SHANDON JOINT UNIFIED SCHOOL DISTRICT
Board Meeting Agenda
Tuesday, May 8, 2018

Time: 6:00 PM. – Closed Session 7:00 PM Open Session;
Location: Parkfield Elementary School

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.

Per Government Code 54953.5, this Open Session Meeting of the Board may be recorded with an audio or video recorder, which recording shall be subject to inspection pursuant to the California Public Records Act, at the SJUSD District Office. This recording may be erased or destroyed after 30 days of the recording.

1.0 OPEN SESSION

1.1 Call to Order and Roll Call
Marlene Thomason, President
Kate Twisselman, Clerk
Holly Furness-Osorio
Jennifer Moe
Robert Van Parlet

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 Conference with Labor Negotiators (G.C. 54957.6)- Negotiator: Teresa Taylor, Shannon Kepins, Organization: STA/CTA/NEA, CSEA, and Management /Confidential Employees Unrepresented
2.2 Conference with Labor Negotiators: SLOCOE Fiscal Advisor Diana Larsen, Teresa Taylor Unrepresented Employee: Superintendent Position GC 54957.6
2.3 Consider Appointment and Employment of Public Employees: Clerical Staff GC 54957

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

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 PUBLIC HEARING

7.1 Notice of Public Hearing: AB 1200 Disclosure of Proposed Partial Collective Bargaining Agreement with CSEA Chapter #225 for Fiscal Year 2018-2019
7.2 Notice of Public Hearing: AB 1200 Disclosure of Proposed Partial Collective Bargaining Agreement with Shandon Teachers' Association/CTA/NEA for Fiscal Year 2018-2019

8.0 REPORTS FROM SCHOOL RELATED GROUPS (oral)

8.1 Student Body Reports
8.2 Staff Reports
8.3 Bargaining Representative Reports
8.4 Board Reports

9.0 APPROVAL OF CONSENT AGENDA

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

9.1 Approval of the Minutes of April 17, 2018
9.2 Approval of the Minutes of April 24, 2018
9.3 Approval of Warrants and Payroll
9.4 Approval of Budget Report
9.5 Approval of Student Body Funds Report
9.6 Approval of Personnel Action Report
9.7 Approval of the Quarterly Interest Accrued Funds
9.8 Approval of the Overnight Senior Trip to Disneyland

10.0 ACTION ITEMS

10.1 Ratification of Partial Agreement between SJUSD and CSEA Chapter #225 for 2018-19
10.2 Ratification of Partial Agreement between SJUSD and Shandon Teachers' Association/ CTA/NEA for 2018-19
10.3 Approval of the 2018-2019 Contract with SLOCOE Occupational Therapist Services
10.4 Approval of the 2018-2019 Contract with SLOCOE Speech and Language Services
10.5 Approval of the 2018-2019 Contract with SLOCOE Credentialed Nurse
10.6 Approval of the 2018-2019 Contract with SLOCOE Licensed Vocational Nurse
10.7 Approval to close Fund 40 and move balance to General Fund 01
10.8 Approval of the Contract for School Psychologist
10.9 Approval of Resolution 2017-18-5 Teacher Appreciation Week
10.10 Approval of Resolution 2017-18-6 Classified Employee Week
10.11 Approval of Resolution 2017-18-7 Teacher of the Year- Shelbi Stanley
10.12 Approval of Resolution 2017-18-8 Classified Employee of the Year- Aleksandr Hewitt
10.13 Approval of Resolution 2017-18-9 Appreciation of Service- Teresa Taylor
10.14 Approval of Resolution 2017-18-10 Appreciation of Service- Susan Cherry

11.0 ACTION ITEMS BOARD BYLAWS/BOARD POLICIES/ ADMINISTRATIVE REGULATIONS
Update Board Policies, Administrative Regulations & Exhibits:

11.1 Approval of the Second Reading of BP 3550 Food Service/Child Nutrition Program
11.2 Approval of the Second Reading of AR 3550 Food Service/Child Nutrition Program
11.3 Approval of the Second Reading of BP 3551 Food Service Operations/Cafeteria Fund
11.4 Approval of the Second Reading of AR 3551 Food Service Operations/Cafeteria Fund
11.5 Approval of the Second Reading of BP 3552 Summer Meal Program
11.6 Approval of the Second Reading of AR 3552 Summer Meal Program
11.7 Approval of the Second Reading of BP 3553 Free And Reduced Price Meals
11.8 Approval of the Second Reading of AR 3553 Free And Reduced Price Meals
11.9 Approval of the Second Reading of BP 3554 Other Food Sales
11.10 Approval of the Second Reading of AR 3554 Other Food Sales
11.11 Approval of the Second Reading of BP 3555 Nutrition Program Compliance
11.12 Approval of the First Reading of BP 4000 Concepts and Roles
11.13 Approval of the First Reading of BP 4020 Drug And Alcohol-Free Workplace

11.14 Approval of the First Reading of BP 4030 Nondiscrimination In Employment
11.15 Approval of the First Reading of AR 4030 Nondiscrimination In Employment
11.16 Approval of the Removal of AR 4031 Complaints Concerning Discrimination in Employment
11.17 Approval of the First Reading of AR 4032 Reasonable Accommodation
11.18 Approval of the First Reading of BP 4033 Lactation Accommodation
11.19 Approval of the First Reading of BP 4040 Employee Use Of Technology
11.20 Approval of the Removal of AR 4040 Employee Use Of Technology
11.21 Approval of the First Reading of E 4040 Employee Use Of Technology
11.22 Approval of the Removal of BP 4076 Awards

12.0 INFORMATION/DISCUSSION ITEMS

12.1 2016-17 Measure K Bond Update
12.2 SJUSD Enrollment
12.3 District Calendar of Events
12.4 Special Education Report
12.5 Shandon Elementary School Report
12.6 Superintendent's Report

- Shandon High School Summer School
- Extended School Year
- Soliciting Input from Stakeholders on the Superintendent search
- Superintendent Search Timeline

13.0 FUTURE AGENDA ITEM REQUESTS

- Review of District Rental Properties
- Developer Fee Study/Enrollment/Housing
- Board Self Evaluation and Goal Setting

14.0 ANNOUNCEMENTS

The next special meeting of the Board of Trustees is scheduled for May 25, 2018 at **Shandon High School Library, at 1:30 PM.**

The next regular meeting of the Board of Trustees is scheduled for June 5, 2018 at **Shandon High School Library, Closed Session at 6:30 PM, Open/Regular Session at 7:00 PM.**

15.0 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 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

NOTICE OF PUBLIC HEARING

The Shandon Joint Unified School District hereby gives notice that a Public Hearing will be held to allow comments from the audience regarding the following:

TOPIC OF HEARINGS:

In accordance with AB 1200 (Chapter 1213/1991) GC3547.5 and CCR, Title V, Section 15549- Public Disclosure of Collective Bargaining Agreement between the Shandon Joint Unified School District and the CSEA Chapter #225 for Fiscal Year 2018-2019

After the Public Hearing, the Shandon Joint Unified School District is scheduled to approve/ratify the Partial Contract Agreement and Revised Disclosure Provisions between the Shandon Joint Unified School District and the CSEA Chapter #225 for Fiscal Year 2018-2019.

The terms of the agreement include the following:

Article X, Health and Welfare

Copies of the reports may be inspected at the District Office, 101 South 1st Street, Shandon.

Hearing Date:	Tuesday, May 8, 2018
Time:	7:00 p.m.
Location:	Shandon High School Library 101 South 1st Street Shandon, CA 93461

Posted April 25, 2018
Shandon Elementary
Parkfield Elementary
Shandon High School
Shandon Post Office

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and G.C. 3547.5

Shandon Joint Unified School District

Name of Bargaining Unit: California School Employees Association (CSEA) Chapter 225

Certificated

Classified X

The proposed agreement covers the period beginning 7/1/2018 and ending 6/30/2019

and will be acted upon by the Governing Board at its meeting on : 5/8/2018 (Date)

A. Proposed Change in Compensation

	Compensation	Cost Prior to Proposed Agreement	Fiscal Impact of Proposed Agreement		
			Current Year 2018-2019	Year 2 2019-2020	Year 3 2020-2021
1.	**Salary Schedule**		See comm below		
	17-18 before salary change				
	18-19 before salary change			$0	
	19-20 before salary change				$0
2.	**Step and Column**				
	- Increase (Decrease) Due to movement plus any changes due to settlement		#DIV/0!	#DIV/0!	#DIV/0!
3.	**Other Compensation**		$0	$0	$0
	-Increase (Decrease) (Stipends, Bonuses, etc.)		#DIV/0!	#DIV/0!	#DIV/0!
	Description of Other Compensation	$ -			
4.	**Statutory Benefits** = Increase (Decrease) in STRS, PERS, FICA,WC, UI, Medicare, etc. (due to above increases)				
	17-18 before salary change				
	18-19 before salary change				
	19-20 before salary change				
			#DIV/0!	#DIV/0!	#DIV/0!
5.	**Health/Welfare Benefits**		$840	$840	$840
	Increase (Decrease) Old Cap	$191,064	0.0%	0.0%	0.0%
6.	**Total Compensation**	**Prior to settlement**	$840	$840	$840
	2017-18 Total L. 1-5	**$ 191,064**	0.4%		
	2018-19 Total L. 1-5	**$ 191,064**		0.4%	
	2019-20 Total L. 1-5	**$ 191,064**			0.4%
	Increase (Decrease) (Total Lines 1 - 5)				
7.	**Total Number of Represented Employees (use FTE if appropriate)**	14.00	14.00	14.00	14.00
8.	**Total Compensation Cost for Average Employee**	1	$60	$60	$60

Please include comments and explanations as necessary

Increase of Certificated Health and Welfare cap of $60 per 1 FTE. Will be included in 18/19 Budget Adoption.

B. What are the Proposed Negotiated Changes in Non-Compensation Items
(class size adjustments, staff development days, teacher prep time, etc.)

None

C. What are the specific impacts on instructional and support programs to accommodate the settlement? What is the increase to services if using Supplemental/Concentration dollars
Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.

None

C1. Were any additional steps, columns, or ranges added to the salary schedules? (if yes, please explain

No

C2. Does this bargaining unit have a negotiated cap for Health & Welfare benefits. (If yes, what is the amount?)

The 2018-19 cap is budgeted at $10,056; the proposed 2018-19 cap is $10,116.

D. What contingency language is included in the proposed agreement?
(reopeners, etc.)

Reopeners for health and welfare each year; reopeners for salary for 18/19; and each party is entitled to reopen one other article for 18/19; negotiations are not fully settled for 18/19 with this statement.

E. Source of Funding for Proposed Agreement

1. Current Year

Unrestricted and Restricted dollars

2. How will the ongoing cost of the proposed agreement be funded in future years?

Same as #1 above.

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years?
(Remember to include compounding effects in meeting obligations e.g. STRS/PERS increases, Statutory Benefits)

Other than the amounts stated here, there are no increases in the future years, everything is negotiable.

F. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$4,720,870
b.	State Standard Minimum Reserve Percentage for this District (3% or 5%)	5.0%
c.	State Standard Minimum Reserve Amount for this District (Line a times Line b)	$236,044
d.	(Line c OR $50,000 whichever is greater)	$236,044

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economics Uncertainties	$234,518
b.	General Fund Budgeted Unrestricted Unappropriated Amount	$283,827
c.	Special Reserve Fund (J-207) - Budgeted Designated for Economic Uncertainties	$0
d.	Special Reserve Fund (J-207) - Budgeted Unappropriated Amount	$0
e.	Article XIII-B Fund (J-241) - Budgeted Designated for Economic Uncertainties	$0
f.	Article XIII-B Fund (J-241) - Budgeted Unappropriated Amount	$0
g.	Total District Budgeted Unrestricted Reserves	$518,345

3. Do unrestricted reserves meet the state standard minimum reserve amount ?(Yes or No) Yes

Actual Reserve amount: *10.98%*

G. Certification Number 1. - District's Ability to Meet the Costs of Collective Bargaining Agreement

This disclosure document is signed by the District Superintendent and Fiscal Specialist at the time of public disclosure

In accordance with the requirement of Government Code Section 3547.5, the Superintendent and Fiscal Specialist of Shandon Joint Unified School District hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the CSEA Bargaining Unit, during the term of the agreement from 7/1/15 to 6/30/18.

The budget revisions necessary to meet the cost of the agreement in each year of its term are as follows:

Budget Adjustment Category:	Budget Adjustment Increase (Decrease)
Certificated Health & Welfare 3401	$ 1,320
Classified Health & Welfare 3402	$ 840

_____ **(No budget revisions necessary)**

District Superintendent
(signature)

Date

Fiscal Specialist
(signature)

4/23/18
Date

H. Certification Number 2 - Certification of Superintendent and Board

This disclosure document is signed by the District Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

_____	05/08/18
District Superintendent (signature)	Date

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on _____, took action to approve the proposed Agreement with the _____ Bargaining Unit.

_____	05/08/18
President, Governing Board (signature)	Date

S.K. Smith

San Luis Obispo County Office of Education

IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

UNRESTRICTED AND RESTRICTED	(Col. 1) Latest Board-Approved Budget Before Settlement 3/20/2018	(Col. 2) Adjustments as a Result of Settlement	(Col. 3) Other Revisions CSEA Salary Fi Went to Board 4/17/18	(Col. 4) Total Impact on Budget (Cols. 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	3,669,510		0	3,669,510
Remaining Revenues (8100-8799)	1,034,802		0	1,034,802
TOTAL REVENUES	**4,704,312**	**0**	**0**	**4,704,312**
EXPENDITURES				
1000 Certificated Salaries	1,627,715	0		1,627,715
2000 Classified Salaries	684,565		24,271	708,836
3000 Employees' Benefits	982,566		6,247	988,813
4000 Books and Supplies	313,832			313,832
5000 Services and Operating Expenses	542,415	0		542,415
6000 Capital Outlay	206,543			206,543
7000 Other	332,716			332,716
TOTAL EXPENDITURES	**4,690,352**	**0**	**30,518**	**4,720,870**
OPERATING SURPLUS(DEFICIT)	**13,960**	**0**	**(30,518)**	**(16,558)**
OTHER SOURCES AND TRANSFERS IN	0			0
CONTRIBUTIONS	0			0
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	**13,960**	**0**	**(30,518)**	**(16,558)**
BEGINNING BALANCE	677,413	N/A	N/A	677,413
CURRENT-YEAR ENDING BALANCE	**691,373**	**0**	**(30,518)**	**660,855**
COMPONENTS OF ENDING BALANCE:				
Restricted Amounts	41,510			41,510
Reserved for Economic Uncertainties	234,518		0	234,518
Assigned Amounts	101,000			101,000
Unappropriated Amounts	314,345	0	(30,518)	283,827

*If the total amount of the Adjustment in Col. 2 does not agree with the amount of the Total Compensation Increase in Section A, line 6, page 1 (i.e., increase was partially budgeted, there were revenue revisions as reflected in Col. 3., etc.), explain the variance below.

