-term debt, such as tax and revenue anticipation notes (TRANs), when necessary to allow the district to meet its cash flow requirements (Government Code 53850-53858)*
- b. Bond anticipation notes (BANs) to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds (Education Code 15150)*
- c. Grant anticipation notes (GANs) to provide interim financing pending the receipt of grant and/or loans from the state or federal government that have been appropriated and committed to the district (Government Code 53859-53859.08)*

2. Long-Term Debt

Note: The California Constitution, Article 13A, Sections 1(b)(2) and 1(b)(3), Education Code 15100-15262 and 15264-15276, and Government Code 53506-53509.5 authorize the district to issue general obligation bonds requiring either two-thirds voter approval or 55 percent voter approval, subject to specific accountability requirements. Voter-approved general obligation bonds typically provide the lowest cost of borrowing and, by providing for the levy of additional ad valorem property taxes to service the debt, do not impact the district's general fund. See BP/AR 7214 - General Obligation Bonds for requirements pertaining to the issuance of general obligation bonds.

a. General obligation bonds for projects approved by voters (California Constitution, Article 13A, Section 1; Education Code 15100-15262, 15264-15276; Government Code 53506-53509.5)

(cf. 7214 - General Obligation Bonds)

Note: Districts may establish a community facilities district for school facility purposes in accordance with the Mello-Roos Community Facilities Act (Government Code 53311-53368.3). The boundaries of the Mello-Roos district may include the entire school district, but usually include only a portion of the district, such as an area with new housing developments. The bonds sold by the community facilities district are paid for by a special tax on the properties within that community facilities district's boundaries. See BP 7212 - Mello Roos Districts.

b. Special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code 53311-53368.3)

(cf. 7212 - Mello Roos Districts)

3. Lease financing, including certificates of participation (COPs)

a. Lease financing to fund the highest priority capital equipment purchases when pay-as-you-go financing is not feasible (Education Code 17450-17453.1)

Note: Authority for lease financings is based in part on judicial rulings finding that leases that meet certain conditions do not constitute indebtedness subject to a vote of the electorate.

b. Lease financing to fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not feasible or unavailable (Education Code 17400-17429)

1. Special financing programs or structures offered by the federal or state government, such as Qualified Zone Academy Bonds or other tax credit obligations or obligations that provide subsidized interest payments, when the use of such programs or structures is determined to

result in sufficiently lower financing costs compared to traditional tax-exempt bonds and/or COPs

5. Temporary borrowing from other sources such as the County Treasurer

Note: Education Code 42133 prohibits the issuance of non-voter approved debt when the district has a qualified or negative certification regarding the district's ability to meet its fiscal obligations, except as provided below. Pursuant to Education Code 42131, a "qualified certification" indicates that the district may not meet its financial obligations for the current fiscal year and two subsequent fiscal years, and a "negative" certification indicates that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year. See BP 3460 - Financial Reports and Accountability for further information about such certifications.

COPs, TRANS, revenue bonds, or any other non-voter approved debt instrument shall not be issued by the district in any fiscal year in which the district has a qualified or negative certification, unless the County Superintendent of Schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. (Education Code 42133)

Relationship of Debt to District Facilities Program and Budget

Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include the relationship of the debt to, and integration with, the district's capital improvement program or budget, if applicable. The following section should be revised to reflect district practice.

Decisions regarding the issuance of debt for the purpose of financing capital improvement shall be aligned with current needs for acquisition, development, and/or improvement of district property and facilities as identified in the district's facilities master plan or other applicable needs assessment, the projected costs of those needs, schedules for the projects, and the expected resources.

Note: The following paragraph is optional.

The cost of debt issued for major capital repairs or replacements shall be evaluated against the potential cost of delaying such repairs and/or replacing such facilities.

When considering a debt issuance, the Board and the Superintendent or designee shall evaluate both the short-term and long-term implications of the debt issuance and additional operating costs associated with the new projects involved. Such evaluation may include, but is not limited to, the projected ratio of annual debt service to the tax burden on the district's taxpayers and the ratio of annual debt service secured by the general fund to general fund expenditures.

The district may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.

Structure of Debt Issues

The district shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

The district shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, ensure cost effectiveness, provide flexibility, and, as practical, recapture or maximize its debt capacity for future use. Principal amortization will be structured to meet debt repayment, tax rate, and flexibility goals.

Note: Education Code 15106 limits the district's total outstanding bonded debt (i.e., the principal portion only) to 1.25 or 2.5 percent of the assessed valuation of the taxable property of a non-unified and unified district, respectively. Consequently, Education Code 15106 limits the issuance of new debt when the district has total bonded indebtedness in excess of the applicable percentage of the assessed valuation in the district. TRANs and lease payment obligations in support of COPs generally do not count against this limit except as provided in Education Code 17422.

For new money debt issuances for capital improvements, the district shall size the debt issuance with the aim of funding capital projects as deemed appropriate by the Board, as long as the issuance is consistent with the overall financing plan, does not exceed the amount authorized by voters, and, unless a waiver is sought and received from the state, will not cause the district to exceed the limitation on debt issuances specified in the California Constitution or Education Code 15106.

To the extent practicable, the district shall also consider credit issues, market factors, and tax law when sizing the district's bond issuance. The sizing of refunding bonds shall be determined by the amount of money that will be required to cover the principal of, any accrued interest on, and any redemption premium for the debt to be paid on the call date and to cover appropriate financing costs.

Any general obligation bond issued by the district shall mature within 40 years of the issuance date or as otherwise required by law. (California Constitution, Article 16, Section 18; Government Code 53508.6)

The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed but, with respect to a lease purchase of equipment, no longer than a period of 10 years. (Education Code 17452)

Method of Sale

For the sale of any district-issued debt, the Superintendent or designee shall recommend the method of sale with the potential to achieve the lowest financing cost and/or to generate other benefits to the district. Potential methods of sale include:

- 1. A competitive bidding process through which the award is based on, among other factors, the lowest offered true interest cost*
- 2. Negotiated sale, subject to approval by the district to ensure that interest costs are in accordance with comparable market interest rates*
- 3. Private placement sale, when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the district than either a negotiated or competitive sale*

Investment of Proceed

The district shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with state law governing the investment of public funds and with the permitted securities covenants of related financing documents executed by the district. Where applicable, the district's official investment policy and legal documents for a particular debt issuance shall govern specific methods of investment of bond-related proceeds. Preservation of principal shall be the primary goal of any investment strategy, followed by the availability of funds and then by return on investment.

(cf. 3430 - Investing)

Note: Pursuant to Education Code 15146, the proceeds of the sale of bonds, exclusive of any premium received, must be deposited in the county treasury to the credit of the building fund of the district. As amended by AB 2738 (Ch. 472, Statutes of 2016), Education Code 15146 prohibits districts from withdrawing proceeds from the sale of bonds at any time for purposes of making investments outside the county treasury.

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

The management of public funds shall enable the district to respond to changes in markets or changes in payment or construction schedules so as to ensure liquidity and minimize risk.

Refunding/Restructuring

Note: The following section may be revised to reflect district practice. The GFOA's Analyzing and Issuing Refunding Bonds states that a test often used to assess the appropriateness of a refunding is the achievement of a minimum net present value savings. According to the GFOA,

a common threshold is that the savings, as a percentage of the refunding bonds, should be at least 3-5 percent. However, the GFOA recognizes that it may be appropriate to approve refunding that results in lower anticipated savings in some circumstances, such as when interest rates are at low levels or the time remaining to maturity is limited and thus future opportunities to achieve greater savings are not likely to occur.

The district may consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility. When doing so, the district shall consider the maximization of the district's expected net savings over the life of the debt issuance and, when using a general obligation bond to refund an existing bond, shall ensure that the final maturity of the refunding bond is no longer than the final maturity of the existing bond.

Internal Controls

Note: Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the district's debt management policy include the internal control procedures that the district has implemented or will implement to ensure that the proceeds of the proposed debt issuance will be directed to the intended use. Examples of internal control standards for the management of bond funds are contained in the U.S. Government Accountability Office's Internal Control System Checklist. These include factors related to the internal control environment, risk assessment, control activities, information and communications, and monitoring. Because internal controls and accountability measures may be lengthy, districts may choose to develop an administrative regulation, exhibit, or other document that provides further details and that may be updated as needed. Also see BP 3400 - Management of District Assets/Accounts. The following section should be revised to reflect district practice.

The Superintendent or designee shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the district in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the district and the use of the proceeds, complying with all laws and regulations, preventing fraud, and avoiding conflict of interest.

(cf. 3314 - Payments for Goods and Services)

(cf. 3400 - Management of District Assets/Accounts)

*The district shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred as defined in the text of the voter-approved bond measure.
(Government Code 53410)*

When feasible, the district shall issue debt with a defined revenue source in order to preserve the use of the general fund for general operating purposes.

The district shall annually conduct a due diligence review to ensure its compliance with all ongoing obligations applicable to issuers of debt. Such a review may be conducted by general legal counsel or bond counsel. Any district personnel involved in conducting such reviews shall receive periodic training regarding their responsibilities.

In addition, the Superintendent or designee shall ensure that the district completes, as applicable, all performance and financial audits that may be required for any debt issued by the district, including disclosure requirements applicable to a particular transaction.

Records/Reports

Note: Government Code 8855 requires that the district report any proposed issuance of debt to the CDIAC at least 30 days prior to the sale of the debt issue. Typically, bond counsel will file the report on behalf of the district. As amended by SB 1029 (Ch. 307, Statutes of 2016), Government Code 8855 requires that the report include a certification that the district has adopted a debt policy and that the issuance is consistent with that policy.

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). Such report shall include a self-certification that the district has adopted a policy concerning the use of debt that complies with law and that the contemplated debt issuance is consistent with that policy. (Government Code 8855)

Note: SB 1029 (Ch. 307, Statutes of 2016) amended Government Code 8855 to add the following requirement for an annual report of debt issuance, applicable to any final sale of debt on or after January 21, 2017. The report covers the period from July 1 to June 30, and must be submitted electronically on a form provided by CDIAC within seven months of the end of the reporting period (January 31).

On or before January 31 of each year, the Superintendent or designee shall submit a report to the CDIAC regarding the debt authorized, the debt outstanding, and the use of proceeds of the issued debt for the period from July 1 to June 30. (Government Code 8855)

Note: Pursuant to 17 CFR 240.15c2-12, most financings are required to have official disclosure statements which include the terms of the bond, security, risk factors, financial and operating information concerning the issuer, and background information. In addition, districts must provide ongoing disclosure in the form of annual reports and event notices pursuant to 17 CFR 240.15c2-12. Such disclosures must be made to the MSRB through its Electronic Municipal Market Access repository or any successor repository, as well as to investors and other persons or entities entitled to disclosure. For further information, see CDIAC's California Debt Issuance Primer and the GFOA's Understanding Your Continuing Disclosure Requirements.

The Superintendent or designee shall provide initial and any annual or ongoing disclosures required by 17 CFR 240.10b-5 and 240.15c2-12 to the Municipal Securities Rulemaking

Board, investors, and other persons or entities entitled to disclosure, and shall ensure that the district's disclosure filings are updated as needed.