Please include comments and explanations as necessary:

Certificated and CSEA Bargaining Units are asking for Health and Welfare increase to next year's budget 2018-19. Total cost to be included in budget adoption would be $2,460

(Note: Remember to submit both pages of this form, along with tentative agreement language and an updated Multi-Year Projection to include costs of the agreement, to the COE to arrive at least 10 full working days prior to the Board Meeting with the related ratification agenda item).

SHANDON JUSD 2017-18 MYP

CATEGORIES	17-18 Projected Second Interim AB1200 BACK UP			18-19 Projected			19-20 Projected		
	Unrestricted	*Restricted*	*Combined*	*Unrestricted*	*Restricted*	*Combined*	*Unrestricted*	*Restricted*	*Combined*
LCFF Source 8010-8099	3,583,838	95,442	3,679,280	3,631,652	97,267	3,728,919	3,756,986	99,358	3,856,344
Federal 8100-8299	58	169,503	169,561	0	158,516	158,516	0	150,139	150,139
Other State 8300-8599	101,777	261,499	363,276	55,894	160,032	215,926	55,894	162,386	218,280
Local 8600-8799	243,875	258,090	501,965	38,500	197,317	235,817	38,500	200,899	239,399
Total Revenues	***3,929,548***	***784,534***	***4,714,082***	***3,726,046***	***613,132***	***4,339,178***	***3,851,380***	***612,782***	***4,464,162***
Certificated S 1000-1999	1,374,808	252,907	1,627,715	1,397,635	255,001	1,652,636	1,409,208	257,112	1,666,320
Classified Sa 2000-2999	595,789	113,047	708,836	609,307	140,104	749,411	621,493	142,906	764,399
	"correction" to 17-18 Salary Schedule								
Employee Be 3000-3999	733,664	255,413	989,077	758,268	279,504	1,037,772	780,942	287,890	1,068,832
	"correction" to 17-18 Salary Schedule								
				"added CTE Health and Welfare Increase"					
				"added CSEA Health and Welfare Increase"					
Books & Sup 4000-4999	178,049	135,783	313,832	165,037	35,154	200,191	165,037	34,055	199,092
Services & O 5000-5999	375,901	166,514	542,415	387,178	147,047	534,225	398,793	145,948	544,741
Capital Outla 6000-6999	176,793	29,750	206,543	0	0	0	0	0	0
7100-7299									
Other Outgo 7400-7499	0	332,716	332,716	0	280,505	280,505	0	291,725	291,725
Indirect Cost 7300-7399	-20,076	20,076	0	-20,076	20,076	0	-20,076	20,076	0
Total Expenditures	***3,414,928***	***1,306,206***	***4,721,134***	***3,297,349***	***1,157,391***	***4,454,740***	***3,355,398***	***1,179,712***	***4,535,109***
Change Fund Balance	**514,620**	**-521,672**	**-7,052**	**428,697**	**-544,259**	**-115,562**	**495,982**	**-566,930**	**-70,948**
Contributions	-530,903	530,903	0	-502,749	502,749	0	-566,931	566,931	0
Other Sources/ Uses						0			0
Net change in Fund Bal	-16,283	9,231	-7,052	-74,052	-41,510	-115,562	-70,949	1	-70,948
Beginning Balance	***645,134***	***32,279***	***677,413***	***619,081***	***41,510***	***660,591***	***545,029***	***0***	***545,028***
Audit Adjustment	-9,770	0	-9,770	0	0	0	0	0	0
Net Change	-16,283	9,231	-7,052	-74,052	-41,510	-115,562	-70,949	1	-70,948
Ending Balance	***619,081***	***41,510***	***660,591***	***545,029***	***0***	***545,028***	***474,080***	***0***	***474,081***
Other Assignments	101,000			101,000		101,000	101,000		101,000
Restricted Legally Reserved		41,510				0			0
Fund Balance	**518,081**	**0**		**444,029**	**0**	**444,028**	**373,080**	**0**	**373,081**
	10.97%			**9.97%**			**8.23%**		
5% Reserve Level	***$236,057***			***$222,737***			***$181,404***		
	SECOND INTERIM RESERVE WAS 11.70%			**SECOND INTERIM RESERVE WAS 11.55%**			**SECOND INTERIM RESERVE WAS 10.58%**		

4% Reserve based on estimated ADA for 19/20

SHANDON JOINT UNIFIED SCHOOL DISTRICT

DISTRICT PARTIAL PROPOSAL

TO CSEA FOR THE 2018-2019 CONTRACT

The District hereby makes the following proposal for the 2018-19 fiscal year with CSEA, Shandon Chapter #225. Changes are shown in ***Bold and Italics.***

The District agrees to meet with CSEA in October 2018 to discuss Article IX, Salary, after the 2017-18 financial books are closed, and the final 2018-19 budget has been signed and trailer bills have been passed and signed at the State level.

Article X, Health and Welfare Benefits:

A. The District Contribution for each eligible bargaining unit member's health and welfare benefits shall be ***$10,116 for the 2018-19*** school year effective upon ratification. This amount covers a 1.0 full-time equivalent (FTE.) (*This is an increase from $10,056 in 2017-18, or $60.00 per year.*)

This partial proposal is tentatively agreed to pending ratification by CSEA and the Shandon Joint Unified School District:

Aleks Hewitt , CSEA Chapter President

Teresa Taylor, SJUSD Superintendent

04-05-18

Date

4-18-18

Date

SHANDON JOINT UNIFIED SCHOOL DISTRICT

NOTICE OF PUBLIC HEARING

The Shandon Joint Unified School District hereby gives notice that a Public Hearing will be held to allow comments from the audience regarding the following:

TOPIC OF HEARINGS:

In accordance with AB 1200 (Chapter 1213/1991) GC3547.5 and CCR, Title V, Section 15549- Public Disclosure of Collective Bargaining Agreement between the Shandon Joint Unified School District and the Shandon Teachers' Association (STA/CTA).

After the Public Hearing, the Shandon Joint Unified School District is scheduled to approve/ratify the Partial Contract Agreement and Revised Disclosure Provisions between the Shandon Joint Unified School District and the Shandon Teachers' Association for Fiscal Year 2018-2019.

The terms of the agreement include the following:

Article X, Health and Welfare

Copies of the reports may be inspected at the District Office, 101 South 1st Street, Shandon.

Hearing Date:	Tuesday, May 8, 2018
Time:	7:00 p.m.
Location:	Shandon High School Library 101 South 1st Street Shandon, CA 93461

Posted April 25, 2018
Shandon Elementary
Parkfield Elementary
Shandon High School
Shandon Post Office

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and G.C. 3547.5

Shandon Joint Unified School District

Name of Bargaining Unit: Certificated Teachers Association

Certificated X

Classified

The proposed agreement covers the period beginning 7/1/2018 and ending 6/30/2019

and will be acted upon by the Governing Board at its meeting on : 5/8/2018 .
(Date)

A. Proposed Change in Compensation

	Compensation	Cost Prior to Proposed Agreement	Fiscal Impact of Proposed Agreement		
			Current Year 2018-2019	Year 2 2019-2020	Year 3 2020-2021
1.	**Salary Schedule**		See comm below		
	17-18 before salary change				
	18-19 before salary change			$0	
	19-20 before salary change				$0
2.	**Step and Column**				
	- Increase (Decrease) Due to movement plus any changes due to settlement		#DIV/0!	#DIV/0!	#DIV/0!
3.	**Other Compensation**		$0	$0	$0
	-Increase (Decrease) (Stipends, Bonuses, etc.)		#DIV/0!	#DIV/0!	#DIV/0!
	Description of Other Compensation	$ -			
4.	**Statutory Benefits** = Increase (Decrease) in STRS, PERS, FICA,WC, UI, Medicare, etc. (due to above increases)				
	17-18 before salary change				
	18-19 before salary change				
	19-20 before salary change				
			#DIV/0!	#DIV/0!	#DIV/0!
5.	**Health/Welfare Benefits**		$1,320	$1,320	$1,320
	Increase (Decrease) Old Cap	$210,276	0.0%	0.0%	0.0%
6.	**Total Compensation**	**Prior to settlement**	$1,320	$1,320	$1,320
	2017-18 Total L. 1-5	**$ 210,276**	0.6%		
	2018-19 Total L. 1-5	**$ 210,276**		0.6%	
	2019-20 Total L. 1-5	**$ 210,276**			0.6%
	Increase (Decrease) (Total Lines 1 - 5)				
7.	**Total Number of Represented Employees (use FTE if appropriate)**	22.00	22.00	22.00	22.00
8.	**Total Compensation Cost for Average Employee**	1	$60	$60	$60

Please include comments and explanations as necessary

Increase of Certificated Health and Welfare cap of $60 per 1 FTE. Will be included in 18/19 Budget Adoption.

B. What are the Proposed Negotiated Changes in Non-Compensation Items
(class size adjustments, staff development days, teacher prep time, etc.)

None

C. What are the specific impacts on instructional and support programs to accommodate the settlement? What is the increase to services if using Supplemental/Concentration dollars
Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.

None

C1. Were any additional steps, columns, or ranges added to the salary schedules? (if yes, please explain

No

C2. Does this bargaining unit have a negotiated cap for Health & Welfare benefits. (If yes, what is the amount?)

The 2018-19 cap is budgeted at $9,558; the proposed 2018-19 cap is $9,618.

D. What contingency language is included in the proposed agreement?
(reopeners, etc.)

Reopeners for health and welfare each year; reopeners for salary for 18/19; and each party is entitled to reopen one other article for 18/19; negotiations are not fully settled for 18/19 with this statement.

E. Source of Funding for Proposed Agreement

1. Current Year

Unrestricted and Restricted dollars

2. How will the ongoing cost of the proposed agreement be funded in future years?

Same as #1 above.

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years?

(Remember to include compounding effects in meeting obligations e.g. STRS/PERS increases, Statutory Benefits)

Other than the amounts stated here, there are no increases in the future years, everything is negotiable.

F. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$4,720,870
b.	State Standard Minimum Reserve Percentage for this District (3% or 5%)	5.0%
c.	State Standard Minimum Reserve Amount for this District (Line a times Line b)	$236,044
d.	(Line c OR $50,000 whichever is greater)	$236,044

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economics Uncertainties	$234,518
b.	General Fund Budgeted Unrestricted Unappropriated Amount	$283,827
c.	Special Reserve Fund (J-207) - Budgeted Designated for Economic Uncertainties	$0
d.	Special Reserve Fund (J-207) - Budgeted Unappropriated Amount	$0
e.	Article XIII-B Fund (J-241) - Budgeted Designated for Economic Uncertainties	$0
f.	Article XIII-B Fund (J-241) - Budgeted Unappropriated Amount	$0
g.	Total District Budgeted Unrestricted Reserves	$518,345

3. Do unrestricted reserves meet the state standard minimum reserve amount ?(Yes or No) Yes

Actual Reserve amount: *10.98%*

G. Certification Number 1. - District's Ability to Meet the Costs of Collective Bargaining Agreement

This disclosure document is signed by the District Superintendent and Fiscal Specialist at the time of public disclosure

In accordance with the requirement of Government Code Section 3547.5, the Superintendent and Fiscal Specialist of Shandon Joint Unified School District hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the CSEA Bargaining Unit, during the term of the agreement from 7/1/15 to 6/30/18.

The budget revisions necessary to meet the cost of the agreement in each year of its term are as follows:

Budget Adjustment Category:	Budget Adjustment Increase (Decrease)
Certificated Health & Welfare 3401	$ 1,320
Classified Health & Welfare 3402	$ 840

_____ **(No budget revisions necessary)**

District Superintendent (signature) — Date

Fiscal Specialist (signature) — Date: 4/23/18

H. Certification Number 2 - Certification of Superintendent and Board

This disclosure document is signed by the District Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

_____ _____

District Superintendent (signature) Date

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on _____, took action to approve the proposed Agreement with the _____ Bargaining Unit.

_____ _____

President, Governing Board (signature) Date

S.K. Smith

San Luis Obispo County Office of Education

IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

UNRESTRICTED AND RESTRICTED	(Col. 1) Latest Board-Approved Budget Before Settlement 3/20/2018	(Col. 2) Adjustments as a Result of Settlement	(Col. 3) Other Revisions CSEA Salary Fi Went to Board 4/17/18	(Col. 4) Total Impact on Budget (Cols. 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	3,669,510		0	3,669,510
Remaining Revenues (8100-8799)	1,034,802		0	1,034,802
TOTAL REVENUES	**4,704,312**	**0**	**0**	**4,704,312**
EXPENDITURES				
1000 Certificated Salaries	1,627,715	0		1,627,715
2000 Classified Salaries	684,565		24,271	708,836
3000 Employees' Benefits	982,566		6,247	988,813
4000 Books and Supplies	313,832			313,832
5000 Services and Operating Expenses	542,415	0		542,415
6000 Capital Outlay	206,543			206,543
7000 Other	332,716			332,716
TOTAL EXPENDITURES	**4,690,352**	**0**	**30,518**	**4,720,870**
OPERATING SURPLUS(DEFICIT)	**13,960**	**0**	**(30,518)**	**(16,558)**
OTHER SOURCES AND TRANSFERS IN	0			0
CONTRIBUTIONS	0			0
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	**13,960**	**0**	**(30,518)**	**(16,558)**
BEGINNING BALANCE	677,413	N/A	N/A	677,413
CURRENT-YEAR ENDING BALANCE	**691,373**	**0**	**(30,518)**	**660,855**
COMPONENTS OF ENDING BALANCE:				
Restricted Amounts	41,510			41,510
Reserved for Economic Uncertainties	234,518		0	234,518
Assigned Amounts	101,000			101,000
Unappropriated Amounts	314,345	0	(30,518)	283,827

*If the total amount of the Adjustment in Col. 2 does not agree with the amount of the Total Compensation Increase in Section A, line 6, page 1 (i.e., increase was partially budgeted, there were revenue revisions as reflected in Col. 3., etc.), explain the variance below.

Please include comments and explanations as necessary:

Certificated and CSEA Bargaining Units are asking for Health and Welfare increase to next year's budget 2018-19. Total cost to be included in budget adoption would be $2,460

(Note: Remember to submit both pages of this form, along with tentative agreement language and an updated Multi-Year Projection to include costs of the agreement, to the COE to arrive at least 10 full working days prior to the Board Meeting with the related ratification agenda item).

SHANDON JUSD 2017-18 MYP

CATEGORIES	17-18 Projected Second Interim AB1200 BACK UP			18-19 Projected			19-20 Projected		
	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
LCFF Source 8010-8099	3,583,838	95,442	3,679,280	3,631,652	97,267	3,728,919	3,756,986	99,358	3,856,344
Federal 8100-8299	58	169,503	169,561	0	158,516	158,516	0	150,139	150,139
Other State 8300-8599	101,777	261,499	363,276	55,894	160,032	215,926	55,894	162,386	218,280
Local 8600-8799	243,875	258,090	501,965	38,500	197,317	235,817	38,500	200,899	239,399
Total Revenues	***3,929,548***	***784,534***	***4,714,082***	***3,726,046***	***613,132***	***4,339,178***	***3,851,380***	***612,782***	***4,464,162***
Certificated S 1000-1999	1,374,808	252,907	1,627,715	1,397,635	255,001	1,652,636	1,409,208	257,112	1,666,320
Classified Sa 2000-2999	595,789	113,047	708,836	609,307	140,104	749,411	621,493	142,906	764,399
	"correction" to 17-18 Salary Schedule								
Employee Be 3000-3999	733,664	255,413	989,077	758,268	279,504	1,037,772	780,942	287,890	1,068,832
	"correction" to 17-18 Salary Schedule								
				"added CTE Health and Welfare Increase"					
				"added CSEA Health and Welfare Increase"					
Books & Sup 4000-4999	178,049	135,783	313,832	165,037	35,154	200,191	165,037	34,055	199,092
Services & O 5000-5999	375,901	166,514	542,415	387,178	147,047	534,225	398,793	145,948	544,741
Capital Outla 6000-6999	176,793	29,750	206,543	0	0	0	0	0	0
7100-7299									
Other Outgo 7400-7499	0	332,716	332,716	0	280,505	280,505	0	291,725	291,725
Indirect Cost 7300-7399	-20,076	20,076	0	-20,076	20,076	0	-20,076	20,076	0
Total Expenditures	***3,414,928***	***1,306,206***	***4,721,134***	***3,297,349***	***1,157,391***	***4,454,740***	***3,355,398***	***1,179,712***	***4,535,109***
Change Fund Balance	**514,620**	**-521,672**	**-7,052**	**428,697**	**-544,259**	**-115,562**	**495,982**	**-566,930**	**-70,948**
Contributions	-530,903	530,903	0	-502,749	502,749	0	-566,931	566,931	0
Other Sources/ Uses						0			0
Net change in Fund Bal	-16,283	9,231	-7,052	-74,052	-41,510	-115,562	-70,949	1	-70,948
Beginning Balance	***645,134***	***32,279***	***677,413***	***619,081***	***41,510***	***660,591***	***545,029***	***0***	***545,028***
Audit Adjustment	-9,770	0	-9,770	0	0	0	0	0	0
Net Change	-16,283	9,231	-7,052	-74,052	-41,510	-115,562	-70,949	1	-70,948
Ending Balance	***619,081***	***41,510***	***660,591***	***545,029***	***0***	***545,028***	***474,080***	***0***	***474,081***
Other Assignments	101,000			101,000		101,000	101,000		101,000
Restricted Legally Reserved		41,510				0			0
Fund Balance	518,081	0		444,029	0	444,028	373,080	0	373,081
	10.97%			9.97%			8.23%		
5% Reserve Level	*$236,057*			*$222,737*			*$181,404*		
	SECOND INTERIM RESERVE WAS 11.70%			SECOND INTERIM RESERVE WAS 11.55%			SECOND INTERIM RESERVE WAS 10.58%		

4% Reserve based on estimated ADA for 19/20

SHANDON JOINT UNIFIED SCHOOL DISTRICT

DISTRICT PARTIAL PROPOSAL

TO SHANDON TEACHERS' ASSOCIATION/CTA/NEA

2018-2019

The District hereby makes the following proposal for the 2018-19 fiscal year with STA/CTA/NEA. Changes are shown in ***Bold and Italics.***

1. ***The District agrees to meet with STA in October 2018 to discuss Salary, after the 2017-18 financial books are closed, and the final 2018-19 budget has been signed and trailer bills have been passed and signed at the State level.***

2. **Article X, Health and Welfare Benefits:**

   A. For the 2018-19 school year, the District contribution towards the health benefits package, consisting of medical, dental and vision insurance, on behalf of each eligible full-time employee shall be ***$9,618*** effective September 1, 2018. This reflects the District's contribution of 50% of the 2018-19 SISC Premium for the 2nd level SISC Plan. **(This is an increase of $60.00 per year per FTE).**

This partial proposal is accepted for CTA by:

Jill Smith

Jill Smith , CTA Chapter President

4/9/18

Date

Shandon Joint Unified School District:

Teresa Taylor, SJUSD Superintendent

4-18-18

Date

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of the Minutes of April 17, 2018

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

_____ Reports __X__ Consent _____ Action _____ First Reading _____ Information _____Resolution

SUMMARY:

Provided for your approval are the Minutes for the April 17, 2018 Board Meeting.

RECOMMENDED ACTION:
Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Board Meeting Minutes
Tuesday, April 17, 2018

1.0 OPEN SESSION

1 *Board President Thomason called the meeting to order at 6:35PM.*

Members present: *Marlene Thomason, President; Holly Furness-Osorio; Robert Van Parlet; Kate Twisselman, Clerk*

Members Absent: *Jennifer Moe*

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 6:36PM.

2.0 CLOSED SESSION

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

2.2 Public Employee Performance Evaluation, Title: Superintendent, Pursuant to Government Code Section 54957

Board Member Moe arrived at 6:58PM.

Board President Thomason adjourned closed session at 7:03PM.

0 RECONVENE SESSION / PLEDGE OF ALLEGIANCE TO THE FLAG

Board President Thomason reconvened the meeting to open session at 7:15PM and Board Member Parlet led the Pledge of Allegiance.

4.0 REPORT ON ACTION FROM CLOSED SESSION

Board President Thomason reported that reported that a motion was approved to increase the Shandon Elementary Principal salary by 3% (Parlet/Furness-Osorio) (4/0/1) Furness-Osorio, Parlet, Thomason, and Twisselman voted aye. Board Member Moe was absent during the closed session vote.

There was also discussion about the 2018-2019 Superintendent Contract and there will be a Special Board Meeting on April 24, 2018 at 9:00AM in the Shandon High School Library.

5.0 ADOPTION OF AGENDA

A motion passed to approve the agenda (Moe/Twisselman) (5/0) Furness-Osorio, Moe, Parlet, Twisselman, Thomason voted aye.

6.0 PUBLIC COMMENT

6.1 **PUBLIC COMMENT**

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

7.0 PUBLIC HEARING

7.1 *There were no comments made to the Governing Board on Notice of Public Hearing: AB 1200 Disclosure of Proposed Collective Bargaining Agreement with CSEA Chapter #225 for Fiscal Year 2017-2018.*

7.2 *There were no comments made to the Governing Board on the Sunshine of California School Employees Association, Shandon Chapter #225 Initial Proposal to the District for 2018-2019.*

7.3 *There were no comments made to the Governing Board on Sunshine of Shandon Teachers' Association/CTA/NEA Initial Proposal to the District for 2018-2019.*

8.0 REPORTS FROM SCHOOL RELATED GROUPS (oral)

8.1 *Student Body Reports- Students from Parkfield and Shandon Elementary School recited poems to celebrate National Poetry Month.*

8.2 *Staff Reports- IT Technician Aleks Hewitt gave an update on the permanent fiber connection. He will be working with San Luis Obispo Public Works as well as SLOCOEto complete the project. Athletic Director Aleks Hewitt reported on Athletics. He had students complete a sports survey and he is not seeing a lot of internet in football and baseball so there will not be teams next year. The students did have an interest in Boy's Volleyball and Basketball. Aleks invited the Board to the Annual Athletic Banquet Monday, May 14th 6:00PM.*

8.3 *Bargaining Representative Reports- Aleks thanked the Board for the approval of the 2017-18 CSEA contract agreement. He reported that 2018-2021negotiations are underway and CSEA will be submitting a proposal soon.*

8.4 *Board Reports- President Thomason announced that Dr. Bryant passed away. The Board requested that a sympathy card be sent to the family expressing the District's gratitude for Dr. Bryant's support to Shandon Schools.*

9.0 APPROVAL OF CONSENT AGENDA

A motion was made to approve the consent agenda with the removal of 9.5 Approval of Personnel Action Report (Moe/Twisselman)(5/0)Furness-Osorio, Moe, Parlet, Thomason, and Twisselman voted aye.

9.5 *A motion was made to approve the Personnel Action Report (Twisselman/ Moe) (3/0/1) Furness-Osorio, Moe, Thomason, Twisselman voted. Board Member Parlet abstained from the voted due to a conflict of interest. Board Member Parlet's granddaughter was listed on the Personnel Action Report.*

10.0 ACTION ITEMS

10.1 *A motion passed to approve the Ratification of Agreement between SJUSD and CSEA Chapter #225 for 2017-18 (Moe/Parlet) (5/0) Furness-Osorio, Moe, Parlet, Twisselman, Thomason voted aye.*

10.2-10.4 *A motion passed to remove items 10.2, 10.3, and 10.4 the 2018-2019 Contract with SLOCOE for Occupational Therapy, Speech and Language, and School Nurse (Twisselman/Moe) (5/0) Furness-Osorio, Moe, Parlet, Twisselman, Thomason voted aye.*

10.5 *A motion passed to approve the 2017-18 and 2018-19 District Audit Contract between SJUSD and Moss, Levy & Hartzheim LLP- (2017-18 $5,930 and 2018-19 $6,165) (Twisselman/Moe) (5/0) Furness-Osorio, Moe, Parlet, Twisselman, Thomason voted aye.*

10.6 *A motion passed to approve the 2017-18 Measure K Bond Audit Contract between SJUSD and Moss, Levy & Hartzheim LLP- ($2,000) (Furness-Osorio/ Moe) (5/0) Furness-Osorio, Moe, Parlet, Twisselman, Thomason voted aye.*

10.7 *A motion passed to approve the 2018-19 Amended Data Sharing and Services Partnership Agreement between SJUSD and the Foundation for California Community Colleges/ The California College Guidance Initiative (Moe/Parlet) (5/0) Furness-Osorio, Moe, Parlet, Twisselman, Thomason voted aye.*

11.0 ACTION ITEMS BOARD BYLAWS/BOARD POLICIES/ ADMINISTRATIVE REGULATIONS
Update Board Policies, Administrative Regulations & Exhibits:

11.1-11.8 *A motion was passed to approve the Second Readings of BP 3540 Transportation, AR 3540 Transportation, AR 3541 Transportation Routes and Services, AR 3541.1 Transportation for School-Related Trips, E 3541.1 Transportation for School-Related Trips, BP 3541.2 Transportation for Students with Disabilities, AR 3542 School Bus Drivers, AR 3543 Transportation Safety and Emergencies (Parlet/Moe) (5/0) Furness-Osorio, Moe, Parlet, Twisselman, Thomason voted aye.*

11.9-11.19 *A motion was made to approve items 11.9 BP 3550 Food Service/Child Nutrition Program, 11.10 AR 3550 Food Service/Child Nutrition Program, 11.12 AR 3551 Food Service Operations/Cafeteria Fund, 11.13 BP 3552 Summer Meal Program, 11.14 AR 3552 Summer Meal Program, 11.15 BP 3553 Free And Reduced Price Meals with clarifications and table 11.11 BP 3551 Food Service Operations/Cafeteria Fund (Moe/Parlet) (5/0) Furness-Osorio, Moe, Parlet, Twisselman, Thomason voted aye.*

12.0 INFORMATION/DISCUSSION ITEMS

12.1 *The 2016-17 Measure K Bond Update was provided in the Board Packet.*

12.2 *The CSBA- Education Legal Alliance was provided to the Board Members.*

12.3 *The Board nominated Ed Channell for the Shandon Sports Hall of Fame.*

12.4 *The 2017-18 Agricultural Career Technical Education Incentive Grant Notification was provided in the Board Packet.*

12.5 *The Fiscal Year 2017-2018 Second Interim Report on the Budget was provided in the Board Packet.*

12.6 *The SJUSD Enrollment was provided in the Board Packet.*

12.7 *The District Calendar of Events was provided in the Board Packet.*

12.8 *Principal Shannon Kepins present the Shandon Elementary School Report to the Board.*

12.9 *Superintendent Taylor presented her report to the Board.*

- *Baseball/Softball Schedule was provided in the Board Packet.*
- *Superintendent Taylor asked the Board for name of Veteran's to invite to the Memorial Day BBQ.*

13.0 FUTURE AGENDA ITEM REQUESTS

- Superintendent Goals Review
- Review of District Rental Properties
- Developer Fee Study/Enrollment/Housing
- Board Self Evaluation and Goal Setting

14.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for May 8, 2018 at **Parkfield Elementary School, Closed Session at 6:00PM, Open/Regular Session at 7:00 PM.**

15.0 ADJOURNMENT

Board President Thomason adjourned the meeting at 9:05pm.