Note: 26 CFR 1.6001-1 requires districts to retain records for as long as the contents thereof are material in the administration of any internal revenue law. Records related to debt issuance may affect tax liability in both past and future tax years. In order to be consistent with specific record retention requirements, the Internal Revenue Service (IRS) publication Tax Exempt Bond FAQs Regarding Record Retention Requirements, available on the IRS web site, recommends that material records should be kept for as long as the debt is outstanding, plus three years after the final payment of the debt. Although the IRS recommendation is specific to tax-exempt bonds, districts should also retain records related to other forms debt issuance for the same length of time.

The Superintendent or designee shall maintain transaction records of decisions made in connection with each debt issuance, including the selection of members of the financing team, the structuring of the financing, selection of credit enhancement products and providers, and selection of investment products. Each transaction file shall include the official transcript for the financing, interest rates and cost of issuance on the day when the debt was sold ("final number runs"), and a post-pricing summary of the debt issue. In addition, documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, all sources of payment or security for the debt, and investment of proceeds shall be kept for as long as the debt is outstanding, plus the period ending three years after the financial payment date of the debt or the final payment date of any obligations or series of bonds issued to refund directly or indirectly all of any portion of the debt, whichever is later.

The Superintendent or designee shall annually report to the Board regarding debts issued by the district, including information on actual and projected tax rates, an analysis of bonding capacity, ratings on the district's bonds, market update and refunding opportunities, new development for California bond financings, and the district's compliance with post-issuance requirements.

Legal Reference:

EDUCATION CODE

5300-5441 Conduct of elections

15100-15262 Bonds for school districts and community college districts

15264-15276 Strict accountability in local school construction bonds

15278-15288 Citizen's oversight committees

15300-15425 School Facilities Improvement Districts

17150 Public disclosure of non-voter-approved debt

17400-17429 Leasing of district property

17450-17453.1 Leasing of equipment

17456 Sale or lease of district property

17596 Duration of contracts

42130-42134 Financial reports and certifications

ELECTIONS CODE

1000 Established election dates

GOVERNMENT CODE

8855 California Debt and Investment Advisory Commission

53311-53368.3 Mello-Roos Community Facilities Act

53410-53411 Bond reporting

53506-53509.5 General obligation bonds

53550-53569 Refunding bonds of local agencies

53580-53595.55 Bonds

53850-53858 Tax and revenue anticipation notes

53859-53859.08 Grant anticipation notes

CALIFORNIA CONSTITUTION

Article 13A, Section 1 Tax limitation

Article 16, Section 18 Debt limit

UNITED STATES CODE, TITLE 15

780-4 Registration of municipal securities dealers

UNITED STATES CODE, TITLE 26

54E Qualified Zone Academy Bonds

CODE OF FEDERAL REGULATIONS, TITLE 17

240.10b-5 Prohibition against fraud or deceit

240.15c2-12 Municipal securities disclosure

CODE OF FEDERAL REGULATIONS, TITLE 26

1.103 Interest on state and local bonds

1.141 Private activity bonds

1.148 Arbitrage and rebate

1.149 Hedge bonds

1.6001-1 Records

Management Resources:

CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS

California Debt Issuance Primer

GOVERNMENT FINANCE OFFICERS ASSOCIATION PUBLICATIONS

An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016

Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015

Investment of Bond Proceeds, Best Practice, September 2014

Selecting and Managing Municipal Advisors, Best Practice, February 2014

Debt Management Policy, Best Practice, October 2012

Analyzing and Issuing Refunding Bonds, Best Practice, February 2011

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax Exempt Bond FAQs Regarding Record Retention Requirements

Tax-Exempt Governmental Bonds, Publication 4079, rev. 2016

U.S. GOVERNMENT ACCOUNTABILITY OFFICE PUBLICATIONS

Internal Control System Checklist

WEB SITES

California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>

Government Finance Officers Association: <http://www.gfoa.org>

Internal Revenue Service: <http://www.irs.gov>

***Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA):
<http://www.emma.msrb.org>***

U.S. Government Accountability Office: <http://www.gao.gov>

U.S. Securities and Exchange Commission: <http://www.sec.gov>

12/16

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of First Reading of BP 5030 Student Wellness

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for your approval is the First Reading of BP 5030 Student Wellness.

RECOMMENDED ACTION:

Approval

*Shandon Joint Unified School District
Board Policy*

BP 5030

Student Wellness

Note: The Healthy, Hunger-Free Kids Act of 2010 (42 USC 1758b) mandates each district participating in the National School Lunch Program (42 USC 1751-1769j) or any program in the Child Nutrition Act of 1966 (42 USC 1771-1793), including the School Breakfast Program, to adopt a districtwide school wellness policy. The following policy fulfills this mandate and should be revised to reflect district practice. Other policies in the district's policy manual will likely contain additional provisions supporting this wellness policy, such as BP 3312 - Contracts, BP/AR 3550 - Food Service/Child Nutrition Program, BP/AR 3552 - Summer Meal Program, BP/AR 3553 - Free and Reduced Price Meals, BP/AR 3554 - Other Food Sales, BP/AR 6142.7 - Physical Education and Activity, and BP/AR 6142.8 - Comprehensive Health Education.

Note: Although the Governing Board has discretion under 42 USC 1758b to determine specific policies appropriate for its schools, 7 CFR 210.30, as added by 81 Fed. Reg. 50151, provides a framework and guidelines to assist districts in establishing their student wellness policies, including minimum content requirements, assurance of stakeholder participation in the development and updates, and periodic assessment and disclosure of compliance with the district's wellness policy. The U.S. Department of Agriculture (USDA) and Centers for Disease Control and Prevention (CDC) provide resources and implementation tools on their web sites. In addition, CSBA's Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide summarizes research on the relationship between nutrition and physical activity and student achievement, provides worksheets for policy development, and contains other resources that may be useful in the development of the wellness policy.

Note: The following paragraph links student wellness with the components of a coordinated school health approach recommended in the California Department of Education's (CDE) Health Framework for California Public Schools and may be revised to reflect district practice.

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. ***The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee***

shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

(cf. 1020 - Youth Services)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.61 - Drug Testing)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5141.6 - School Health Services)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)

(cf. 6164.2 - Guidance/Counseling Services)

School HealthWellness Council/Committee

Note: 42 USC 1758b and 7 CFR 210.30, as added by 81 Fed. Reg. 50151, require that districts permit specified stakeholders to participate in the development, implementation, and periodic review and update of the district's wellness policy. One method to achieve continuing involvement of those groups and other key stakeholders is through the creation of a school wellness council, as recommended in the CDE's Health Framework for California Public Schools. Pursuant to Government Code 54952, committees created by formal action of the Board are subject to open meeting laws (the Brown Act); see AR 1220 - Citizen Advisory Committees.

~~The Board's policy related to student wellness shall be developed with the involvement of parents/guardians, student, school food service professionals, school administrators, Board representatives, and members of the public.~~

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b; 7 CFR 210.30)

Note: The remainder of this section is optional and may be revised to reflect district practice.

To fulfill this requirement, the Superintendent or designee may appoint a school wellness council or other district committee and a wellness council coordinator. The council may include representatives of the groups listed above, as well as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9140 - Board Representatives)

The Superintendent or designee may make available to the public and school community a list of the names, position titles, and contact information of the wellness council members.

The wellness council shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

Goals for Nutrition, Physical Activity, and Other Wellness Activities

Note: 42 USC 1758b and 7 CFR 210.30, as added by 81 Fed. Reg. 50151, mandate that the district's wellness policy include goals for the activities specified below.

The Board shall adopt specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing such goals, the Board shall review and consider evidence-based strategies and techniques. (42 USC 1758b; 7 CFR 210.30)

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

Note: The remainder of this section provides policy language to address this mandated topic and should be revised to reflect district practice.

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

(cf. 6011 - Academic Standards)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs.

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer Learning Programs)

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

(cf. 5142.2 - Safe Routes to School Program)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

(cf. 1330.1 - Joint Use Agreements)

Professional development may be regularly offered to the nutrition program director, managers, and staff, as well as health education teachers, physical education teachers, coaches, activity supervisors, and other staff as appropriate to enhance their knowledge and skills related to student health and wellness.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

Nutrition Guidelines for All Foods Available at School

Note: 42 USC 1758b mandates that the district's wellness policy include nutrition guidelines that are consistent with federal nutrition standards, as specified below. Also see AR 3550 - Food Service/Child Nutrition Program.

The Board shall adopt nutrition guidelines selected by the district for all foods available on each campus during the school day, with the objectives of promoting student health and reducing childhood obesity. (42 USC 1751 Note)

For all foods and beverages available on each campus during the school day, the district shall adopt nutrition guidelines which are consistent with 42 USC 1758, 1766, 1773, and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

Note: The remainder of this section provides policy language to address this mandated topic and should be revised to reflect district practice.

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

*Note: Pursuant to 42 USC 1758, schools participating in the National School Lunch Program are required to make free drinking water available for consumption at locations where meals are served during meal service. In addition, Education Code 38086 requires all California schools to make free drinking water available during school meal times, unless the Board adopts a resolution demonstrating that the district is unable to comply due to fiscal constraints or health or safety concerns. See AR 3550 - Food Service/Child Nutrition Program for policy language related to these requirements. Also see CSBA's policy brief *Increasing Access to Drinking Water in Schools* for further information and sample strategies for providing water and encouraging consumption. Information on potential funding sources to comply with the potable water requirement is available on the CDE web site.*

The Superintendent or designee shall provide access to free, potable water in the food service area during meal times in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and by serving water in an appealing manner.

Note: Pursuant to 7 CFR 210.30, as added by 81 Fed. Reg. 50151, districts are mandated to include, within the wellness policy, standards for all foods and beverages which are made available to students outside the district's food services program (e.g., sales through vending machines, student stores, and fundraisers). Nutrition standards and other requirements pertaining to such food sales are addressed in AR 3554 - Other Food Sales.

The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's reimbursable food services program, should support the health curriculum and promote optimal health. Nutrition standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutrition standards.

(cf. 3312 - Contracts)

(cf. 3554 - Other Food Sales)

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes.

He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

Note: Pursuant to 7 CFR 210.30, as added by 81 Fed. Reg. 50151, only those foods and beverages that are allowed for sale on campus during the school day may be marketed within the district. The Analysis of Comments to the federal regulations, 81 Fed. Reg. 50151 pg. 50159-50160, clarifies that this includes, but is not limited to, marketing by way of signage, vending machine exteriors, menu boards, coolers, trash cans, cups, and scoreboards, but does not apply to materials for educational purposes. It also states that existing items do not need to be immediately replaced, but as new contracts are signed and/or durable equipment replaced, these guidelines should be followed.

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of foods and beverages that do not meet nutrition standards for the sale of foods and beverages on campus during the school day. (7 CFR 210.30)

(cf. 1325 - Advertising and Promotion)

Guidelines for Reimbursable Meals

~~Foods and beverages provided through federally reimbursable school meal programs shall meet or exceed federal regulations and guidance issued pursuant to 42 USC 1758(f)(1), 1766(a), and 1779(a) and (b), as they apply to schools. (42 USC 1751 Note)~~

~~(cf. 3553 Free and Reduced Meals)~~

Program Implementation and Evaluation

Note: 42 USC 1758b and 7 CFR 210.30 require the district to identify an individual with the authority and responsibility to ensure that each district school complies with the wellness policy. The Analysis of Comments to the federal regulations, 81 Fed. Reg. 50151 pg. 50155, recommends that districts provide a means of contacting the designated individual by providing a district or school phone number and/or email address.

~~The Board shall establish a plan for measuring implementation of the policy. The Superintendent shall designate at least one person within the district with operational responsibility for ensuring that the school sites implement the district's wellness policy. (42 USC 1751 Note)~~

The Superintendent designates the individual(s) identified below as the individual(s) responsible for ensuring that each school site complies with the district's wellness policy. (42 USC 1758b; 7 CFR 210.30)

(Title or Position)

(Phone Number)

(Email Address)

(cf. 0500 - Accountability)

(cf. 3555 - Nutrition Program Compliance)

Note: 42 USC 1758b and 7 CFR 210.30, as added by 81 Fed. Reg. 50151, require an assessment of the implementation and compliance of the wellness policy, as specified in

the paragraph below. At its discretion, the district may revise the following paragraph to reflect a more frequent schedule.

The Superintendent or designee shall assess the implementation and effectiveness of this policy at least once every three years. (42 USC 1758b; 7 CFR 210.30)

Note: 42 USC 1758b requires that the district assessment include a comparison of the district's policy with model wellness policies. See the USDA's web site for model policies and best practices recommended by federal and state agencies and nongovernmental organizations.

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the wellness council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

Note: Items #1-9 below are optional and may be revised to reflect district practice. For further information about the following indicators and a list of other possible indicators, see CSBA's Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies. The guide also describes possible data sources that may be used for each indicator and includes a sample report format. Indicators selected by the district may include a mix of process measures (e.g., level of student participation, number of classes, staffing, and costs) as well as outcome measures that assess the policy's impact on students (e.g., physical fitness test results, Body Mass Index, and food choices).

The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements

2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records

3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program

4. Extent to which foods and beverages sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutrition standards

5. Extent to which other foods and beverages that are available on campus during the school day, such as foods and beverages for classroom parties, school celebrations, and rewards/incentives, comply with nutrition standards

6. Results of the state's physical fitness test at applicable grade levels

7. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity

8. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program

9. A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

Note: In addition to the district self-assessment described above, 7 CFR 210.18, as amended by 81 Fed. Reg. 50151, requires that the CDE conduct administrative reviews of all districts at least once every three years to ensure that districts are complying with their wellness policy. See section "Records" below for information about records that may be required for this assessment. The USDA's Food and Nutrition Service may grant a one-year extension to the CDE's three-year review cycle if needed for efficient state management of the program.

In addition, the Superintendent or designee shall prepare and maintain the proper documentation and records needed for the administrative review of the district's wellness policy conducted by the California Department of Education (CDE) every three years.

The assessment results of both the district and state evaluations shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing

accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Posting Requirements Notifications

Note: Pursuant to Education Code 49432, as amended by SB 1169 (Ch. 280, Statutes of 2016), 42 USC 1758b, and 7 CFR 210.30, as added by 81 Fed. Reg. 50151, the district is required to inform the public of the content and implementation of the wellness policy and the district's progress towards meeting the goals of the policy, as described below.

~~Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas. (Education code 49432)~~

The Superintendent or designee shall inform the public about the content and implementation of the district's wellness policy and shall make the policy, and any updates to the policy, available the public on an annual basis. He/she shall also inform the public of the district's progress towards meeting the goals of the wellness policy, including the availability of the triennial district assessment. (Education Code 49432; 42 USC 1758b; 7 CFR 210.30)

(cf. 5145.6 - Parental Notifications)

Note: The following optional paragraph may be revised to reflect district practice.

The Superintendent or designee shall distribute this information through the most effective methods of communication, including district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and wellness and academic performance.

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6020 - Parent Involvement)

Note: As amended by SB 1169 (Ch. 280, Statutes of 2016), Education Code 49432 no longer requires schools to post the district's policies and regulations on nutrition and

physical activity in public view within all school cafeterias or other central eating areas. Education Code 49432 continues to authorize, but does not require, schools to post a summary of nutrition and physical activity laws and regulations. The following paragraph is optional.

Each school may post a summary of nutrition and physical activity laws and regulations prepared by the CDE.

Records

Note: 7 CFR 210.30, as added by 81 Fed. Reg. 50151, requires the district to retain records to document compliance with the federal regulation. The following paragraph outlines the records that, at a minimum, must be retained by the district.

The Superintendent or designee shall retain records that document compliance with 7 CFR 210.30, including, but not limited to, the written student wellness policy, documentation of the triennial assessment of the wellness policy for each school site, and documentation demonstrating compliance with the community involvement requirements, including requirements to make the policy and assessment results available to the public. (7 CFR 210.30)

Legal Reference:

EDUCATION CODE

33350-33354 CDE responsibilities re: physical education

38086 Free fresh drinking water

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49540-49546 Child care food program

49547-49548.3 Comprehensive nutrition services

49550-49562 Meals for needy students

49565-49565.8 *California Fresh Start pilot program*

49570 *National School Lunch Act*

51210 *Course of study, grades 1-6*

51210.1-51210.2 *Physical education, grades 1-6*

51210.4 *Nutrition education*

51220 *Course of study, grades 7-12*

51222 *Physical education*

51223 *Physical education, elementary schools*

51795-51798 *School instructional gardens*

51880-51921 *Comprehensive health education*

CODE OF REGULATIONS, TITLE 5

15500-15501 *Food sales by student organizations*

15510 *Mandatory meals for needy students*

15530-15535 *Nutrition education*

15550-15565 *School lunch and breakfast programs*

UNITED STATES CODE, TITLE 42

1751-1769j *National School Lunch Program, especially:*

1758b *Local wellness policy*

1771-1793 *Child Nutrition Act, especially:*

1773 *School Breakfast Program*

1779 *Rules and regulations, Child Nutrition Act*

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.33 *National School Lunch Program, especially:*

210.30 Wellness policy

220.1-220.22 National School Breakfast Program

COURT DECISIONS

Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

Management Resources:

CSBA PUBLICATIONS

Integrating Physical Activity into the School Day, Governance Brief, April 2016

Increasing Access to Drinking Water in Schools, Policy Brief, April 2013

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. April 2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2012

Physical Activity and Physical Education in California Schools, Research Brief, April 2010

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

Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009

Physical Education and California Schools, Policy Brief, rev. October 2007

School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve, 2009

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

CENTER FOR COLLABORATIVE SOLUTIONS

Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in Healthy Eating, Physical Activity and Food Security in Afterschool Programs, January 2015

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide, rev. 2012

FEDERAL REGISTER

Rules and Regulations, July 29, 2016, Vol. 81, Number 146, pages 50151-50170

**NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION
PUBLICATIONS**

Fit, Healthy and Ready to Learn, rev. 2012

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, 2016

WEB SITES

CSBA: <http://www.csba.org>

Action for Healthy Kids: <http://www.actionforhealthykids.org>

Alliance for a Healthier Generation: <http://www.healthiergeneration.org>

California Department of Education, Nutrition Services

Division: <http://www.cde.ca.gov/ls/nu>

California Department of Public Health: <http://www.cdph.ca.gov>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition): <http://www.californiaprojectlean.org>

California School Nutrition Association: <http://www.calsna.org>

Center for Collaborative Solutions: <http://www.ccscenter.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Dairy Council of California: <http://www.dairycouncilofca.org>

National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>

National Association of State Boards of Education: <http://www.nasbe.org>

School Nutrition Association: <http://www.schoolnutrition.org>

Society for Nutrition Education: <http://www.sne.org>

U.S. Department of Agriculture, Food Nutrition Service, wellness Policy: <http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html>

U.S. Department of Agriculture, Healthy Meals Resource System: <http://healthymeals.fns.usda.gov>

(7/11 4/13) 12/16

Policy adopted by Shandon Joint Unified Board of Trustees: 6/27/06

Revised:

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of First Reading of BB 9150 Student Board Members

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for you approval is the First Reading of BB 9150 Student Board Members.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District Board Bylaw

BB 9150

Bylaws of the Board

Student Board Members

~~Note: The following optional board bylaw is for use by any district maintaining one or more high schools. When petitioned by the district's high school students pursuant to Education Code 35012, the Governing Board is required to order the inclusion of at least one student on the Board and, at its discretion, may include more than one student Board member. In the absence of any such petition, the Board may, on its own authority, order the inclusion of a student member on the Board.~~

In order to enhance communication between the Governing Board and the student body and to engage students in the district's educational programs and operations, the Board encourages the involvement of high school students in district governance by including one student representative on the Board. ~~The inclusion of one or more student representatives on the Board shall be ordered upon receipt of a student petition in accordance with Education Code 35012 or may be ordered at any time at the discretion of the Board.~~

Petition

High school students may submit a petition to the Board requesting the appointment of at least one student Board member. This petition, or a separate petition submitted after students have been appointed to the Board, also may include a request to allow preferential voting for student Board members. (Education Code 35012)

~~Preferential voting means a formal expression of opinion that is recorded in the minutes and cast before the official vote of the Board. (Education Code 35012)~~

~~To be eligible for consideration by the Board, the petition for student representation or the petition for preferential voting shall contain the signatures of no less than 500 regularly enrolled high school students, or no less than 10 percent of the number of regularly enrolled high school students, whichever is less. (Education Code 35012)~~

~~Note: Education Code 35012, as amended by SB 532 (Ch. 317, Statutes of 2015), requires that the Board take action within 60 days of receiving a petition for either student representation or preferential voting.~~

~~Within 60 days of receiving a student petition, or at the next regularly scheduled Board meeting if no meeting is held within those 60 days, the Board shall order the inclusion of a student member on the Board or shall act to allow preferential voting for the student Board member, as applicable. (Education Code 35012)~~

~~Note: Education Code 35012, as amended by SB 532 (Ch. 317, Statutes of 2015), requires a majority vote of all voting members of the Board in order to eliminate a student Board member position. The motion must be listed as a public agenda item for a Board meeting prior to the motion being voted upon.~~

~~Once established, The student Board member position shall remain in effect until the Board, by majority vote of all voting Board members, approves a motion to eliminate the position. (Education Code 35012)~~

Selection of Student Board Member

~~Note: The following section may be revised to reflect district practice. Although Education Code 35012 requires that student Board members be elected by the students enrolled in high school(s), that requirement applies when student representation is established in response to a student petition and may not necessarily apply when the Board has established such a position at its own discretion.~~

Student Board members shall be elected by the students enrolled in the high school or high schools in accordance with procedures prescribed by the Board. (Education Code 35012)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

Role and Responsibilities of Student Board Members

The term of a student Board member shall be one year, commencing on July 1. (Education Code 35012)

A student Board member shall have the right to attend all Board meetings except closed (executive) sessions. (Education Code 35012)