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of the Minutes of April 24, 2018

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

_____ Reports __X__ Consent _____ Action _____ First Reading _____ Information _____Resolution

SUMMARY:

Provided for your approval are the Minutes for the April 24, 2018 Special Board Meeting.

RECOMMENDED ACTION:
Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Special Board Meeting Minutes
Tuesday, April 24, 2018

1.0 OPEN SESSION

1.1 *Board President Thomason called the meeting to order at 9:02AM.*

Members present:	*Marlene Thomason, President; Holly Furness-Osorio; Jennifer Moe; Robert Van Parlet; Kate Twisselman, Clerk*
Members Absent:	*None*
Staff Present:	*Teresa Taylor, Superintendent*
	Otilia Rendon, Bilingual Administrative Assistant

2.0 PLEDGE OF ALLEGIANCE TO THE FLAG

Board Member Parlet led the Pledge of Allegiance.

3.0 ADOPTION OF AGENDA

A motion was passed to approve the agenda (5/0) (Furness-Osorio/ Twisselman) Furness-Osorio, Moe, Parlet, Twisselman, Thomason voted aye.

4.0 PUBLIC COMMENT

4.1 PUBLIC COMMENT

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

5.0 ACTION ITEMS

5.1 A motion was made to approve the process, salary, and timeline for the Superintendent search with corrections (Moe/Parlet) (5/0) Furness-Osorio, Moe, Parlet, Twisselman, Thomason voted aye.

5.2 A motion was made to approve the Proposal from the San Luis Obispo County Office of Education to Conduct the Superintendent/High School Principal Search (Parlet/Moe)(5/0) Furness-Osorio, Moe, Parlet, Twisselman, Thomason voted aye.

5.3 A motion was made to approve the First Reading of BP 3551 Food Service Operations/Cafeteria Fund (Furness-Osorio/Moe) (5/0) Furness-Osorio, Moe, Parlet, Twisselman, Thomason voted aye.

5.4 A motion was made to approve the First Reading of BP 3553 Free and Reduced Price Meals (Furness-Osorio/Moe) (5/0) Furness-Osorio, Moe, Parlet, Twisselman, Thomason voted aye.

6.0 INFORMATION/DISCUSSION ITEMS

7.0 FUTURE AGENDA ITEM REQUESTS

- Schedule for Application Screening on May 23rd & 24th

8.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for May 8, 2018 at
Parkfield Elementary School, Closed Session at 6:00 PM, Open/Regular Session at 7:00 PM.

9.0 ADJOURNMENT

Board President Thomason adjourned the meeting at 11:29AM.

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of Warrants and Payroll for April 2018

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 #32 through #34__

General Fund (01)	$ 303,278.71
Food Service/Cafeteria Fund (13)	$7,731.14
Bond Fund (21)	$41,267.08
TOTAL WARRANT APPROVALS	***$352,276.93***

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.

April 10th	$35,433.42
April 30th	$213,828.16
TOTAL	***$249,261.58***

RECOMMENDED ACTION:
Approve Accounts Payable and Payroll warrants

FUND : 01 GENERAL FUND

VENDOR NAME	DESCRIPTION	EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
AIRGAS USA LLC	INV#9073625771,W	SHOP SUPPLIES	712.35	03/23/2018
AIRGAS USA LLC	INV#9073625770.S		84.86	03/23/2018
AIRGAS USA LLC	INV#9073581497,C	SHOP SUPPLIES,	1,422.00	03/15/2018
AMERIPRIDE UNIFORM SERVICES	INV#1502114876,T		111.18	04/06/2018
AMERIPRIDE UNIFORM SERVICES	INV#1502124251,T		111.18	04/13/2018
AMERIPRIDE UNIFORM SERVICES	INV#1502105033,T		111.18	03/23/2018
AMERIPRIDE UNIFORM SERVICES	INV#1502095473,T	TOWELS	102.35	03/15/2018
AMERIPRIDE UNIFORM SERVICES	INV#1502085807,T	TOWELS	16.30	03/15/2018
BARTHAUER, EMILEE	REIMB.HEARST CAS		74.00	04/13/2018
BIG BRAND TIRE AND SERVICE	INV#352491,2011		41.97	04/06/2018
BIG BRAND TIRE AND SERVICE	INV#352541,2017		51.97	04/09/2018
BREZDEN PEST CONTROL	INV#91248,H.S.,M	PEST CONTRON	405.00	03/23/2018
BUS WEST	INV#BW07302,2019	2018 THOMAS BUS	164,999.61	04/13/2018
BUTTONWILLOW WAREHOUSE	INV#623633,WEED		60.61	04/13/2018
CARR, MONICA	REIMB.CLASSROOM		148.66	04/13/2018
CHERRY, SUE	REIMB.MILEAGE,SE		124.26	03/23/2018
CRYSTAL SPRINGS WATER	INV#087917,DRINK	DRINKING WATER	129.65	04/13/2018
CSA 16	ACC#14118,SES EL	WATER BILL	268.01	03/23/2018
CSA 16	ACC#14095,MOT OF	WATER BILL	81.67	03/23/2018
CSA 16	ACC#17453,MIDDLE	WATER BILL	71.67	03/23/2018
CSA 16	ACC#14096,HS WAT	WATER BILL	256.53	03/23/2018
CSM CONSULTING INC.	INV#8779,JAN.-MA	E RATE CONSULTING	500.00	04/13/2018
DAVIS, MICHAEL LEE	INV#385,BUS#7,45	BUS REPAIRS	150.00	04/13/2018
DAVIS, MICHAEL LEE	INV#377,BUS#2,45	BUS REPAIRS	150.00	03/15/2018
DAVIS, MICHAEL LEE	INV#378,BUS#1,LA	BUS REPAIRS	65.00	03/15/2018
NPS MILEAGE	FEB.2018 MILEAGE	2017/2018 MILEAGE	198.93	04/13/2018
NPS MILEAGE	MARCH 2018 MILEA	2017/2018 MILEAGE	1,765.80	04/13/2018
DEERE & CAMPANY	INV#116127014,MO	MOT TRACTOR	11,786.13	04/06/2018
DEMOSS, DOMINIQUE	MEAL,4/21-4/25/1		207.00	04/12/2018
ESSER, LORI	REIMB.MILEAGE,PR		18.53	03/23/2018
FOLLETT SCHOOL SOLUTIONS INC.	INV#800696-6,LIB	LIBRARY DONATION	235.79	04/13/2018
FOLLETT SCHOOL SOLUTIONS INC.	INV#811317-1,LIB	COMMUNITY GRANT,LIBRARY BOOKS	856.43	04/13/2018
FOLLETT SCHOOL SOLUTIONS INC.	INV#811317-1,LIB	COMMUNITY GRANT,LIBRARY BOOKS	11.28	04/13/2018
FOLLETT SCHOOL SOLUTIONS INC.	INV#767931F-6,LI		5.17	03/15/2018
FOLLETT SCHOOL SOLUTIONS INC.	INV#767931F-6,LI		20.55	03/15/2018
FRONTIER COMMUNICATIONS	ACC#805463233105	PRKFLD PHONE BILL	204.16	03/23/2018
FUEL EDUCATION	INV#12118,ONLINE		1,336.00	04/06/2018
FUEL EDUCATION	INV#8067,AP ONLI		3,340.00	03/23/2018
FULLER, JONATHAN	MEAL,3/12-3/13/1		80.00	04/12/2018
FULLER, JONATHAN	MEAL,3/15-3/16/1		69.00	04/12/2018
FULLER, JONATHAN	MEAL,4/21-4/25/1		207.00	04/12/2018
HOWARD, SADIE	RIEMB.MILEAGE,SL		56.68	03/23/2018
J.B.DEWAR INC.	INV#185175,FUEL	FUEL/GAS	811.41	04/13/2018
J.B.DEWAR INC.	INV#250168,	FUEL/GAS	283.82	04/13/2018
J.B.DEWAR INC.	INV#183952,	FUEL/GAS	2,016.59	03/15/2018
J.B.DEWAR INC.	INV#250115	FUEL/GAS	396.68	03/23/2018
J.B.DEWAR INC.	INV#184577	FUEL/GAS	491.96	03/23/2018
J.B.DEWAR INC.	INV#250025,	FUEL/GAS	329.23	03/23/2018

FUND : 01 GENERAL FUND

VENDOR NAME	DESCRIPTION	EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,SUPR.HO		13.24	04/06/2018
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,STUDENT		94.54	04/06/2018
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,PRKFLD		84.48	04/06/2018
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,MAINT S		314.98	04/06/2018
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,SHOP SU		198.21	04/06/2018
MEDICAL BILLING TECHNOLOGIES	INV#AR25259,FINA		825.00	04/13/2018
MORTON, DEANNA	MEAL,4/21-4/25/1		207.00	04/12/2018
MORTON, DEANNA	MEAL,3/12-3/13/1		80.00	04/12/2018
NAPA AUTO PARTS	INV#836174,FUEL		195.18	03/15/2018
OFFICE DEPOT	INV#117501100001		150.10	04/13/2018
OFFICE DEPOT	INV#114607221001	ELEM SUPPLIES	60.54	03/23/2018
OFFICE DEPOT	INV#112390278001	HIGH SCHOOL SUPPLIES	28.36	03/23/2018
OFFICE DEPOT	INV#112390538001	HIGH SCHOOL SUPPLIES	83.21	03/23/2018
PACIFIC GAS & ELECTRIC COMPANY	ACC#5762161390-0	PG&E	112.62	04/13/2018
PACIFIC GAS & ELECTRIC COMPANY	ACC#1779527540-7	PG&E	115.49	04/13/2018
PACIFIC GAS & ELECTRIC COMPANY	ACC#1779527540-7	PG&E	60.61	04/13/2018
PACIFIC GAS & ELECTRIC COMPANY	ACC#5762161390-0	PG&E	3,924.22	04/13/2018
PACIFIC GAS & ELECTRIC COMPANY	ACC#3644187859-6	PG&E	148.41	04/13/2018
PACIFIC GAS & ELECTRIC COMPANY	ACC#5762161390-0	PG&E	4,363.84	03/15/2018
PACIFIC GAS & ELECTRIC COMPANY	ACC#5762161390-0	PG&E	127.46	03/15/2018
PASO ROBLES SAFE & LOCK	INV#138776,KEYS		29.85	04/13/2018
PASO ROBLES SAFE & LOCK	INV#138776,KEYS		29.85	03/23/2018
PORTVIEW PREPARATORY INC	INV#3033,MARCH 2	2017/2018 PORTVIEW SCHOOL	3,675.00	04/13/2018
PORTVIEW PREPARATORY INC	INV#3033,MARCH 2	2017/2018 PORTVIEW SCHOOL	5,151.25	04/13/
POSTMASTER	10 ROLLS OF STAM	POSTAGE, BOX FEES	500.00	03/23,
PROCARE JANITORIAL SUPPLY INC.	INV#116330,CUSTO		437.11	04/06/2018
PROCARE JANITORIAL SUPPLY INC.	INV#116844,CUSTO		702.35	03/23/2018
PRP COMPANIES	INV#280470,H.S.E		692.71	03/15/2018
PRP COMPANIES	INV#280470,ELEM		370.00	03/15/2018
RANCH WIFI	INV#4985,FEB.201		140.00	03/15/2018
RELIABLE OFFICE MACHINE REPAIR	INV#5841,MONTHLY	MONTHLY COPIER MAINT.	50.00	04/13/2018
ROSSI AND CARR ELECTRICAL INC	INV#18065,2 WLDI		406.47	04/06/2018
ROSSI AND CARR ELECTRICAL INC	INV#18066,CHICKE		871.24	04/06/2018
SAN LUIS OBISPO COUNTY OFFICE	INV#180926,HSS F		50.00	04/13/2018
SAN LUIS OBISPO COUNTY OFFICE	INV#180848,FINGE		80.00	03/23/2018
SAN LUIS OBISPO SELPA	D.PRATT,WRKSP,EX		100.00	04/09/2018
SAN LUIS OBISPO SELPA	D.PRATT,4/19/18		75.00	03/23/2018
SAN LUIS OBISPO SELPA	M.CARR,WRKSHP,EX		100.00	04/09/2018
SAN LUIS OBISPO SELPA	S.CHERRY,WKSP,EX		100.00	04/09/2018
SAN MIGUEL GARBAGE # 200133	ACC#318244,APRL	DIST. TRASH	904.11	04/13/2018
SELF INSURED SCHOOLS OF CA.	ID#68833,SHANDON		55,825.60	04/06/2018
SHANDON HIGH SCHOOL A.S.B.	ENTRY FEES,SALIN		60.00	03/23/2018
SHMOOP	INV#2723ACA4R,AP		100.00	04/13/2018
SIMPSON FORKLIFT	INV#0000011,FORF	FORKLIFT	5,000.00	03/15/2018
SIMPSON FORKLIFT	INV#0000011,FORK	FORKLIFT	195.70	03/15/2018
SIMPSON FORKLIFT	INV#0000011,FORF	FORKLIFT	3,000.00	03/15/2018
SIMPSON FORKLIFT	INV#0000011,FORK	FORKLIFT	2,500.00	03/15/2018
SPURR	INV#89483,	NATURAL GAS	1,272.28	03/22/2018