(cf. 9321 - Closed Session Purposes and Agendas)

A student Board member shall be recognized at Board meetings as a full member and shall be seated with other members of the Board. In addition, a student Board member shall receive all materials presented to other Board members except those related to closed sessions, and he/she may participate in questioning witnesses and discussing issues. The student Board member may cast a preferential vote. Preferential votes shall not affect the final numerical outcome of a vote. (Education Code 35012)

(cf. 9322 - Agenda/Meeting Materials)

~~Note: The following paragraph is optional. Education Code 35012 requires the Board to give student Board members preferential voting rights if the district's high school students petition for those rights, as provided in the section "Petition" above. In the absence of such a petition, the Board may voluntarily grant preferential voting rights to its student Board member(s).~~

~~When a student petition has requested preferential voting rights for student Board members or when the Board has granted preferential voting rights, a student Board member may cast preferential votes on all matters except those~~

~~subject to closed session discussion. Preferential votes shall not affect the final numerical outcome of a vote. (Education Code 35012)~~

~~(cf. 9324 - Minutes and Recordings)~~

~~Note: Pursuant to Education Code 35012, the Board may adopt a resolution authorizing its student Board member(s) to make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. The following optional paragraph is for use by districts that wish to allow their student Board members such authority.~~

~~A student Board member may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. (Education Code 35012)~~

~~A student Board member shall not be liable for any acts of the Board. (Education Code 35012)~~

~~(cf. 9323.2 - Actions by the Board)~~

~~A student Board member shall be entitled to be reimbursed for mileage to the same extent as other members of the Board but shall not receive compensation for attendance at Board meetings. (Education Code 35012)~~

~~(cf. 3350 - Travel Expenses)~~

~~(cf. 9250 - Remuneration, Reimbursement and Other Benefits)~~

Student Board Member Development

~~Note: The following section is optional. Trainings for student Board member development are available through CSBA and statewide associations such as the California Association of Student Councils and California Association of Student Leaders.~~

~~As necessary, the Superintendent or designee shall, at district expense, provide learning opportunities to student Board members, through trainings,~~

~~workshops, and conferences, to enhance their knowledge, understanding, and performance of their Board responsibilities.~~

The Superintendent or designee may periodically provide an orientation for student Board member candidates to give them an understanding of the responsibilities and expectations of Board service.

Legal Reference:

EDUCATION CODE

33000.5 Appointment of student members to State Board of Education

35012 Board members; number, election and terms; student members

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Association of Student Councils: <http://www.casc.net>

California Association of Student Leaders: <http://www.caslboard.com>

National School Boards Association: <http://www.nsba.org>

(3/93 7/11) 12/15

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of the First Reading of BB 9250 Remuneration, Reimbursement, and Other Benefits

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached is the approval of the First Reading of BB 9250 Remuneration, Reimbursement, and Other Benefits. This Board policy was tabled at the last Board meeting so that further research could clarify current policy and practice. Wording in the attached policy represents current policy and practice without notes and optional choices that do not apply to our District. Updated GAMUT wording is included. Currently active Board members are eligible to participate in the District Health and Welfare Programs at a cost of 50% of the premium for the services that the Board member chooses to participate in. Former Board members are also eligible to participate in the District Health and Welfare Programs at a cost of 100% of the premium for the services that the former Board member chooses.

The Board can vote to change the percent of the premium that current or former Board members pay or to not offer any Health and Welfare Programs to current and former Board members. However, any current or former Board members who are currently receiving benefits must be able to continue to receive those benefits at the same rate for as long as they pay their current premium percent.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District

Board Bylaw

BB 9250

Bylaws of the Board

Remuneration, Reimbursement, and Other Benefits

Compensation

The members of the Governing Board view their Board service as a voluntary contribution to the community and elect not to receive the compensation to which they are entitled pursuant to Education Code 35120.

Reimbursement of Expenses

Board members shall be reimbursed for actual and necessary expenses incurred when so performing authorized services for the district. Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for district personnel and at the same rate of reimbursement.

(cf. 1160 - Political Processes)

(cf. 3100 - Budget)

(cf. 3350 - Travel Expenses)

(cf. 3513.1 - Cellular Phone Reimbursement)

(cf. 9240 - Board Development)

Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the district's interests; attendance at district or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members.

Personal expenses include, but are not limited to, the personal portion of any trip,

tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on district-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on district business.

Any questions regarding the propriety of a particular type of expense should be resolved by the Superintendent or designee before the expense is incurred.

Health and Welfare Benefits for Current Board Members

Current Board members may participate in the health and welfare benefits program provided for district employees under conditions specified below.

(cf. 4154/4254/4354 - Health and Welfare Benefits)

Health and welfare benefits for Board members shall be no greater than that received by the district's nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

Health and welfare benefits provided to Board members shall be extended at the same level to their spouse/registered domestic partner and to their eligible dependent children as specified in law and the health plan.

Health and Welfare Benefits for Former Board Members

Former Board members may participate in the health and welfare benefits program provided for district employees under the conditions specified below.

Health and welfare benefits for former Board members shall be no greater than those received by district nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

Any former Board member leaving the Board after at least one term of office may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time of the former Board member leaving the Board. (Government Code 53201)

Health and welfare benefits provided to a former Board member shall be extended, at his/her expense and at the same level, to his/her spouse/registered domestic partner and eligible dependent children as specified in law and the health plan.

Legal Reference:

EDUCATION CODE

33050-33053 General waiver authority

33362-33363 Reimbursement of expenses for attendance at workshops

35012 Board members; number, election and term

35044 Payment of traveling expenses of representatives of board

35120 Compensation for services as member of governing board

35172 Promotional activities

44038 Cash deposits for transportation purchased on credit

FAMILY CODE

297-297.5 Rights, protections and benefits under law; registered domestic partners

GOVERNMENT CODE

8314 Use of public resources

20322 Elective officers; election to become member

20420-20445 Membership in Public Employees' Retirement System; definition of safety employees

53200-53209 Group insurance

54952.3 Simultaneous or serial meetings; announcement of compensation

HEALTH AND SAFETY CODE

1373 Health services plan, coverage for dependent children

INSURANCE CODE

10277-10278 Group and individual health insurance, coverage for dependent children

UNITED STATES CODE, TITLE 26

403 Tax-sheltered annuities

UNITED STATES CODE, TITLE 42

18011 Right to maintain existing health coverage

CODE OF FEDERAL REGULATIONS, TITLE 26

1.403(b)-2 Tax-sheltered annuities, definition of employee

COURT DECISIONS

Thorning v. Hollister School District, (1992) 11 Cal.App.4th 1598

Board of Education of the Palo Alto Unified School District v. Superior Court of Santa Clara County, (1979) 93 Cal.App.3d 578

ATTORNEY GENERAL OPINIONS

91 Ops.Cal.Atty.Gen. 37 (2008)

83 Ops.Cal.Atty.Gen. 124 (2000)

Management Resources:

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Sample Expense and Use of Public Resources Policy Statement, January 2006

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax-Sheltered Annuity Plans (403(b) Plans) for Employees of Public Schools and Certain Tax-Exempt Organizations, Publication 571, rev. February 2013

WEB SITES

CSBA: <http://www.csba.org>

Institute for Local Government: <http://www.ca-ilg.org>

Internal Revenue Service: <http://www.irs.gov>

Public Employees' Retirement System: <http://www.calpers.ca.gov>

(11/01 11/02) 8/13

First Reading Approved: January 10, 2017

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of First Reading of BB 9260 Legal Protection

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for you approval is the First Reading of BB 9260 Legal Protection.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District

Board Bylaw

BB 9260

Bylaws of the Board

Legal Protection

Liability Insurance

Note: Education Code 35208 requires Governing Boards to insure the district's liability for death, personal injury or damage/loss of property, and to insure the personal liability of Board members, district officers and employees for death, personal injury or damage/loss of property caused by their negligent act or omission when acting within the scope of their office or employment. Districts may self-insure by provisions of Education Code 35214.

The Governing Board shall provide insurance necessary to protect Board members and employees while acting within the scope of their office or employment in accordance with Education Code 35208.

(cf. 3530 - Risk Management/Insurance)

*Note: Pursuant to Government Code 820.9, Board members are not vicariously liable for injuries caused by the district's acts or omissions. The California Supreme Court determined, in *Caldwell v. Montoya*, that Board members are also immune from suits when performing "discretionary acts," such as basic governmental policy decisions, within the scope of their duties. Personal liability exists, however, for injuries caused by the individual's own wrongful conduct and may also exist, in some circumstances, for civil rights violations or knowing violations of the Brown Act. See BB 9323.2 - Actions by the Board. Because the determination as to whether personal liability exists is dependent on the specific facts of each case, it is strongly recommended that legal counsel be consulted when questions arise.*

Protection Against Liability

No Board member shall be liable for harm caused by his/her act or omission when acting within the scope of district responsibilities. The act or omission must be in conformity with federal, state and local laws and made in furtherance of an effort to control,

discipline, expel or suspend a student, or maintain order or control in the classroom or school. (20 USC 6736)

The protection against liability shall not apply when: (20 USC 6736)

- 1. The Board member acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to the harmed person's right to safety.*
- 2. The Board member caused harm by operating a motor vehicle.*
- 3. The Board member was not properly licensed, if required, by the State for such activities.*
- 4. The Board member was found by a court to have violated a federal or state civil rights law.*
- 5. The Board member was under the influence of alcohol or any drug at the time of the misconduct.*
- 6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the Board member has been convicted in a court.*
- 7. The misconduct involved a sexual offense for which the Board member has been convicted in a court.*

Legal Reference:

EDUCATION CODE

17029.5 Contract funding; board liability

35208 Liability insurance

35214 Liability insurance (self-insurance or a combination of self-insurance and insurance through an insurance company)

GOVERNMENT CODE

815.3 Intentional torts

820-823 Tort Claims Act

825.6 Indemnification of public entity

1090-1098 *Conflicts of interest, prohibitions applicable to specified officers*

54950-54963 *The Ralph M. Brown Act*

87100-89503 *Conflicts of interest*

UNITED STATES CODE, TITLE 18

16 Crime of violence defined

UNITED STATES CODE, TITLE 20

6731-6738 *Teacher Protection Act*

COURT DECISIONS

Caldwell v. Montoya (Paramount Unified School District) 10 Cal 4th 972 (1995)

(3/88 10/95) 7/03

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:Approval of Second Reading of BB 9130 Board Committees

PREPARED BY:Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for you approval is the Second Reading of BB 9130 Board Committees.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District

Board Bylaw

BB 9130

Bylaws of the Board

Board Committees

The Governing Board may establish a committee as whenever it determines that such a committee would benefit the district by providing diverse viewpoints, specialized knowledge or expertise, or increased efficiency. Such committees may be subcommittees of the Board or committees that include members of the community, staff, or other stakeholder groups.

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 9140 - Board Representatives)

Upon establishing a committee, the Board shall clearly define the committee's purpose, any timeline for completion of assigned responsibilities, any stakeholder groups or individuals to be represented on the committee, length of time that committee members are expected to serve, and expectations for reporting to the Board and/or the Superintendent or designee. Unless specifically authorized by the Board to act on its behalf, the committee shall act in an advisory capacity.