FUND : 01 GENERAL FUND

VENDOR NAME	DESCRIPTION	EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
STARS INFANT/PRESCHOOL	INV#19440,APRIL		423.00	04/06/2018
STATE BOARD OF EQUALIZATION	ACC#101325152,20		4.00	04/13/2018
STOPIT	INV#23332,DIGITA		308.00	04/06/2018
Stanley Convergent Sec.Solut.	INV#15344135,SEC	ALARM MONITORING	357.24	03/15/2018
TECH TIME COMMUNICATIONS	INV#8901,QRYLY M		141.00	04/13/2018
U.S. BANK CORPORATE PMT SYSTEM	FULLER,26 HR.CAL		471.21	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	RENDON,SAFETY EZ		193.92	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	MORTON,ASB,FFA J		74.50	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	TAYLOR,TONER		57.26	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	RENDON,MOT SUPPL		75.19	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	FULLER,SHOP SUPP		1,097.72	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	MORTON,FFA CLASS		107.98	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	TAYLOR,SAFETY,HS		79.99	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	RENDON,ELEM ASB,		16.16	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	KEPINS,ELEM ASB		212.23	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	TAYLOR,BASEBALL		732.02	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	RENDON,FUEL		32.40	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	TAYLOR,BARTHAUER		18.99	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	TAYLOR,ENGLISH B		64.77	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	FULLER, KING CIT		82.50	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	SCIOCCHETTI,ASB		636.41	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	TAYLOR,SHOP STEE		4,287.33	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	MORTON,ST.CONF.H		3,416.54	04/12/2018
U.S. BANK EQUIPMENT FINANCE	INV#353928229,CO	MONTLY COPIER CONTRACT	1,441.32	04/13/2018
VERIZON - 508105832-00001	ACC#508105832-00	HOT SPOTS	114.03	03/15/2018
WASTE MANAGEMENT	INS#915265705276	PRKFLD TRASH	87.32	04/13/2018
WESTERN JANITOR SUPPLY # 2411	INV#151325,CUSTO		55.69	04/13/2018
WESTERN JANITOR SUPPLY # 2411	INV#150777,CUSTO		105.83	03/23/2018

OTAL FUND 01 303,278.71

FUND : 13 CAFETERIA FUND

VENDOR NAME	DESCRIPTION	EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
AMERIPRIDE UNIFORM SERVICES	INV#1502105033,C	TOWELS	20.00	03/23/2018
AMERIPRIDE UNIFORM SERVICES	INV#1502124251,C	TOWELS	20.00	04/13/2018
AMERIPRIDE UNIFORM SERVICES	INV#1502114876,C	TOWELS	20.00	04/06/2018
AMERIPRIDE UNIFORM SERVICES	INV#1502095473,C	TOWELS	20.00	03/15/2018
CRYSTAL CREAMERY	INV#767095801,CA		433.59	04/13/2018
CRYSTAL CREAMERY	INV#767102801,CA		395.94	04/13/2018
CRYSTAL CREAMERY	INV#767067801,CA		300.28	03/15/2018
CRYSTAL CREAMERY	INV#767074802,CA		486.72	03/15/2018
GOLD STAR FOODS INC.	INV#2330188,CAFE		64.43	03/15/2018
GOLD STAR FOODS INC.	INV#2329579,CAFE		1,378.70	03/15/2018
GOLD STAR FOODS INC.	INV#2322682,CAFE		1,741.44	03/15/2018
GOLD STAR FOODS INC.	INV#2358941,CAFE		860.01	04/13/2018
GOLD STAR FOODS INC.	INV#2363275,CAFE		344.48	04/13/2018
THE BERRY MAN INC.	INV#10407223,CAF		278.45	04/13/2018
THE BERRY MAN INC.	INV#10397200,CAF		232.20	03/15/2018
THE BERRY MAN INC.	INV#10397968,CAF		14.45	03/15/2018
THE BERRY MAN INC.	INV#10394815,CAF		179.75	03/15/2018
THE BERRY MAN INC.	INV#10399604,CAF		195.35	03/23/2018
U.S. BANK CORPORATE PMT SYSTEM	WESCH,CAFE SUPPL		680.30	04/12/2018
U.S. BANK CORPORATE PMT SYSTEM	WESCH,CAFE FOOD		65.05	04/12/2018

OTAL FUND 13 7,731.14

FUND : 21 BUILDING FUND - BOND PROCEEDS

VENDOR NAME	DESCRIPTION	EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
DIVISION OF THE ST ARCHITECT	PTN 68833-7,SHS		1,800.00	04/06/2018
DIVISION OF THE ST ARCHITECT	PTN 68833-6,SES		2,460.00	04/06/2018
JC BEASLEY ENT	SHS.REPLACEMENT	SHS BACK GATE	2,743.00	04/06/2018
NATIONAL BUSINESS FURNITURE	INV#MK499027-MRN	H.S.TEACHER DESK	1,638.08	03/23/2018
NORTH COUNTY PLUMBING	INV#46035,PKFD T		4,510.00	03/15/2018
NORTH COUNTY PLUMBING	INV#46036,SES SE		1,240.00	03/15/2018
PMSM ARCHITECTS	INV#9,BOND MODER		1,962.10	03/23/2018
SIERRA SCHOOL EQUIPMENT COMP	INV#61719,ELEM C	SES RM#11,14,&16,CABINETS	24,272.50	04/06/2018
TECHNICON ENGINEERING SERVICES	INV#17801,M.S.BA		641.40	03/15/2018

OTAL FUND 21 41,267.08

OTAL DISTRICT 352,276.93

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of the Budget Report

PREPARED BY:
Sadie Howard

AGENDA SECTION:

_____ Reports __X__ Consent _____ Action _____ First Reading _____ Information _____ Resolution

SUMMARY:

Attached is the Budget Report through June 30, 2018 for approval.

RECOMMENDED ACTION:
Approve the Budget Report.

UNRESTRICTED/RESTRICTED COMBINED FUND: 01 GENERAL FUND

REVENUE DETAIL

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE LIMIT SOURCES :							
8011	REV LIMIT STATE AID-CURR YEAR	1,469,878.00	1,351.00-	1,468,527.00	1,300,303.00	168,224.00	88.54
8012	Rev Limit State Aid EPA	237,069.00	30,532.00-	206,537.00	131,989.00	74,548.00	63.90
8019	REV LIMIT STATE AID-PRIOR YEAR	.00	10,470.00-	10,470.00-	420.00-	10,050.00-	4.01
8021	HOME OWNERS EXEMPTION	9,716.00	884.00	10,600.00	4,747.82	5,852.18	44.79
8041	SECURED TAX ROLLS	1,603,370.00	77,816.00	1,681,186.00	1,521,576.11	159,609.89	90.50
8042	UNSECURED ROLL TAXES	40,221.00	397.00-	39,824.00	40,398.68	574.68-	101.44
8043	PRIOR YEARS TAXES	8,029.00	2,712.00-	5,317.00	2,276.17	3,040.83	42.80
8044	SUPPLEMENTAL TAXES	58,881.00	32,562.00-	26,319.00	39,341.49	13,022.49-	149.47
8045	EDUC REV AUGMENTATION FUND	142,636.00	20,135.00	162,771.00	.00	162,771.00	0.00
8097	PROPERTY TAXES TRANSFERS	94,571.00	871.00	95,442.00	47,721.00	47,721.00	50.00
TOTAL REVENUE LIMIT SOURCES :		3,664,371.00	21,682.00	3,686,053.00	3,087,933.27	598,119.73	83.77
FEDERAL REVENUES :							
8181	SP ED ENTITLEMENT PER UDC	50,593.00		50,593.00	.00	50,593.00	0.00
8182	SPEC ED-DISCRETIONARY GRANTS	5,603.00		5,603.00	.00	5,603.00	0.00
8290	ALL OTHER FEDERAL REVENUES	104,585.00	8,981.00	113,566.00	78,560.68	35,005.32	69.17
TOTAL FEDERAL REVENUES :		160,781.00	8,981.00	169,762.00	78,560.68	91,201.32	46.27
OTHER STATE REVENUES :							
8550	MANDATED COST REIMBURSEMENT	9,826.00	45,995.00	55,821.00	41,014.00	14,807.00	73.47
8560	STATE LOTTERY REVENUE	58,401.00		58,401.00	35,813.95	22,587.05	61.32
8590	ALL OTHER STATE REVENUES	195,276.00	167,292.00	362,568.00	114,659.68	247,908.32	31.62
TOTAL OTHER STATE REVENUES :		263,503.00	213,287.00	476,790.00	191,487.63	285,302.37	40.16
OTHER LOCAL REVENUES :							
8650	LEASES & RENTALS	22,500.00		22,500.00	17,325.00	5,175.00	77.00
8660	INTEREST	1,350.00	11,038.00	12,388.00	8,888.19	3,499.81	71.74
8677	INTERAGENCY SERV BETWN LEA'S	46,396.00	20,765.00	67,161.00	42,945.47	24,215.53	63.94
8698	STALE-DATED WTS/PRIOR YR WTS	.00		.00	49.34	49.34-	NO BDGT
8699	ALL OTHER LOCAL REVENUES	35,500.00	212,802.00	248,302.00	54,178.01	194,123.99	21.81
8792	TF OF APPORT FROM COE	168,190.00	1,079.00	169,269.00	116,855.00	52,414.00	69.03
TOTAL OTHER LOCAL REVENUES :		273,936.00	245,684.00	519,620.00	240,241.01	279,378.99	46.23
* TOTAL YEAR TO DATE REVENUES	* *	4,362,591.00 *	489,634.00 *	4,852,225.00 *	3,598,222.59 *	1,254,002.41 *	74.15

UNRESTRICTED/RESTRICTED COMBINED FUND: 01 GENERAL FUND

EXPENDITURE DETAIL

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
CERTIFICATED SALARIES :							
1100	CERTIFICATED TEACHER	1,299,945.00	40,195.00-	1,259,750.00	1,009,748.71	250,001.29	80.15
1130	CERTIFICATED TEACHER HOURLY	.00	3,649.00	3,649.00	2,217.76	1,431.24	60.77
1150	CERTIFICATED TCHER EXTRA DUTY	10,125.00	2,918.00-	7,207.00	4,588.32	2,618.68	63.66
1160	CERTIFICATED TEACHER SUBSTITUT	30,625.00	5,550.00	36,175.00	37,388.09	1,213.09-	103.35
1190	CERTIFICATED TEACHER OTH ASSIG	62,167.00	20,531.00-	41,636.00	25,592.54	16,043.46	61.46
1200	CERT PUPIL SUPPORT SALARY	61,899.00	2,904.00	64,803.00	52,039.59	12,763.41	80.30
1300	CERTIFICATED SUPERV & ADM SAL	30,750.00	6,150.00	36,900.00	30,750.00	6,150.00	83.33
1340	SCHOOL ADMINISTRATORS	180,837.00	3,492.00-	177,345.00	147,787.50	29,557.50	83.33
TOTAL CERTIFICATED SALARIES :		1,676,348.00	48,883.00-	1,627,465.00	1,310,112.51	317,352.49	80.50
CLASSIFIED SALARIES :							
2100	INSTRUCTIONAL AIDE SALARIES	145,314.00	4,128.00-	141,186.00	110,742.82	30,443.18	78.43
2130	INSTRUCTIONAL AIDE HOURLY	890.00	352.00	1,242.00	352.21	889.79	28.35
2150	INSTRUCTIONAL AIDE EXTRA DUTY	686.00	3,957.00	4,643.00	5,058.46	415.46-	108.94
2160	INSTRUCTIONAL AIDE SUBSTITUTE	5,000.00	8,361.00	13,361.00	11,391.30	1,969.70	85.25
2170	INSTRUCTIONAL AIDE OVERTIME	.00	391.00	391.00	371.25	19.75	94.94
2190	INSTRUCTIONAL AIDE STUDENTS	.00	25,066.00	25,066.00	19,985.33	5,080.67	79.73
2200	CLASSIFIED SUPPORT SALARIES	296,374.00	2,790.00-	293,584.00	234,375.78	59,208.22	79.83
2250	CLASSIFIED SUPPORT EXTRA DUTY	5,000.00		5,000.00	1,897.16	3,102.84	37.94
2260	CLASSIFIED SUPPORT SUBSTITUTE	3,000.00		3,000.00	1,402.92	1,597.08	46.76
2270	CLASSIFIED SUPPORT OVERTIME	10,500.00	156.00	10,656.00	10,817.22	161.22-	101.51
2400	CLERICAL/TECHNICAL/OFFICE SAL	166,560.00	1,252.00-	165,308.00	131,892.52	33,415.48	79.78
2450	CLERICAL AND OFFICE EXTRA DUTY	.00	4,000.00	4,000.00	487.50	3,512.50	12.18
2460	CLERICAL & OFFICE SUBSTITUTE	.00	3,000.00	3,000.00	2,473.40	526.60	82.44
2470	CLERICAL & OFFICE OVERTIME	4,500.00	634.00	5,134.00	2,763.73	2,370.27	53.83
2900	OTHER CLASSIFIED SALARIES	20,600.00	11,606.00-	8,994.00	7,569.66	1,424.34	84.16
TOTAL CLASSIFIED SALARIES :		658,424.00	26,141.00	684,565.00	541,581.26	142,983.74	79.11
EMPLOYEE BENEFITS :							
3101	STRS CERTIFICATED	310,669.00	35,341.00	346,010.00	176,987.97	169,022.03	51.15
3102	STRS CLASSIFIED	.00	2,485.00	2,485.00	640.59	1,844.41	25.77
3201	PERS CERTIFICATED	7,371.00	3,657.00	11,028.00	8,131.10	2,896.90	73.73
3202	PERS CLASSIFIED	105,770.00	14,009.00-	91,761.00	74,783.44	16,977.56	81.49
3301	SOCIAL SECURITY CERTIFICATED	3,033.00	1,391.00	4,424.00	3,128.19	1,295.81	70.70
3302	SOCIAL SECURITY CLASSIFIED	39,791.00	493.00-	39,298.00	30,619.13	8,678.87	77.91
3311	MEDICARE - CERTIFICATED	23,148.00	1,821.00-	21,327.00	17,683.92	3,643.08	82.91
3312	MEDICARE - CLASSIFIED	9,308.00	51.00-	9,257.00	7,229.04	2,027.96	78.09
3401	HEALTH & WELFARE CERTIFICATED	244,936.00	1,024.00-	243,912.00	194,212.76	49,699.24	79.62
3402	HEALTH & WELFARE CLASSIFIED	176,375.00	31,496.00-	144,879.00	114,267.58	30,611.42	78.87
3501	UNEMPLOYMENT - CERTIFICATED	792.00	56.00-	736.00	800.27	64.27-	108.73
3502	UNEMPLOYMENT - CLASSIFIED	324.00	2.00	326.00	249.14	76.86	76.42