Except for subcommittees of the Board, committee members shall, as appropriate, be recommended by the Superintendent or designee and appointed by the Board president, subject to Board approval.

(cf. 9121 - President)

The Superintendent or designee shall provide committee members with information and assistance necessary for the fulfillment of the committee's charges, and may serve as a non-voting advisor to the committee at the discretion of the Board.

Whenever so charged, committees may actively seek input and participation by parents/guardians, staff, community, and students and may consult with local public boards and agencies.

Any committee not required by law may be dissolved when its duties or term has been completed or whenever the Board deems necessary.

Committee Meetings

Unless otherwise exempted by law, Board-created committees shall provide public notice of their meetings and conduct meetings in accordance with Government Code 54950-54963 (the Brown Act).

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

However, Board subcommittees composed solely of less than a quorum of the members of the Board are not subject to open meeting laws unless they are standing committees. Standing committees of the Board, irrespective of membership, are those that have a continuing subject matter jurisdiction or a meeting schedule established by action of the Board. (Government Code 54952)

Standing committees with a continuing subject matter jurisdiction include, but are not limited to, those responsible for providing advice on budgets, audits, Board policy, contracts, and personnel matters at the Board's request.

(cf. 3100 - Budget)

(cf. 3430 - Investing)

(cf. 9310 - Board Policies)

When a majority of the members of the Board attend an open and noticed meeting of a standing committee, the Board members who are not members of the standing committee shall attend only as observers. (Government Code 54952.2)

Whenever any advisory or standing committee, including a committee not otherwise subject to the Brown Act, posts a meeting agenda at least 72 hours in advance of the meeting, that meeting shall be considered as a regular meeting of

the Board for purposes of the Brown Act and therefore must be held within district boundaries unless otherwise authorized by law. (Government Code 54954)

Committees may meet in a closed session during a regular or special meeting only for those purposes specifically authorized by law for closed sessions held by the Board.

(cf. 9321 - Closed Session Purposes and Agendas)

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35024 Executive committee

35160 Authority of governing boards

35160.1 Broad authority of school districts

GOVERNMENT CODE

54950-54963 The Brown Act, especially:

54952 Legislative body, definition

54952.2 Definition of meeting

54954 Time and place of regular meetings; special meetings; emergencies

54954.3 Opportunity for public to address legislative body

54957 Closed session purposes

COURT DECISIONS

Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

ATTORNEY GENERAL OPINIONS

81 Ops.Cal.Atty.Gen. 156 (1998)

80 Ops.Cal.Atty.Gen. 308 (1997)

79 Ops.Cal.Atty.Gen. 69 (1996)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 2009

WEB SITES

CSBA: <http://www.csba.org>

National School Boards Association: <http://www.nsba.org>

(10/97 2/99) 4/13

First Reading Approved on: January 10, 2017

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of Second Reading of BB 9140 Board Representatives

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for you approval is the Second Reading of BB 9140 Board Representatives.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District

Board Bylaws

BB 9140

Bylaws of the Board

Board Representatives

The Governing Board recognizes that effective performance of its community leadership responsibilities may require its participation in district or community committees on matters of concern to the district and its students. As needed, the Board may appoint any of its members to serve as its representative on a district committee or on a committee of another public agency or organization of which the Board or district is a member or to which the Board is invited to participate.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 9000 - Role of the Board)

(cf. 9130 - Board Committees)

(cf. 9270 - Conflict of Interest)

(cf. 9320 - Meetings and Notices)

When making such appointments, the Board shall clearly specify the authority and responsibilities of the representative(s), including, but not limited to, reporting back to the Board regarding committee activities and/or actions. Board representatives shall not exercise the authority of the Board without prior Board approval.

(cf. 9005 - Governance Standards)

(cf. 9200 - Limits of Board Member Authority)

If a committee discusses a topic on which the Board has taken a position, the Board member shall express the position of the Board. When contributing his/her own ideas or opinions, the representative shall clearly indicate that he/she is expressing his/her individual idea or opinion.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9010 - Public Statements)

Board Representative to Elect Members of County Committee on School District Organization

At its annual organizational meeting, the Board shall designate one Board member as its representative to elect members to the county committee on school district organization.
(Education Code 35023)

(cf. 9100 - Organization)

Legal Reference:

EDUCATION CODE

4000-4014 County committees on school district organization

35020-35046 School district officers and agents (power of governing board to employ or appoint)

5160 Authority of governing boards

GOVERNMENT CODE

54952.2 Meetings

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Department of Education District Organization Handbook, 2010

(11/86 10/95) 3/11

First Reading approved on: January 10, 2017

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of Second Reading of BB 9200 Limits Of Board Member Authority

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for you approval is the Second Reading of BB 9200 Limits Of Board Member Authority.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District

Board Bylaws

BB 9200

Byalaws of the Board

Limits of Board Member Authority

The Governing Board recognizes that the Board is the unit of authority over the district and that a Board member has no individual authority. Board members shall hold the education of students above any partisan principle, group interest, or personal interest.

(cf. 1160 - Political Processes)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9270 - Conflict of Interest)

(cf. 9323 - Meeting Conduct)

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent. Board members shall refer Board-related correspondence to the Superintendent for forwarding to the Board or for placement on the Board's agenda, as appropriate.

(cf. 1340 - Access to District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

(cf. 9322 - Agenda/Meeting Materials)

Individual Board members do not have the authority to resolve complaints. Any Board member approached directly by a person with a complaint should refer the complainant to the Superintendent or designee so that the problem may receive proper consideration and be handled through the appropriate district process.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3320 - Claims and Actions Against the District)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

A Board member whose child is attending a district school should be aware of his/her role as a Board member when interacting with district employees about his/her child. Because his/her position as a Board member may inhibit the performance of school personnel, the Board member should inform the Superintendent or designee before volunteering in his/her child's classroom.

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

The Superintendent or designee shall provide a copy of the state's open meeting laws (Brown Act) to each Board member and to anyone who is elected to the Board but has not yet assumed office.

Board members and persons elected to the Board who have not yet assumed office are responsible for complying with the requirements of the Brown Act.
(Government Code 54952.1)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

7054 Use of district property

35010 Control of district; prescription and enforcement of rules

35100-35351 Governing boards, especially:

35160-35184 Powers and duties

35291 Rules

35292 Visits to schools (Board members)

51101 Rights of parents/guardians

GOVERNMENT CODE

54950-54962 The Ralph M. Brown Act, especially:

54952.1 Member of a legislative body of a local agency

54952.7 Copies of chapter to members of legislative body

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES

CSBA: <http://www.csba.org>

(2/94 3/04) 7/06

First Reading Approved on: January 10, 2017

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of Second Reading of BB 9220 Governing Board Elections

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for you approval is the Second Reading of BB 9220 Governing Board Elections.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District

Board Bylaw

BB 9220

Bylaws of the Board

Governing Board Elections

Any person is eligible to be a member of the Governing Board, without further qualifications, if he/she is 18 years of age or older, a citizen of California, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or be a Board member except when he/she has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)

A district employee elected to the Board shall resign his/her employment before being sworn in or shall have his/her employment automatically terminated upon being sworn into office. (Education Code 35107)

(cf. 9224 - Oath of Affirmation)

(cf. 9270 - Conflict of Interest)

To reduce costs associated with conducting elections, the Board may consolidate Board elections with the local municipal or statewide primary or general election. Board election procedures shall be conducted in accordance state and federal law.

(cf. 9110 - Terms of Office)

Electing Board Members

Each Board member shall reside within the trustee area that he/she represents but shall be elected by all voters in the district.

To ensure ongoing compliance with the California and federal Voting Rights Acts, the Board may review the district's Board election method to determine whether any modification is necessary due to changes in the district's population or any of its racial, color, or language minority group composition. The review shall be based on the Superintendent or designee's report to the Board after the release of each decennial federal census.

If the Board determines that a change is necessary, it shall adopt a resolution at an open meeting specifying the change(s) and shall, in accordance with Education Code 5019 or other applicable provisions of law, obtain approval from the county committee on school district organization having jurisdiction over the district.

(cf. 9320 - Meetings and Notices)

Campaign Conduct

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 9005 - Governance Standards)

Statement of Qualifications

The district shall assume no part of the cost of printing, handling, translating, or mailing of candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code 13307.

On the 125th day prior to the day fixed for the general district election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term

2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

(cf. 9223 - Filling Vacancies)

Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

Tie Votes in Board Member Elections

Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)

Legal Reference:

EDUCATION CODE

1000 Composition, and trustee area, county board of education

1006 Qualifications for holding office, county board of education

5000-5033 Elections

5220-5231 Elections

5300-5304 General provisions (conduct of elections)

5320-5329 Order and call of elections

5340-5345 Consolidation of elections

5360-5363 Election notice

5380 Compensation (of election officer)

5390 Qualifications of voters

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions

7054 Use of district property

35107 Eligibility; school district employees

35177 Campaign expenditures or contributions

35239 Compensation of governing board member of districts with less than 70
ADA

ELECTIONS CODE

20 Public office eligibility

1302 Local elections, school district election

2201 Grounds for cancellation

4000-4004 Elections conducted wholly by mail

10400-10418 Consolidation of elections

10509 Notice of election by secretary

10600-10604 School district elections

13307 Candidate's statement

13309 Candidate's statement, indigence

14025-14032 California Voting Rights Act

20440 Code of Fair Campaign Practices

GOVERNMENT CODE

1021 Conviction of crime

1097 Illegal participation in public contract

12940 Nondiscrimination, Fair Employment and Housing Act

81000-91014 Political Reform Act

PENAL CODE

68 Bribes

74 Acceptance of gratuity

424 Embezzlement and falsification of accounts by public officers

661 Removal for neglect or violation of official duty

CALIFORNIA CONSTITUTION

Article 2, Section 2 Voters, qualifications

Article 7, Section 7 Conflicting offices

Article 7, Section 8 Disqualification from office

UNITED STATES CODE, TITLE 42

1973-1973aa-6 Voting Rights Act

COURT DECISIONS

Rey v. Madera Unified School District, (2012) 138 Cal. Rptr. 3d 192

Randall v. Sorrell, (2006) 126 S.Ct. 2479

Sanchez v. City of Modesto, (2006) 51 Cal.Rptr.3d 821

Dusch v. Davis, (1967) 387 U.S. 112

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 49 (2002)

83 Ops.Cal.Atty.Gen. 181 (2000)

81 Ops.Cal.Atty.Gen. 98 (1998)

69 Ops.Cal.Atty.Gen. 290 (1986)

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Secretary of State's Office: <http://www.ss.ca.gov>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute for Local Self Government: <http://www.ca-ilg.org>

(3/01 11/06) 4/13

First Reading Approved on: January 10, 2017

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of Second Reading of BB 9222 Resignation

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for you approval is the Second Reading of BB 9222 Resignation.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District

Board Bylaw

BB 9222

Bylaws of the Board

Resignation

A member of the Governing Board who wishes to resign from the Board shall file a written resignation with the County Superintendent of Schools. (Education Code 5090)

Note: The following paragraph is optional.

The resigning Board member shall also notify the Board and give a copy of his/her written resignation to the Board secretary.

The resignation shall become effective when filed with the County Superintendent, except when a deferred effective date is specified in the resignation. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. (Education Code 5090, 5091)

Once filed, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090)

A Board member who tenders his/her resignation with a deferred effective date shall, until the effective date of the resignation, continue to exercise all the powers of the office, except that he/she shall not have the right to vote for his/her successor in an action taken by the Board to make a provisional appointment. (Education Code 5091, 35178)

(cf. 9223 - Filling Vacancies)

A Board member who resigns shall file, within 30 days of leaving office, a revised Statement of Economic Interest/Form 700 covering the period of time between the closing date of the last statement required to be filed and the date he/she leaves office. (Government Code 87302, 87500)

(cf. 9270 - Conflict of Interest)

Legal Reference:

EDUCATION CODE

5090-5095 Vacancies on the board

35178 Resignation with deferred effective date

GOVERNMENT CODE

1770 Vacancy on the board

87300-87313 Conflict of interest code

87500 Statement of economic interests

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. December 2010

WEB SITES

CSBA: <http://www.csba.org>

(7/84 9/89) 5/16

First Reading Approved on: January 10, 2017

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of Second Reading of BB 9223 Filling Vacancies

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for you approval is the Second Reading of BB 9223 Filling Vacancies.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District Board Bylaw

BB 9223

Bylaws of the Board

Filling Vacancies

Events Causing a Vacancy

A vacancy on the Governing Board may occur for any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
3. A Board member's resignation (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)

4. A Board member's removal from office, including by recall (Elections Code 11384; Government Code 1770)
5. A Board member's ceasing to be a resident of the district (Government Code 1770)

A vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which he/she represents on the Board. (58 Ops.Cal.Atty.Gen. 888 (1975))

6. A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)

a. Upon district business with the approval of the Board

b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.

c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law (Government Code 1770)

8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)

9. A Board member's refusal or neglect to file his/her required oath within the time prescribed (Government Code 1770)

(cf. 9224 - Oath or Affirmation)

10. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)

11. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

12. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)

2. When a vacancy occurs longer than four months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)

3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

Eligibility

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

(cf. 9220 - Governing Board Elections)

Provisional Appointments

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

(cf. 9130 - Board Committees)

(cf. 9323.2 - Actions by the Board)

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a district election will not be held, the Board shall appoint a qualified person to the office. This

appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

(cf. 9100 - Organization)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

Legal Reference:

EDUCATION CODE

5000-5033 Elections

5090-5095 Vacancies

5200-5208 Districts governed by boards of education

5300-5304 Elections

5320-5329 Order and call of election

5340-5345 Consolidation of elections

5360-5363 Election notice

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions, elections

35107 Eligibility of board members

35178 Resignation with deferred effective date

ELECTIONS CODE

10600-10604 School district elections

11381-11386 Candidates for recall

GOVERNMENT CODE

1064 Absence from state

1770 Vacancies: definition

3000-3003 Forfeiture of office

3060-3075 Removal other than by impeachment

6061 One time notice

54950-54963 The Ralph M. Brown Act

PENAL CODE

88 Bribery, forfeiture from office

UNITED STATES CODE, TITLE 18

704 Military medals or decorations

ATTORNEY GENERAL OPINIONS

58 Ops.Cal.Atty.Gen. 888 (1975)

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. December 2010

WEB SITES

CSBA: <http://www.csba.org>

California State Attorney General's Office, Quo Warranto
Applications: http://ag.ca.gov/opinions/quo_warranto.php

(11/04 11/08) 11/11

First Reading Approved on: January 10, 2017

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of Second Reading of BB 9224 Oath Or Affirmation

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for you approval is the Second Reading of BB 9224 Oath Or Affirmation.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District
Board Bylaws

BB9224

Oath or Affirmation

Prior to entering upon the duties of their office, all Governing Board members shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code 1360)

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

The oath may be administered and certified by a Board member, secretary or assistant secretary to the Board, Superintendent, deputy or assistant superintendent, principal, or County Superintendent of Schools or any other person authorized in Education Code 60.

The executed oath shall be filed with the County Clerk. (Government Code 1363)

Legal Reference:

EDUCATION CODE

60 Persons authorized to administer and certify oaths

GOVERNMENT CODE

1303 Misdemeanor for failure to take oath

1360-1369 Oath of office

3100-3109 Oath or affirmation of allegiance

CALIFORNIA CONSTITUTION

Article 20, Section 3 Oath of office

COURT DECISIONS

Chilton v. Contra Costa Community College District (1976) 55 Cal. App. 3d 544

Vogel v. County of Los Angeles (1967) 68 Cal. 2d 18, 22

(9/91) 7/03

First Reading Approved on: January 10, 2017

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of Second Reading of BB 9230 Orientation

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for you approval is the Second Reading of BB 9230 Orientation.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District Board Bylaw

BB 9230

Bylaws of the Board

Orientation

Board Candidate Orientation

The Governing Board desires to provide Board candidates with information that will enable them to understand the responsibilities and expectations of Board membership. The Superintendent or designee shall provide all candidates with general information about school programs, district operations, and Board responsibilities and the county election official's contact information.

(cf. 9200 - Limits of Board Member Authority)

(cf. 9220 - Governing Board Elections)

(cf. 9270 - Conflict of Interest)

The Board encourages all candidates to attend public Board meetings during the period of their candidacy. Candidates shall have the same access as members of the public to district staff and information.

(cf. 1340 - Access to District Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Board shall convene a meeting to provide an orientation and information to incoming Board members to assist them in understanding the Board's functions, policies, procedures, protocols, and agreed-upon standards of conduct. Incoming Board members shall receive the district's policy manual and other materials related to the district and Board member responsibilities.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

Upon their election, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office.

The Superintendent may provide incoming Board members with additional background and information regarding the district's vision and goals, operations, and current challenges in areas that include, but are not limited to, student achievement, curriculum, finance, facilities, policy, human resources, and collective bargaining.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

Incoming members are encouraged to attend Board meetings and review agenda materials available to the public in order to become familiar with current issues facing the district. Incoming members also may, at district expense and with approval of the Board, attend workshops and conferences relevant to their individual needs or to the needs of the Board as a whole or the district.

(cf. 9240 - Board Development)

Legal Reference:

EDUCATION CODE

33360 Department of Education and statewide association of school district boards; annual workshops

33362-33363 Reimbursement of expenses; board member or member-elect

ELECTIONS CODE

13307 Candidate's statement

20440 Code of Fair Campaign Practices

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:

54952.1 Member of a legislative body

54952.7 Copies of Brown Act to board members

Management Resources:

CSBA PUBLICATIONS

School Board Leadership, 2007

The Brown Act: School Boards and Open Meeting Laws, rev. 2007

Guide to Effective Meetings, 2007

Professional Governance Standards, 2000

Maximizing School Board Leadership, 1996

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Becoming a Better Board Member: A Guide to Effective School Board Service, 2006

WEB SITES

CSBA: <http://www.csba.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

National School Boards Association: <http://www.nsba.org>

(9/89 6/94) 7/08

First Reading Approved on: January 10, 2017

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Approval of Second Reading of BB 9240 Board Training

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for you approval is the Second Reading of BB 9240 Board Training.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District

Board Bylaws

BB 9240

Bylaws of the Board

Board Training

The Governing Board believes that the Board's ability to effectively and responsibly govern the district is essential to promoting student achievement, building positive community relations, and protecting the public interest in district schools. Board members shall be provided sufficient opportunities for professional development that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

The Board and/or the Superintendent or designee shall provide an orientation to newly elected or appointed Board members which includes comprehensive information regarding Board roles, policies, and procedures and the district's vision and goals, operations, and current challenges. Throughout their first term, Board members shall continue to participate in additional educational opportunities designed to assist them in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, labor relations, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with law.

(cf. 9230 - Orientation)

All Board members are encouraged to continuously participate in advanced training offered by the California School Boards Association in order to reinforce boardsmanship skills and build knowledge related to key education issues. Such activities may include online courses, webinars, webcasts, and in-person attendance at workshops and conferences. In addition, workshops and

consultations may be held within the district on issues that involve the entire governance team.

Funds for board training shall be budgeted annually for the Board and each Board member. In selecting appropriate activities, the Board and/or individual Board members shall consider activities that are aligned with the district's vision and goals and the needs of the Board or individual member to obtain specific knowledge and skills. The Board shall annually develop a board training calendar in order to schedule and track board training activities and to schedule opportunities for Board members to report on the activities in which they participated.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 3100 - Budget)

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

Board members may attend a conference or similar public gathering with other Board members and/or with the Superintendent or designee in order to develop common knowledge and understanding of an issue or engage in team-building exercises. In such cases, a majority of the Board members shall not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the district's jurisdiction, so as not to violate the Brown Act open meeting laws pursuant to Government Code 54952.2.

(cf. 9320 - Meetings and Notices)

Board members shall report to the Board, orally or in writing, on the board training activities they attend, for the purpose of sharing the acquired knowledge or skills with the full Board and enlarging the benefit of the activity to the Board and district.

Legal Reference:

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:

54952.2 Meeting

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards for School Boards

WEB SITES

CSBA: <http://www.csba.org>

California County Boards of Education: <http://www.theccbe.org>

National School Boards Association: <http://www.nsba.org>

(12/87 6/94) 12/16

First Reading Approved on: January 10, 2017

Shandon Joint Unified School District Monthly Enrollment

School	Grade of Class	Female	Male	January Enrollment 2017	December enrollment 2016
Parkfield	Kdgn	0	0	0	0
	1st	2	1	3	3
	2nd	0	1	1	1
	3rd	3	0	3	3
	4h	1	1	2	2
	5th	1	0	1	1
	6th	3	1	4	4
Parkfield Totals		10	4	14	14
Shandon Elem.	Transitional K	1	4	5	6
	Kdgn	12	14	26	25
	1st	11	12	23	23
	2nd	11	18	29	29
	3rd	13	20	33	35
	4th	10	9	19	19
	5th	8	12	20	21
	6th	13	8	21	22
	7th	11	10	21	20
	8th	6	16	22	20
SES Total		96	123	219	220
Shandon High School	9th	10	16	26	26
	10th	9	12	21	22
	11th	8	10	18	20
	12th	7	6	13	13
SHS Total		34	44	78	81
Ind. Study		2	1	3	1
Home Hospital		0	2	2	1
NPS Student		0	1	1	1
Total Misc	6	2	4	6	
TOTAL ENROLLMENT	317	142	175	317	315
<i>Increase (decrease)</i>				2	

1/5/17 dml corrected

February 14, 2017

Tuesday

12:00 AM - 12:00 AM	*SES Val-o-gram Sale
All Day	SHS Period 1-4
All Day	SHS Period 1-4
7:30 AM - 4:00 PM	*SHS Industry field Trip leave at 7:30-4 :00 PM
10:10 AM - 10:20 AM	SMS School Snack ASB for fundraiser for Novels
7:00 PM - 8:00 PM	Board Meeting

February 15, 2017

Wednesday

All Day	SHS Period 1-4	Please See Above
All Day	SHS Period 5-8	
1:00 PM - 2:00 PM	*SES Kids Farmers Market	
6:00 PM - 8:00 PM	*Shandon 4-H Meeting -- SES Cafeteria	
7:00 PM - 8:00 PM	Cathiz Youth Group Room#14 -- Room 14	

February 16, 2017

Thursday

All Day	SHS Period 1-4	Please See Above
All Day	SHS Period 1-4	
8:30 AM - 11:30 AM	*Gr. 12 Cuesta Application Mtg. -- Folsom High School, Library Cuesta staff will conduct a workshop with 12th graders to complete the admission and scholarship applications.	
10:10 AM - 10:20 AM	SMS School Snack Fundraiser for Novels -- SES	
2:15 PM - 3:15 PM	SMS Basketball Away game San Miguel School	

February 17, 2017

Friday

All Day

SHS Period 1-4

Please See Above

All Day

SHS Period 5-8

All Day

SHS Sundaes for Sale Senior class During Lunch time.