UNRESTRICTED/RESTRICTED COMBINED FUND: 01 GENERAL FUND

EXPENDITURE DETAIL

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EMPLOYEE BENEFITS :							
3601	WORKERS COMP - CERTIFICATED	39,275.00	3,223.00	42,498.00	30,123.08	12,374.92	70.88
3602	WORKERS COMP - CLASSIFIED	16,433.00	38.00	16,471.00	12,288.22	4,182.78	74.60
3702	RETIREE BENEFITS CLASSIFIED	.00	1,003.00	1,003.00	1,002.77	.23	99.97
3901	OTHER BENEFITS CERTIFICATED	.00	7,151.00	7,151.00	.00	7,151.00	0.00
TOTAL EMPLOYEE BENEFITS :		977,225.00	5,341.00	982,566.00	672,147.20	310,418.80	68.40
BOOKS AND SUPPLIES :							
4100	APPRVD TEXTBKS/CORE CURRICULA	69,117.00	5,676.00	74,793.00	69,728.44	5,064.56	93.22
4300	MATERIALS AND SUPPLIES	151,561.00	76,209.00	227,770.00	67,456.52	160,313.48	29.61
4310	FUEL GAS	25,000.00		25,000.00	23,336.95	1,663.05	93.34
4318	COPIER USAGE	20,340.00		20,340.00	14,413.20	5,926.80	70.86
4319	TIRES AND TUBES	3,700.00	66.00-	3,634.00	3,219.79	414.21	88.60
4320	GREASE & OIL	600.00	875.00	1,475.00	1,220.51	254.49	82.74
4321	CUSTODIAL SUPPLIES	7,000.00	2,638.00	9,638.00	9,637.80	.20	99.99
4325	TOOLS	500.00	123.00	623.00	622.74	.26	99.95
4339	REPAIR PARTS	5,300.00	3,526.00	8,826.00	8,312.25	513.75	94.17
4355	SOFTWARE	.00	357.00	357.00	357.00	.00	100.00
4380	PAPER	4,500.00		4,500.00	2,271.75	2,228.25	50.48
4398	FUEL TAX	100.00	115.00	215.00	154.91	60.09	72.05
4400	NON-CAPITALIZED EQUIPMENT	22,446.00	20,186.00	42,632.00	44,036.80	1,404.80-	103.29
TOTAL BOOKS AND SUPPLIES :		310,164.00	109,639.00	419,803.00	244,768.66	175,034.34	58.30
SERVICES, OTHER OPER. EXPENSE:							
5110	Subagrmt SPED outside agency	96,795.00	22,000.00-	74,795.00	11,316.25	63,478.75	15.12
5200	TRAVEL & CONFERENCE	31,435.00	32,408.00	63,843.00	50,416.74	13,426.26	78.96
5230	MILEAGE	1,300.00	300.00	1,600.00	951.59	648.41	59.47
5300	DUES & MEMBERSHIPS	9,693.00	1,026.00	10,719.00	9,318.67	1,400.33	86.93
5400	INSURANCE	25,883.00	5,603.00	31,486.00	31,486.30	.30-	100.00
5510	WATER	5,974.00		5,974.00	3,440.24	2,533.76	57.58
5520	GAS	7,004.00	199.00	7,203.00	4,461.76	2,741.24	61.94
5530	ELECTRICITY	66,950.00		66,950.00	62,211.85	4,738.15	92.92
5550	DISPOSAL/GARBAGE REMOVAL	12,401.00		12,401.00	9,989.91	2,411.09	80.55
5600	RENTALS,LEASES,REPAIRS,IMPROVM	5,000.00	5,000.00-	.00	.00	.00	NO BDGT
5640	REPAIRS/MAINT OF EQUIPMENT	12,800.00	1,000.00-	11,800.00	6,045.00	5,755.00	51.22
5650	REPAIRS/MAIN - VEHICLES	2,000.00	1,450.00-	550.00	324.46	225.54	58.99
5800	PROFES'L/CONSULTG SVCS/OP EXP	76,313.00	7,571.00	83,884.00	71,333.25	12,550.75	85.03
5810	SERVICES PROVIDED BY SLOCOE	86,417.00	12,788.00	99,205.00	42,498.22	56,706.78	42.83
5822	MAINTENANCE AGREEMENTS	6,075.00		6,075.00	3,475.20	2,599.80	57.20
5830	HAZARDOUS WASTE DISPOSAL	1,273.00		1,273.00	643.50	629.50	50.54
5840	PHYSICAL EXAMS-FINGERPRINTING	700.00		700.00	1,176.00	476.00-	168.00
5845	RANDOM DRUG/ALCOHOL TESTING	500.00		500.00	474.00	26.00	94.80

UNRESTRICTED/RESTRICTED COMBINED FUND: 01 GENERAL FUND

EXPENDITURE DETAIL

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
SERVICES, OTHER OPER. EXPENSE:							
5855	OUTSIDE PRINTING	919.00	359.00	1,278.00	1,033.42	244.58	80.86
5865	IN LIEU OF TRANSPORTATION	11,200.00		11,200.00	2,517.92	8,682.08	22.48
5872	LEGAL FEES	27,443.00		27,443.00	4,971.87	22,471.13	18.11
5874	AUDIT FEES	5,871.00		5,871.00	1,490.00	4,381.00	25.37
5890	OTHER SERVICES	3,500.00		3,500.00	.00	3,500.00	0.00
5894	LICENSES AND PERMITS	300.00		300.00	.00	300.00	0.00
5896	FEES	600.00	579.00-	21.00	.00	21.00	0.00
5922	COMMUNICATION - TELEPHONE SVCS	10,450.00	3,946.00	14,396.00	7,158.42	7,237.58	49.72
5930	COMMUNICATION - POSTAGE/METER	4,000.00		4,000.00	2,579.07	1,420.93	64.47
TOTAL SERVICES, OTHER OPER. EXPENSE:		512,796.00	34,171.00	546,967.00	329,313.64	217,653.36	60.20
CAPITAL OUTLAY :							
6210	NEW BUILDINGS	.00	15,750.00	15,750.00	15,750.00	.00	100.00
6400	EQUIPMENT	.00	203,041.00	203,041.00	202,335.93	705.07	99.65
TOTAL CAPITAL OUTLAY :		.00	218,791.00	218,791.00	218,085.93	705.07	99.67
OTHER OUTGOING :							
7141	OTH TUIT,EXC CST PMT TO DIST	155,811.00	11,730.00-	144,081.00	4,159.24	139,921.76	2.88
7142	OTH TUIT,EXC CST PMT TO COE	191,602.00	2,382.00	193,984.00	96,075.90	97,908.10	49.52
TOTAL OTHER OUTGOING :		347,413.00	9,348.00-	338,065.00	100,235.14	237,829.86	29.64
DIRECT SUPPORT/INDIRECT COSTS:							
TOTAL DIRECT SUPPORT/INDIRECT COSTS:		.00	.00	.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE EXPENDITURES * *		4,482,370.00 *	335,852.00 *	4,818,222.00 *	3,416,244.34 *	1,401,977.66 *	70.90

OTHER FINANCING SOURCES (USES)

CONTRIB.- RESTRICTED PROGRAMS:							
TOTAL CONTRIB.- RESTRICTED PROGRAMS:		.00	.00	.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE OTHER FINANCING *		.00 *	.00 *	.00 *	.00 *	.00 *	NO BDGT

UNRESTRICTED/RESTRICTED COMBINED FUND: 01 GENERAL FUND

FUND RECONCILIATION

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	670,301.60	312,698.27	982,999.87
9130	REVOLVING CASH ACCOUNT	1,000.00	500.00	1,500.00
9210	ACCOUNTS RECEIVABLE PRIOR YEAR	176,260.99	165,582.15-	10,678.84
9310	DUE FROM OTHER FUNDS	13,147.25	9,385.25-	3,762.00
9330	PREPAID EXPENDITURES(EXENSES)	2,037.88	2,037.88-	.00
9508	SALES TAX PAYABLE	216.30-	637.81-	854.11-
9509	CURRENT LIABILITIES-NEW YEAR		9,663.00	9,663.00
9510	ACCOUNTS PAYABLE(CURRENT LIAB)	46,042.59-	27,809.59	18,233.00-
9515	UNEMPLOYMENT	68.18	156.46-	88.28-
9516	W/COMP PASS THROUGH		5,717.59-	5,717.59-
9521	MEDICAL	137,919.67-	13,223.85	124,695.82-
9550	PAYROLL HAND WARRANTS	34.00-	.00	34.00-
9650	DEFERRED REVENUE	1,190.68-	1,190.68	.00
* NET YEAR TO DATE FUND BALANCE * *		677,412.66 *	181,568.25 *	858,980.91 *
9791	FUND BAL-BEGINNING BALANCE	677,412.66-	.00	677,412.66-
* EXCESS REVENUES (EXPENDITURES) * *		.00 *	181,568.25 *	181,568.25 *

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
A.	REVENUES	4,362,591.00	489,634.00	4,852,225.00	3,598,222.59	1,254,002.41	74.15
B.	EXPENDITURES	4,482,370.00	335,852.00	4,818,222.00	3,416,244.34	1,401,977.66	70.90
C.	EXCESS REVENUES (EXPENDITURES)	119,779.00-	153,782.00	34,003.00	181,978.25	147,975.25-	535.18
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	119,779.00-	153,782.00	34,003.00	181,978.25	147,975.25-	535.18
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	677,412.66	.00	677,412.66	677,412.66	.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	677,412.66	.00	677,412.66	677,412.66	.00	100.00
G.	ENDING BALANCE	557,633.66	153,782.00	711,415.66	859,390.91	147,975.25-	120.80

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	213,062.00	5,043.00-	208,019.00	134,060.35	73,958.65	64.44
TOTAL FEDERAL REVENUES :		213,062.00	5,043.00-	208,019.00	134,060.35	73,958.65	64.44
OTHER STATE REVENUES :							
8520	CHILD NUTRITION	16,289.00		16,289.00	11,337.57	4,951.43	69.60
TOTAL OTHER STATE REVENUES :		16,289.00	.00	16,289.00	11,337.57	4,951.43	69.60
OTHER LOCAL REVENUES :							
8634	FOOD SERVICE SALES	18,129.00	2,808.00-	15,321.00	10,546.84	4,774.16	68.83
8660	INTEREST	.00	149.00	149.00	122.61	26.39	82.28
8699	ALL OTHER LOCAL REVENUES	4,326.00	1,000.00-	3,326.00	1,761.03	1,564.97	52.94
TOTAL OTHER LOCAL REVENUES :		22,455.00	3,659.00-	18,796.00	12,430.48	6,365.52	66.13
* TOTAL YEAR TO DATE REVENUES	* *	251,806.00 *	8,702.00-*	243,104.00 *	157,828.40 *	85,275.60 *	64.92
			EXPENDITURE DETAIL				
CLASSIFIED SALARIES :							
2200	CLASSIFIED SUPPORT SALARIES	58,721.00	7,233.00	65,954.00	51,176.51	14,777.49	77.59
2250	CLASSIFIED SUPPORT EXTRA DUTY	2,562.00	445.00	3,007.00	2,372.57	634.43	78.90
2260	CLASSIFIED SUPPORT SUBSTITUTE	.00	429.00	429.00	428.58	.42	99.90
2300	CLASSIFIED SUPERV & ADMIN SAL	42,500.00	2,724.00	45,224.00	35,164.90	10,059.10	77.75
2960	OTHER CLASSIFIED SUBSTITUTE	.00	116.00	116.00	116.46	.46-	100.39
TOTAL CLASSIFIED SALARIES :		103,783.00	10,947.00	114,730.00	89,259.02	25,470.98	77.79
EMPLOYEE BENEFITS :							
3202	PERS CLASSIFIED	17,227.00	1,015.00-	16,212.00	12,983.35	3,228.65	80.08
3302	SOCIAL SECURITY CLASSIFIED	6,434.00	170.00-	6,264.00	4,958.74	1,305.26	79.16
3312	MEDICARE - CLASSIFIED	1,504.00	38.00-	1,466.00	1,159.81	306.19	79.11
3402	HEALTH & WELFARE CLASSIFIED	33,444.00	800.00	34,244.00	27,459.48	6,784.52	80.18
3502	UNEMPLOYMENT - CLASSIFIED	51.00	1.00-	50.00	39.98	10.02	79.96
3602	WORKERS COMP - CLASSIFIED	2,563.00	127.00	2,690.00	2,002.05	687.95	74.42
TOTAL EMPLOYEE BENEFITS :		61,223.00	297.00-	60,926.00	48,603.41	12,322.59	79.77

UNRESTRICTED/RESTRICTED COMBINED FUND: 13 CAFETERIA FUND

EXPENDITURE DETAIL

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
BOOKS AND SUPPLIES :							
4300	MATERIALS AND SUPPLIES	6,000.00	1,257.00	7,257.00	7,257.42	.42-	100.00
4355	SOFTWARE	.00	305.00	305.00	305.00	.00	100.00
4700	FOOD	80,000.00		80,000.00	58,955.60	21,044.40	73.69
TOTAL BOOKS AND SUPPLIES :		86,000.00	1,562.00	87,562.00	66,518.02	21,043.98	75.96
SERVICES, OTHER OPER. EXPENSE:							
5200	TRAVEL & CONFERENCE	.00	54.00	54.00	53.63	.37	99.31
5230	MILEAGE	.00	17.00	17.00	17.22	.22-	101.29
5800	PROFES'L/CONSULTG SVCS/OP EXP	500.00	430.00	930.00	809.50	120.50	87.04
5894	LICENSES AND PERMITS	300.00		300.00	.00	300.00	0.00
TOTAL SERVICES, OTHER OPER. EXPENSE:		800.00	501.00	1,301.00	880.35	420.65	67.66
CAPITAL OUTLAY :							
TOTAL CAPITAL OUTLAY :		.00	.00	.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE EXPENDITURES * *		251,806.00 *	12,713.00 *	264,519.00 *	205,260.80 *	59,258.20 *	77.59