February 18, 2017

Saturday

All Day

SHS Period 1-4

Please See Above

February 19, 2017

Sunday

All Day

SHS Period 1-4

Please See Above

February 20, 2017

Monday

All Day

SHS Period 1-4

Please See Above

12:00 AM - 12:00 AM

National FFA Week -- Shandon Ag. Department
FFA Leadership Development Activity & FFA Credit

February 21, 2017

Tuesday

All Day

SHS Period 1-4

Please See Above

All Day

National FFA Week -- Shandon Ag. Department
Please See Above

All Day

SHS Period 1-4

10:10 AM - 10:20 AM

SMS School Snack ASB for fundraiser for Novels

10:45 AM - 11:15 AM

SES Fire Drill

4:00 PM - 6:00 PM

Special Board Meeting - Selection of Board Member

February 22, 2017

Wednesday

All Day

SHS Period 1-4

Please See Above

February 22, 2017 Continued

Wednesday

All Day	National FFA Week -- Shandon Ag. Department Please See Above
All Day	SHS Period 5-8
6:00 PM - 7:30 PM	FFA Monthly Meeting -- Shandon Ag. Department FFA Leadership Development Activity & FFA Credit
7:00 PM - 8:00 PM	Cathiz Youth Group Room#14 -- Room 14

February 23, 2017

Thursday

All Day	SHS Period 1-4 Please See Above
All Day	National FFA Week -- Shandon Ag. Department Please See Above
All Day	SMS Basketball Away Game @ Kennedy Club Fitness playing Trinity
10:10 AM - 10:20 AM	SMS School Snack Fundraiser for Novels -- SES

February 24, 2017

Friday

12:00 AM - 12:00 AM	SHS Period 1-4 Please See Above
12:00 AM - 12:00 AM	National FFA Week -- Shandon Ag. Department Please See Above
All Day	Barnyard Olympics

February 26, 2017

Sunday

3:00 PM - 12:00 AM	CATA Spring Meeting & Regional Office Screening -- SLO High School Ag. Department FFA Leadership Development Activity & FFA Credit Professional Development Teachers
--------------------	--

February 27, 2017

Monday

12:00 AM - 3:30 PM	CATA Spring Meeting & Regional Office Screening -- SLO High School Ag. Department Please See Above
All Day	CATA Regional Spring Meeting -- Cuesta College, CA-1, San Luis Obispo, CA 93405, USA FFA Leadership Development Activity & FFA Credit Professional Development Teachers

February 27, 2017 Continued

Monday

All Day SHS Period 1-4

10:00 AM - 11:00 AM MOT Meeting

February 28, 2017

Tuesday

All Day Box Tops Due

All Day SHS Period 5-8

7:45 AM - 8:15 AM SES Donuts with Dad

10:10 AM - 10:20 AM SMS School Snack ASB for fundraiser for Novels

March 01, 2017

Wednesday

All Day SHS Candy Sale Until 3/31 Junior Class

All Day SHS Period 1-4

2:45 PM - 2:45 PM SMS Basketball Game Away SLO Classical

3:00 PM - 3:30 PM Safety Committee Meeting

3:45 PM - 4:45 PM CSEA Meeting

3:45 PM - 4:45 PM SHS SCEA Meeting

7:00 PM - 8:00 PM Cathiz Youth Group Room#14 -- Room 14

7:00 PM - 8:00 PM Shandon Advisory Meeting

March 02, 2017

Thursday

10:10 AM - 10:20 AM SMS School Snack Fundraiser for Novels -- SES

3:30 PM - 4:30 PM SMS Basketball Home Game Girls 4:30 PM

March 02, 2017 Continued

Thursday

4:30 PM - 6:00 PM

Neighborhood Food Distribution -- SHS Parking Lot

March 03, 2017

Friday

9:50 AM - 10:50 AM

SHS Donuts sale @ Break in the Quad Inner Court -- the Quad Inner Court

9:50 AM - 10:00 AM

SHS Donuts Sale @ Break in the Quad Inner Court -- the Quad Inner Court

March 06, 2017

Monday

12:00 AM - 12:00 AM

Local Project Competition- SAE's Presented -- Shandon Ag. Department
Class Grade, FFA Leadership Development Activity & FFA Credit

All Day

SHS Period 5 - 8

10:00 AM - 11:00 AM

MOT Meeting

March 07, 2017

Tuesday

12:00 AM - 12:00 AM

Local Project Competition- SAE's Presented -- Shandon Ag. Department
Please See Above

All Day

SHS Period

All Day

SHS Period 1-4

10:10 AM - 10:20 AM

SMS School Snack ASB for fundraiser for Novels

March 08, 2017

Wednesday

All Day

SHS Period 5 - 8

All Day

SMS Basketball Game @ Coastal Christian 1:30 PM -- 1425 19th St, Oceano, CA 93445, USA

6:00 PM - 7:30 PM

FFA Monthly Meeting -- Shandon Ag. Department
FFA Leadership Development Activity & FFA Credit

7:00 PM - 8:00 PM

Cathiz Youth Group Room#14 -- Room 14

March 09, 2017

Thursday

All Day

SMS Coast Valley League @ Santa Lucia from 2:30 PM -- Cambria, CA, USA

10:10 AM - 10:20 AM

SMS School Snack Fundraiser for Novels -- SES

March 10, 2017

Friday

8:00 AM - 9:00 AM

Superintendent council

March 12, 2017

Sunday

5:00 PM - 6:00 PM

Donkey Basketball

March 13, 2017

Monday

All Day

SHS Period 1-4

All Day

SHS Period 5-8

8:50 AM - 9:50 AM

***Gr. 12 Cuesta College Assesment -- High School Library**

Cuesta staff will administer the English-Math Assessment to 12th graders planning to attend Cuesta College.

10:00 AM - 11:00 AM

MOT Meeting

March 14, 2017

Tuesday

All Day

SHS Period

All Day

SHS Period 5-8

10:10 AM - 10:20 AM

SMS School Snack ASB for fundraiser for Novels

5:00 PM - 7:00 PM

***SES Parent LCAP Meeting -- SES Library**

7:00 PM - 8:00 PM

Board Meeting



Smart business. Smart schools.TM

Keenan & Associates Presents: Securing Your Campus
Are You Ready to Respond to an Active Shooter on Your Campus?



Two Dates & Locations!

Tuesday, February 21, 2017 11:00 - 4:00 p.m. | Santa Maria
Thursday, February 23, 2017 18:00 - 11:00 a.m. | Woodland

The growing risk of an active shooter or similar type of school district emergency is an issue that needs to be addressed. A former police officer will teach you how to prepare your school district for an emergency and help you establish the highest level of safety for your students and employees.

Don't miss this opportunity to participate in a free half-day of live training that will help you prepare for and respond to an active shooter situation.

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Parkfield Community Library Project

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☐ Action ☐ First Reading ☒ Information ☐ Resolution

SUMMARY:

The Parkfield Community Club will be having a special meeting Monday, February 13th at 6:30pm to elect officers and kick off their participation in creating a community library in the old teacherage. Administration will attend that meeting and report back to the Board.

RECOMMENDED ACTION:

Information

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

LCAP Goal #3

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☐ Action ☐ First Reading ☒ Information ☐ Resolution

SUMMARY:

Principal Shannon Kepins will present and explain LCAP Goal #3.

RECOMMENDED ACTION:

Information

GOAL:	Goal 4.) Expand communication between the district, community, parents, staff, and students	Related State and/or Local Priorities: _1 _2 X 3 _4 _5 _6 _7 _8 Local: Shandon Joint Unified School Board Goal #2
Identified Need:	<ul style="list-style-type: none">• DELAC Committee met regularly with varying participation.• Translated written communications needs to be maintained for non-English speaking parents.• Academic expectations of student participation in extra-curricular activities needs to be clearly communicated.• Communication regarding school policies, student achievement, and school events needs to be refined and maintained.	
Goal Applies to:	Schools: Shandon High School Shandon Elementary Parkfield Elementary Grades: All Applicable Pupil Subgroups: All	
LCAP Year 1		
Expected Annual Measurable Outcomes:	<ul style="list-style-type: none">• DELAC Committee meetings participation will increase by 10%.• Written communication to parents will be translated as needed.• Academic expectation of students' participating in extra-curricular activities will clearly articulated to staff, students and parents through written notifications and verbal presentations to students, staff, and parents.	
Actions/Services	Scope of Service	Budgeted Expenditures

Maintain/enhance parent/community involvement through School Site Council, DELAC, and community meetings in order to provide ongoing feedback and assist in development of the LCAP.	District Wide Grades: All	<input checked="" type="checkbox"/> All Foster Youth <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Two or More Races <input type="checkbox"/> Low Income Pupils <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> English Learners <input type="checkbox"/> Black or African American <input type="checkbox"/> Filipino <input type="checkbox"/> White <input type="checkbox"/> Students with Disabilities <input type="checkbox"/> Homeless <input type="checkbox"/> Other <input type="checkbox"/> All	No Additional Cost to District
Continue to provide appropriate education options for parents in areas identified as needed such as AERIES Student Portal, English Language Development, technology skills, and Cuesta educational opportunities.	District Wide Grades: All	Foster Youth <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Two or More Races <input type="checkbox"/> Low Income Pupils <input checked="" type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Pacific Islander <input checked="" type="checkbox"/> English Learners <input type="checkbox"/> Black or African American <input type="checkbox"/> Filipino <input type="checkbox"/> White <input type="checkbox"/> Students with Disabilities <input type="checkbox"/> Homeless <input type="checkbox"/> Other <input type="checkbox"/> All	No Additional Cost to District
Maintain classified support to meet Spanish Language translation needs and to communicate with stakeholders.	District Wide Grades: All	Foster Youth <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Two or More Races <input type="checkbox"/> Low Income Pupils <input checked="" type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Pacific Islander <input checked="" type="checkbox"/> English Learners <input type="checkbox"/> Black or African American <input type="checkbox"/> Filipino <input type="checkbox"/> White <input type="checkbox"/> Students with Disabilities <input type="checkbox"/> Homeless <input type="checkbox"/> Other <input type="checkbox"/> All	\$4,000 Supplemental and Concentration
Continue to provide and refine opportunities for school based involvement of parents and community.	District Wide Grades: All	Foster Youth <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Two or More Races <input type="checkbox"/> Low Income Pupils <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> English Learners <input type="checkbox"/> Black or African American <input type="checkbox"/> Filipino <input type="checkbox"/> White <input type="checkbox"/> Students with Disabilities <input type="checkbox"/> Homeless <input type="checkbox"/> Other <input checked="" type="checkbox"/> All	No Additional Cost to District

Continue to refine, implement, and communicate clear academic expectations of student participation in extra-curricular activities.	District Wide Grades: All	<p>X All</p> <p>_____</p> <p>Foster Youth _ American Indian or Alaska Native _ Hispanic or Latino _ Two or More Races _ Low Income Pupils _ Redesignated fluent English proficient _ Asian _ Native Hawaiian or Pacific Islander _ English Learners _ Black or African American _ Filipino _ White _ Students with Disabilities _ Homeless _ Other _____</p>	No Additional Cost to District
Continue implementation of communication strategies to engage parents and community by school and students.	District Wide Grades: All	<p>X All</p> <p>_____</p> <p>Foster Youth _ American Indian or Alaska Native _ Hispanic or Latino _ Two or More Races _ Low Income Pupils _ Redesignated fluent English proficient _ Asian _ Native Hawaiian or Pacific Islander _ English Learners _ Black or African American _ Filipino _ White _ Students with Disabilities _ Homeless _ Other _____</p>	No Additional Cost to District



January 24, 2017

Marlene Thomason, President, Board of Trustees
Shandon Joint Unified School District
Parkfield Route Box 3580
San Miguel, CA 93465

Teresa Taylor, Superintendent
Shandon Joint Unified School District
101 S. First Street
Shandon, CA 93461

RE: Fiscal Year 2016-2017 First Interim Report on the Budget

Dear Board President Thomason and Superintendent Taylor:

The Fiscal Services staff of the San Luis Obispo County Office of Education has completed a review and detailed analysis of the First Interim report submitted by the district for the period ending October 31, 2016. Based on the assumptions and projections provided by the district in the report, ***I concur with the district's positive certification*** indicating that the district will be able to meet its financial obligations in the current and two subsequent fiscal years. My office will notify the California Department of Education of the district's positive certification.

I have the following comments on the first interim revision to the district budget:

Minimum Reserves for Economic Uncertainty and Multi-Year Projections: The district projects that total General Fund reserves will be 9.9% for 2016-17, 9.75% for 2017-18 and dropping to 6.59% in 2018-19. The projected reserve levels are above the minimum Education Code reserve requirements of 5% for a district the size of Shandon Joint Unified.

Although the reserve levels are above the state-required reserve level, decreasing reserve levels are indicative of deficit spending. Year-over-year deficit spending does not provide any fiscal flexibility for unanticipated issues. Going forward, continue to monitor or reconsider any unbudgeted expenses because of the negative effect on the district's fund balance.

The district has included statutory retirement benefit increases, and increased salary expenditures as a result of salary schedule step and column movement.

Letter Regarding First Interim Report on the Budget for 2016-17
Board President Thomason and Superintendent Taylor


Enrollment and Average Daily Attendance (ADA): Average Daily Attendance (ADA) derived from student enrollment provides 95% of the district's operating revenue, and the reason for accurate and conservative projections. The district conservatively projects flat enrollment, but the district increased by seven (7) ADA in student attendance as compared to the P-2 attendance period in spring 2016. Grades 9-12 students are funded at a higher rate than standard LCFF levels because the high school is considered a Necessary Small School (NSS). Increased high school ADA over 2015-16 places high school ADA at an increased funding level. Subsequently, the high school receives extra revenue because of increased ADA, and because small high schools require extra dollars per student to run as compared to standard comprehensive high schools. Continue to vigilantly monitor student enrollment and attendance as there is a direct connection to district revenue. Furthermore, continue to adjust expenses as attendance levels fluctuate.

Collective Bargaining Agreements: The district indicates that it has not settled any salary and benefit negotiations with employee groups for the 2016-17 school year. As a reminder, a **Public Disclosure of Collective Bargaining Agreement** will be due to my office at least 10 days prior to the Board's ratification for any new or revised agreement as well as for any salary/health benefit increases.

I commend the board and staff for timely and detailed budget documents, multi-year projections and narrative. Additionally, the district is in a much-improved fiscal state as compared to this time last year because of tough decisions the Board had to make, such that Shandon Joint Unified students receive the education they deserve. The community whom the district serves also recognizes the Board's commitment by approving a capital facilities bond that will improve the learning environment and student achievement in Shandon Unified.

Please call my staff or me if you have questions or concerns about this letter or our review.

Sincerely,



James J. Brescia, Ed. D.
County Superintendent of Schools

C: Sheldon K. Smith, Ed.D., Assistant Superintendent, Business Services, San Luis Obispo County Office of Education
Sonia Stuart, Fiscal Specialist II, San Luis Obispo County Office of Education
Rebecca Lorenzi, Fiscal Specialist II, San Luis Obispo County Office of Education

Activities Poll

72/79 Students Participated

1. Field trips to colleges

Very interested:	39	54%
Somewhat interested:	33	46%
Not interested:	0	

2. Field trips elsewhere:

Very interested:	51	71%
Somewhat interested:	21	29%
Not interested:	0	

3. Movie Night in the Gym

Very interested:	25	35%
Somewhat interested:	27	38%
Not interested:	20	28%

4. More lunchtime activities

Very interested:	18	25%
Somewhat interested:	41	57%
Not interested:	13	18%

5. Dances

Very interested:	17	24%
Somewhat interested:	39	54%
Not interested:	16	22%

6. Lunchtime music

Very interested:	26	36%
Somewhat interested:	34	47%
Not interested:	12	17%

7. Open gym night

Very interested:	36	50%
Somewhat interested:	27	38%
Not interested:	9	13%

More Assemblies? If so, what kind of assemblies would you like?

More-5

Pep Rallies 15

Fun Activities (participation) 7

Motivational speakers 4

Retro Bill

Cars/Driving

Music

Booster Blitz

Lockdown activities

Educational assemblies

Do you have any other activity ideas?

High school rodeo 2

Gaming club (Board games at lunch) 3

Soccer Team 14 Freelance-Cambria?

Inside soccer gym

Video arts

Cheerleading Squad

More food in the lunchroom

More activities like Barnyard Olympics

Open weight room on the weekends

Cooking for lunch

Competitive games using Sumo Suits Example: foot races or obstacle course

Tech Club

Bottle Flip Activities

Sack races

Scavenger hunt

Duct tape people to the wall

Open Campus

More student recognition

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: February 14, 2017**

AGENDA ITEM TITLE:

Potential Interview Questions for Board Candidates

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☐ Action ☐ First Reading ☒ Information ☐ Resolution

SUMMARY:

The deadline for submission of applications for the vacant Board position is February 17th. At the February 21st Special Board meeting applicants will be interviewed by current Board members in open session. Administration is seeking input from the Board questions they would like to ask the candidates. Each Board member should have at least 2 questions to ask.

RECOMMENDED ACTION:

Information

Report to School Board of Shandon Joint Unified School District
Special Education Department
February 3, 2017

11.1

Special Educator Golden Apple Award Nominees: Gutierrez, Esser, Cherry, Kepins, Needles
SLO Community Advisory Committee Awarded Golden Apple to Andy Needles

Students

Current students receiving special education services: 49 + 5 served in Regional Programs

PK – 5th grade: 27

6th – 12th grade: 22

Students receiving only speech therapy service: 12

Students of residence being served outside of Shandon School District: 6

Number of students being evaluated for eligibility for sped services: 3

IEP meetings attended: 63

504 Plan meetings attended: 12

Special Education Operations Committee (SEOC) Meetings attended: 4

Professional Development attended:

1/18 – Collaboration w/ Cherry, Ridley, Uzeta: update 6th -8th Homework Mgmt System

1/19-20 – Cherry attended Anxiety in Children and Teens Workshop (SELPA)

1/25 – Collaboration w/ Cherry, Easterbrook: review materials, small group direct instruction

Staff

Credentialed special education teachers: 2

Sue Cherry and Monica Carr; (Lori Esser helping now w/ K-5th)

Vacant - RSP elementary teacher position; posted on Edjoin

Classified Paraeducators supporting special education: 6.08

Carolina Gutierrez: 9th -12th

Cassandra Uzeta: 6th -12th

Sara "Trina" Ridley: 6th -8th

Jenni Valdez, Martha Soto, Cami Jewell: K-5th

+ Sheryl Easterbrook 30 minutes daily

Service Specialists providing special education services: 4

Adaptive PE: Jolene Martin (2 hours/month) – serves 1 student

Occupational Therapist: Jeanette Daily (1 day/week) – serves 5 students

Speech Pathologist: Tracy White (3 days/week) – serves 22 students

School Psychologist: Andy Needles (3 days/week) – serves District through student assessment, individual counseling and facilitating most IEP meetings.

Prepared and Submitted by: Sue Cherry, Special Education Coordinator



Board Report for February 2017Shandon ElementaryField Trips

On January 30th, the 4th and 5th grade students will be traveling to Cold Canyon Landfill to learn about recycling and waste management.

Student Leadership

Valegrams will be sold after school on February 6th -13th. Each Valegram can be purchased for \$3.00 and will be delivered to students on Tuesday, February 14th. Proceeds will be used to purchase classroom books.

Family Outreach

On January 24th we hosted our first Muffins with Mom. We had over 60 parents plus student participants. We look forward to our Doughnuts with Dad on 2/28/17.

On March 14, I will be hosting a parent information night where I will discuss LCAP goals and progress. Parents will have the opportunity to share ideas on how we can improve as an organization.

Assemblies

A big thank you to Bike SLO County for providing bike safety training to our K-5th grade students and sponsoring our Shandon Bike Rodeo. Students were taught how to obey traffic laws while riding on roads and how to properly wear bike helmets. During the Bike Rodeo, 7 new helmets were distributed and student bikes were inspected for safety.

Thanks to the San Luis Obispo County Sheriff's Department who donated bicycles to 7 Shandon Elementary students.

Staff Development

On March 1st, teachers will be working with the County Office of Education to prepare for the SBAC Assessment.

School Attendance and Review

On January 26, we met with Karen Donaghe to discuss and clarify the SARB process. Shandon Elementary has sent out 40 SARB Letters and is in the process of monitoring attendance for chronic absenteeism.

Reading Intervention

Mrs. Esser is currently serving 23 students in an 18 week intensive reading intervention program. The Fountas and Pinnell program is designed to increase reading fluency and comprehension. On Feb 8th,

Board Report for February 2017
Shandon Elementary

Mrs. Esser will be training staff on the Fountas and Pinnell reading assessments and intervention lessons so that teachers can utilize the program to meet the needs of students not currently meeting with Mrs. Esser.

Informational

Middle School Progress Reports were mailed home on Friday the 3rd.

K-5 report cards will be going home on March 10th.

2nd Trimester Awards Assembly will be held on March 3rd.