UNRESTRICTED/RESTRICTED COMBINED FUND: 13 CAFETERIA FUND

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
	FUND RECONCILIATION			
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	40,950.00	59,837.94-	18,887.94-
9210	ACCOUNTS RECEIVABLE PRIOR YEAR	38,017.87	38,017.87-	.00
9508	SALES TAX PAYABLE	37.42-	.00	37.42-
9510	ACCOUNTS PAYABLE(CURRENT LIAB)	88.16-	88.16	.00
9610	DUE TO OTHER FUNDS	13,147.25-	9,385.25	3,762.00-
9650	DEFERRED REVENUE	40,950.00-	40,950.00	.00
* NET YEAR TO DATE FUND BALANCE * *		24,745.04 *	47,432.40-*	22,687.36-*
9791	FUND BAL-BEGINNING BALANCE	24,745.04-	.00	24,745.04-
* EXCESS REVENUES (EXPENDITURES) * *		.00 *	47,432.40-*	47,432.40-*

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
	REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE						
A.	REVENUES	251,806.00	8,702.00-	243,104.00	157,828.40	85,275.60	64.92
B.	EXPENDITURES	251,806.00	12,713.00	264,519.00	205,260.80	59,258.20	77.59
C.	EXCESS REVENUES (EXPENDITURES)	.00	21,415.00-	21,415.00-	47,432.40-	26,017.40	221.49
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	.00	21,415.00-	21,415.00-	47,432.40-	26,017.40	221.49
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	24,745.04	.00	24,745.04	24,745.04	.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	24,745.04	.00	24,745.04	24,745.04	.00	100.00
G.	ENDING BALANCE	24,745.04	21,415.00-	3,330.04	22,687.36-	26,017.40	0.00

UNRESTRICTED/RESTRICTED COMBINED FUND: 21 BUILDING FUND - BOND PROCEEDS

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
			REVENUE DETAIL				
OTHER LOCAL REVENUES :							
8660	INTEREST	.00	20,115.00	20,115.00	17,135.41	2,979.59	85.18
TOTAL OTHER LOCAL REVENUES :		.00	20,115.00	20,115.00	17,135.41	2,979.59	85.18
* TOTAL YEAR TO DATE REVENUES * *		.00 *	20,115.00 *	20,115.00 *	17,135.41 *	2,979.59 *	85.18
			EXPENDITURE DETAIL				
CLASSIFIED SALARIES :							
2250	CLASSIFIED SUPPORT EXTRA DUTY	.00	29,676.00	29,676.00	28,375.87	1,300.13	95.61
2270	CLASSIFIED SUPPORT OVERTIME	.00	176.00	176.00	175.68	.32	99.81
TOTAL CLASSIFIED SALARIES :		.00	29,852.00	29,852.00	28,551.55	1,300.45	95.64
EMPLOYEE BENEFITS :							
3202	PERS CLASSIFIED	.00	786.00	786.00	980.55	194.55-	124.75
3302	SOCIAL SECURITY CLASSIFIED	.00	1,600.00	1,600.00	1,770.20	170.20-	110.63
3312	MEDICARE - CLASSIFIED	.00	374.00	374.00	414.01	40.01-	110.69
3502	UNEMPLOYMENT - CLASSIFIED	.00	13.00	13.00	14.28	1.28-	109.84
3602	WORKERS COMP - CLASSIFIED	.00	637.00	637.00	705.22	68.22-	110.70
TOTAL EMPLOYEE BENEFITS :		.00	3,410.00	3,410.00	3,884.26	474.26-	113.90
SERVICES, OTHER OPER. EXPENSE:							
5630	REPAIRS/MAINT - BUILDING	.00	40,665.00	40,665.00	2,430.04	38,234.96	5.97
5800	PROFES'L/CONSULTG SVCS/OP EXP	.00	10,000.00	10,000.00	3,375.00	6,625.00	33.75
5874	AUDIT FEES	.00	2,000.00	2,000.00	.00	2,000.00	0.00
TOTAL SERVICES, OTHER OPER. EXPENSE:		.00	52,665.00	52,665.00	5,805.04	46,859.96	11.02
CAPITAL OUTLAY :							
6170	LAND IMPROVEMENT	.00	210,548.00	210,548.00	140,536.23	70,011.77	66.74
6200	BUILDINGS & IMPROVEMNT OF BLDG	.00	1,852,222.00	1,852,222.00	573,210.17	1,279,011.83	30.94
6210	NEW BUILDINGS	.00	8,050.00	8,050.00	8,050.00	.00	100.00
6220	ARCHITECT FEES	.00	64,145.00	64,145.00	70,367.10	6,222.10-	109.70
6400	EQUIPMENT	.00	27,327.00	27,327.00	27,327.30	.30-	100.00
6423	Technology Equipment	.00	734,517.00	734,517.00	732,144.34	2,372.66	99.67
6500	EQUIPMENT REPLACEMENT	.00	163,247.00	163,247.00	163,247.59	.59-	100.00
TOTAL CAPITAL OUTLAY :		.00	3,060,056.00	3,060,056.00	1,714,882.73	1,345,173.27	56.04
* TOTAL YEAR TO DATE EXPENDITURES * *		.00 *	3,145,983.00 *	3,145,983.00 *	1,753,123.58 *	1,392,859.42 *	55.72

UNRESTRICTED/RESTRICTED COMBINED FUND: 21 BUILDING FUND - BOND PROCEEDS

FUND RECONCILIATION

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	3,148,853.41	1,739,858.81-	1,408,994.60
9510	ACCOUNTS PAYABLE(CURRENT LIAB)	3,870.64-	3,870.64	.00
* NET YEAR TO DATE FUND BALANCE * *		3,144,982.77 *	1,735,988.17-*	1,408,994.60 *
9791	FUND BAL-BEGINNING BALANCE	3,144,982.77-	.00	3,144,982.77-
* EXCESS REVENUES (EXPENDITURES) * *		.00 *	1,735,988.17-*	1,735,988.17-*

REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
A.	REVENUES	.00	20,115.00	20,115.00	17,135.41	2,979.59	85.18
B.	EXPENDITURES	.00	3,145,983.00	3,145,983.00	1,753,123.58	1,392,859.42	55.72
C.	EXCESS REVENUES (EXPENDITURES)	.00	3,125,868.00-	3,125,868.00-	1,735,988.17-	1,389,879.83-	55.53
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	.00	3,125,868.00-	3,125,868.00-	1,735,988.17-	1,389,879.83-	55.53
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	3,144,982.77	.00	3,144,982.77	3,144,982.77	.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	3,144,982.77	.00	3,144,982.77	3,144,982.77	.00	100.00
G.	ENDING BALANCE	3,144,982.77	3,125,868.00-	19,114.77	1,408,994.60	1,389,879.83-	7371.23

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				
OTHER LOCAL REVENUES :							
8660	INTEREST	.00	338.00	338.00	256.86	81.14	75.99
8681	MITIGATION/DEVELOPER FEES	.00	2,604.00	2,604.00	2,604.00	.00	100.00
TOTAL OTHER LOCAL REVENUES :		.00	2,942.00	2,942.00	2,860.86	81.14	97.24
* TOTAL YEAR TO DATE REVENUES	* *	.00 *	2,942.00 *	2,942.00 *	2,860.86 *	81.14 *	97.24

UNRESTRICTED/RESTRICTED COMBINED FUND: 25 CAPITAL FACILITIES FUND

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
	FUND RECONCILIATION			
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	27,556.31	2,860.86	30,417.17
* NET YEAR TO DATE FUND BALANCE * *		27,556.31 *	2,860.86 *	30,417.17 *
9791	FUND BAL-BEGINNING BALANCE	27,556.31-	.00	27,556.31-
* EXCESS REVENUES (EXPENDITURES) * *		.00 *	2,860.86 *	2,860.86 *

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
	REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE						
A.	REVENUES	.00	2,942.00	2,942.00	2,860.86	81.14	97.24
B.	EXPENDITURES	.00	.00	.00	.00	.00	NO BDGT
C.	EXCESS REVENUES (EXPENDITURES)	.00	2,942.00	2,942.00	2,860.86	81.14	97.24
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	.00	2,942.00	2,942.00	2,860.86	81.14	97.24
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	27,556.31	.00	27,556.31	27,556.31	.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	27,556.31	.00	27,556.31	27,556.31	.00	100.00
G.	ENDING BALANCE	27,556.31	2,942.00	30,498.31	30,417.17	81.14	99.73

UNRESTRICTED/RESTRICTED COMBINED FUND: 40 SPECIAL RESERVE - CAP OUTLAY

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
			REVENUE DETAIL				
OTHER LOCAL REVENUES :							
8660	INTEREST	.00	11.00	11.00	11.35	.35-	103.18
TOTAL OTHER LOCAL REVENUES :		.00	11.00	11.00	11.35	.35-	103.18
* TOTAL YEAR TO DATE REVENUES	* *	.00 *	11.00 *	11.00 *	11.35 *	.35-*	103.18

UNRESTRICTED/RESTRICTED COMBINED FUND: 40 SPECIAL RESERVE - CAP OUTLAY

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
	FUND RECONCILIATION			
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	1,268.87	11.35	1,280.22
* NET YEAR TO DATE FUND BALANCE * *		1,268.87 *	11.35 *	1,280.22 *
9791	FUND BAL-BEGINNING BALANCE	1,268.87-	.00	1,268.87-
* EXCESS REVENUES (EXPENDITURES) * *		.00 *	11.35 *	11.35 *

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
	REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE						
A.	REVENUES	.00	11.00	11.00	11.35	.35-	103.18
B.	EXPENDITURES	.00	.00	.00	.00	.00	NO BDGT
C.	EXCESS REVENUES (EXPENDITURES)	.00	11.00	11.00	11.35	.35-	103.18
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	.00	11.00	11.00	11.35	.35-	103.18
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	1,268.87	.00	1,268.87	1,268.87	.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	1,268.87	.00	1,268.87	1,268.87	.00	100.00
G.	ENDING BALANCE	1,268.87	11.00	1,279.87	1,280.22	.35-	100.02

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of the Student Body Funds

PREPARED BY:
Sadie Howard

AGENDA SECTION:

_____ Reports ___X__ Consent _____ Action _____ First Reading _____ Information _____Resolution

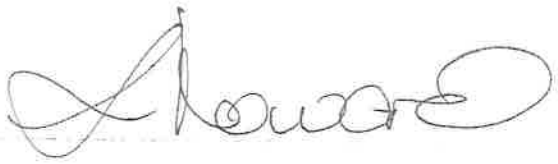
SUMMARY:

Attached for your review and approval are the Student Body Funds for Shandon Elementary School and Shandon High School for the month of March 2018.

RECOMMENDED ACTION:
Approve the Student Body Funds.

SHANDON UNIFIED SCHOOL DISTRICT
SHANDON HIGH SCHOOL STATEMENT OF STUDENT BODY FUNDS
March-2018

CLASSES CLUBS	Authorized Advisor	ENDING BAL. 2/28/2018	BALANCE FORWARD	WITHDRAWLS	DEPOSITS	ENDING BAL. 3/31/2018
High General	D.Sciocchetti	$ 854.78	$ 854.78	511.99		342.79
Seniors	Fuller/Morton	$ 1,762.19	$ 1,762.19	27.37		1,734.82
Junior	Stuart/Voorhies	$ 920.64	$ 920.64	223.34		697.30
Sophomore	Cherry/Barthauer	$ 705.50	$ 705.50	27.38		678.12
Freshman	D.Sciocchetti/Dobberpuhl	$ 490.00	$ 490.00	228.32		261.68
Comm.Outreach Project	D.Sciocchetti	$ 867.13	$ 867.13	29.96		837.17
FNL	D.Sciocchetti	$ 92.07	$ 92.07	20.00		72.07
Gate/Officials	Taylor/BUS.OFFICE	$ (115.75)	$ (115.75)			(115.75)
Ag Mechanics Class	Fuller	$ 722.71	$ 722.71			722.71
Art Class	Voorheis	$ 24.22	$ 24.22			24.22
Drama Class	Barthauer	$ 844.24	$ 844.24			844.24
CTE Class	D.Sciocchetti	$ 87.48	$ 87.48			87.48
F.F.A. General	Morton/Fuller	$ 7,481.16	$ 7,481.16	35.24		7,445.92
F.F.A. Revolving	Morton/Fuller	$ 1,226.70	$ 1,226.70	414.75		811.95
Stadium Project	Taylor	$ 8,462.57	$ 8,462.57	1,657.46		6,805.11
YearBook Class	D.Sciocchetti	$ -	$ -			0.00
S-BLOCK	Taylor	$ 1,902.73	$ 1,902.73	30.00		1,872.73
*Football	Taylor	$ 178.44	$ 178.44			178.44
*H.S. Volleyball	Taylor	$ 141.90	$ 141.90			141.90
*Basketball	Taylor	$ 85.32	$ 85.32			85.32
*Softball	Taylor	$ -	$ -			0.00
*Baseball	Taylor	$ -	$ -			0.00
				$ -		0.00
TOTAL in Fund Balances/Ties to Bank Balance		***$ 26,734.03***	***$ 26,734.03***	***$ 3,205.81***	***$ -***	***$ 23,528.22***



Shandon Elementary ASB Heritage Oaks Bank
March 1, 2018

CLASSES/CLUBS	BALANCE FORWARD 2/28/2018	CLUB XFERS	CASH RECEIVED	WITHDRAWALS	ENDING BALANCE 3/31/2018
SES ABS General	$ 7,259.00		$ 1,810.00	$ 2,969.23	$ 6,099.77
SES ASB Middle School	$ 650.78				$ 650.78
8th Grade	$ 3,366.40				$ 3,366.40
Library	$ 154.85				$ 154.85
Parkfield	$ 507.67				$ 507.67
Gate	$ (378.30)		$ 173.50		$ (204.80)
Cross County	$ (670.59)		$ 100.00		$ (570.59)
TOTAL	$ 10,889.81	***$ -***	***$ 1,983.50***	***$ 2,969.23***	***$ 10,004.08***

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of the Personnel Action Report

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

_____ Reports __X__ Consent _____ Action _____ First Reading _____ Information _____Resolution

PERSONNEL ACTION REPORT

NEW HIRES	CLASSIFICATION	EFFECTIVE DATE
SPORT COACHES		
RESIGNATIONS		
Sonja (Sunny) Bivin (Accepted another Job)	4th Grade Teacher, 2018	Aug. 16, 2018
Emilee Barthauer	High School English Teacher	June 14, 2018

RECOMMENDED ACTION:
Approval of the Personnel Action Report

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 08, 2018

AGENDA ITEM TITLE:
Approval of the Quarterly Interest Accrued Funds

PREPARED BY:
Sonia Stuart

AGENDA SECTION:

_____ Reports __X__ Consent _____ Action _____ First Reading _____ Information _____Resolution

SUMMARY:

Quarterly Interest Accrued for Funds 01, 13, 25, and 40 through March 31, 2018.

RECOMMENDED ACTION:
Approval of the Quarterly Interest Accrued Funds

Begin Date: 01/01/2018
End Date: 03/31/2018
Total Days in Period: 90

Total Interest to be Allocated: 9,182.32

Transaction Description: 17/18 3RD QTR INT 1.3724% MR
Transaction Post Date: 04/18/2018

Break by Fund: N

Lines per Transaction: 500

Target Acctclass Mask: ??-????-?-????-????-????-???-????-????

Update Mode: Y

FN RESC Y OBJT GOAL FUNC SCH DISC DIS2	Ending Cash	Average Daily Balance	Percent Allocated	Interest Allocated
01-0000-0-9110-0000-0000-000-0000-0000	1,663,289.85	1,705,089.04	62.0431	5,697.00
01-0001-0-9110-0000-0000-000-0000-0000	5,431.72	4,506.51	0.1640	15.06
01-0001-5-9110-0000-0000-000-0000-0000	-99.00	-99.00	-0.0036	-0.33
01-0001-6-9110-0000-0000-000-0000-0000	-1,150.15	-1,150.15	-0.0419	-3.85
01-0001-7-9110-0000-0000-000-0000-0000	-732.04	-732.04	-0.0266	-2.44
01-0709-0-9110-0000-0000-000-0000-0000	-421,967.19	-328,468.23	-11.9519	-1,097.46
01-0723-0-9110-0000-0000-000-0000-0000	-113,928.38	-91,777.86	-3.3395	-306.64
01-0900-0-9110-0000-0000-000-0000-0000	0.00	627.89	0.0228	2.09
01-1100-0-9110-0000-0000-000-0000-0000	19,255.15	22,247.47	0.8095	74.33
01-1400-0-9110-0000-0000-000-0000-0000	-4,230.23	59,419.02	2.1621	198.53
01-3010-0-9110-0000-0000-000-0000-0000	7,818.17	3,645.38	0.1326	12.18
01-3310-0-9110-0000-0000-000-0000-0000	-36,659.05	-44,861.49	-1.6324	-149.89
01-3315-0-9110-0000-0000-000-0000-0000	-1,041.24	-669.35	-0.0244	-2.24
01-3320-0-9110-0000-0000-000-0000-0000	0.00	-2,006.04	-0.0730	-6.70
01-3550-0-9110-0000-0000-000-0000-0000	-0.01	-1,098.46	-0.0400	-3.67
01-4035-0-9110-0000-0000-000-0000-0000	599.23	233.12	0.0085	0.78
01-4203-0-9110-0000-0000-000-0000-0000	1,131.81	-1,824.34	-0.0664	-6.10
01-5810-0-9110-0000-0000-000-0000-0000	-4,292.42	-7,059.81	-0.2569	-23.59
01-6300-0-9110-0000-0000-000-0000-0000	-10,527.17	-7,181.30	-0.2613	-23.99
01-6387-0-9110-0000-0000-000-0000-0000	31,464.04	46,341.35	1.6862	154.83
01-6500-0-9110-0000-0000-000-0000-0000	-215,291.20	-151,065.69	-5.4968	-504.73
01-7010-0-9110-0000-0000-000-0000-0000	-2,102.43	-2,016.14	-0.0734	-6.74
01-7338-0-9110-0000-0000-000-0000-0000	5,577.98	6,977.97	0.2539	23.31
01-7823-0-9110-0000-0000-000-0000-0000	14,599.64	14,640.43	0.5327	48.91
01-9010-0-9110-0000-0000-000-0000-0000	51.85	71.23	0.0026	0.24
01-9055-0-9110-0000-0000-000-0000-0000	-800.36	3,920.31	0.1426	13.09
01-9069-0-9110-0000-0000-000-0000-0000	18,371.26	16,790.15	0.6109	56.09
01-9580-0-9110-0000-0000-000-0000-0000	6,219.83	6,195.44	0.2254	20.70
01-9638-0-9110-0000-0000-000-0000-0000	-7,429.53	-4,500.18	-0.1637	-15.03
01-9639-0-9110-0000-0000-000-0000-0000	-21,921.75	-23,239.65	-0.8456	-77.65
13-5310-0-9110-0000-0000-000-0000-0000	-27,884.27	-12,123.51	-0.4411	-40.50
13-5314-0-9110-0000-0000-000-0000-0000	0.00	4,095.00	0.1490	13.68
21-0000-0-9110-0000-0000-000-0000-0000	1,437,377.99	1,502,509.76	54.6715	5,020.11
25-0000-0-9110-0000-0000-000-0000-0000	29,550.49	29,536.52	1.0747	98.68
40-0000-0-9110-0000-0000-000-0000-0000	1,275.96	1,275.35	0.0464	4.26
	2,371,958.55	2,748,248.70	100.0000	9,182.32

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 190678 To 190678
Date entered from: 00/00/0000 To 99/99/9999

APPROVED TRANSACTIONS ONLY

Number	Date / LN.	Di	Entered / Detail	Description / FN RESC Y OBJT GOAL FUNC SCH DISC DIS2	Debit	Credit
190678	04/18/2018		04/18/2018	17/18 3RD QTR INT 1.3724% MR Entered by: MARU Approved: 04/18/2018 MARU		
	1.	018		01-0000-0-8660-0000-0000-000-0000-0000		4,086.09
	2.	018		13-5310-0-8660-0000-0000-000-0000-0000	26.82	
	3.	018		21-0000-0-8660-0000-0000-000-0000-0000		5,020.11
	4.	018		25-0000-0-8660-0000-0000-000-0000-0000		98.68
	5.	018		40-0000-0-8660-0000-0000-000-0000-0000		4.26
				TOTAL AMOUNT	26.82*	9,209.14*
				DISTRICT TOTAL	26.82**	9,209.14*
				GRAND TOTAL	26.82***	9,209.14*

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of the Overnight Senior Trip to Disneyland

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

____ Reports __X__ Consent _____ Action _____ First Reading ____ Information _____Resolution

SUMMARY:

The senior class is requesting approval to participate in an overnight Disneyland trip. The trip will take place from 5/29-5/30. Students will be chaperoned by Jon Fuller and Deanna Morton. Students will leave Shandon at approximately 4pm on 5/29 and return around the same time on 5/30.

RECOMMENDED ACTION:
Approval

Shandon School District Activity Request Form

For All School Related Activities

Name of Activity: Senior Disneyland Trip **Requested By:** Israel Vargas

Date(s) of Activity: 5/29 5/30 **Set Up Time:** _____ **Event Beginning Time:** 5/29 4pm **Ending Time:** 5/30 4pm

Explanation of Activity: Grad Night

- Fundraising activities must include expected income and expenses as well as what profits will be used for.
- Appropriate parent permission slips for off campus student activities must be signed by parents, copied and turned in to site administration before the activity.
- Complete the back side of this form for transportation needs.
- Complete a Purchase Order or Check Request for any Expenses associated with this activity.
- Attach flyer or other information for conference.

Expected Participation: # of Students 20 # of Staff 2 #

Chaperone Names: Jon Fuller Deanna Morton

Facilities Needed: (site and room number or area name): _____

Equipment /Set Up Needs _____

(micro-phone, tables, chairs, gym floor mat, sound system, screen, computer, projector, etc.)

ASB/Class/Club Activities Only:

Students Committee Members	Signatures	Date
Set Up		
Clean Up		
Club/Class Advisor	Jon Fuller	4/23-18
ASB Advisor	Deanna	4/23-18
Principal Approval		
Superintendent Approval Only For Field Trip, Conferences and Assemblies	Lee Layfield	4-23-18
Board Approval Only For Overnight Field Trips With Students		5-8-18

Date Placed on District Calendar _____ *Initial*____

8/24/15 ttaylordocuments

Shandon Unified School District

Transportation Request / Trip Sheet

Activity: Senior Trip Destination: Disneyland Anaheim Date(s) of Trip May 29-30

Overnight? X Yes ___ No

# of Passengers 20 Departure Time From Shandon 4pm May 29 Return to Shandon 4pm May 30

Vehicle Requested: Bus ___ Van X Car ___

1 Yukon x

Requested By: Jon Fuller Date Requested 1-23-18

Names of Supervisor/Chaperones:

1. Jon Fuller 2. ___ 3. ___

4. Deanna Morton 5. ___ 6. ___

Special Billing Intructions: ___

List all stops needed and provide direction and any other pertinent information regarding the trip:-

___

___

___

___

___

Only stops listed and approved by administration can be made. Stops listed do not have to be made.

Teresa Taylor

Transportation Department

Driver Assigned: ___ Bus Number ___

Completed by Driver:

Time Reported for Work ___ Time Reported for Trip ___ Ending Odometer ___

Time Completed Work ___ Time Competed Trip ___ Beginning Odometer ___

Total Daily Hours ___ Driver's Trip Hours ___ Total Trip Miles ___

Obtain credit card for all trips, stop to refuel as needed. In the event that an undesignated stop becomes necessary, it will be at the drivier's discretion.

Driver's Signature ___ Date ___

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Ratification of Partial Agreement between SJUSD and CSEA Chapter #225 for 2018-19

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

_____ Reports _____ Consent __X__ Action _____ First Reading ____ Information _____Resolution

SUMMARY:

The District and the Shandon CSEA, Chapter #225 have reached a partial agreement on a contract covering the period 7/1/2018 – 6/30/2019, with reopeners for salary. The Shandon CSEA, Chapter #225 members ratified this agreement on 4/27/18. Now the agreement is being brought to the Board of Trustees for ratification.

An AB1200 Public Disclosure document was prepared and sent to the San Luis Obispo County Superintendent of Schools for review and comment, as required by law, and posted for public review. This same disclosure document was presented to the Board as information on an earlier agenda item tonight.

RECOMMENDED ACTION:
Ratification of Collective Bargaining Partial Agreement with CSEA

Shandon Joint Unified School District
Partial Agreement
To CSEA for the 2018-2019 Contract

The District hereby makes the following partial agreement for the 2018-19 fiscal year with CSEA, Shandon Chapter #225. Changes are shown in ***Bold and Italics.***

The District agrees to meet with CSEA by October 2018 to discuss Article IX, Salary, after the 2017-18 financial books are closed, and the final 2018-19 budget has been signed and trailer bills have been passed and signed at the State level.

Article X, Health and Welfare Benefits:

A. The District contribution for each eligible bargaining unit member's health and welfare benefits shall be ***$10,116 for the 2018-19*** school year effective upon ratification. This amounts covers a 1.0 full-time equivalent (FTE). *(This is an increase from $10,056 in 2017-18, or $60 per year).*

This partial agreement has been ratified by CSEA Chapter #225 on April 25, 2018 and closes negotiations on Article X, Health and Welfare. Negotiations on Article IV- Association Rights, Article IX- Salary, and Article XIII Conclusion/Duration remain open.

Aleks Hewitt, CSEA Chapter President

Teresa Taylor, SJUSD Superintendent

4/27/18
Date

Date

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Ratification of Partial Agreement between SJUSD and Shandon Teachers' Association/ CTA/NEA for 2018-19

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

_____ Reports _____ Consent __X__ Action _____ First Reading _____ Information _____Resolution

SUMMARY:

The District and the Shandon Teachers Association have reached a partial agreement on a contract covering the period 7/1/2018 – 6/30/2019, with reopeners for salary. The Shandon Teachers Association members ratified this agreement on 4/9/18. Now the agreement is being brought to the Board of Trustees for ratification.

An AB1200 Public Disclosure document was prepared and sent to the San Luis Obispo County Superintendent of Schools for review and comment, as required by law, and posted for public review. This same disclosure document was presented to the Board as information on an earlier agenda item tonight.

RECOMMENDED ACTION:
Ratification of Collective Bargaining Partial Agreement with STA

SHANDON JOINT UNIFIED SCHOOL DISTRICT
DISTRICT PARTIAL PROPOSAL
TO SHANDON TEACHERS' ASSOCIATION/CTA/NEA
2018-2019

The District hereby makes the following proposal for the 2018-19 fiscal year with STA/CTA/NEA. Changes are shown in Bold and Italics.

1. The District agrees to meet with STA in October 2018 to discuss Salary, after the 2017-18 financial books are closed, and the final 2018-19 budget has been signed and trailer bills have been passed and signed at the state level.

2. Article X, Health and Welfare Benefits:

A. For the 2018-19 school year, the District contribution towards the health benefits package, consisting of medical, dental and vision insurance, on behalf of each eligible full-time employee shall be **$9,618 effective September 1, 2018.** This reflects the District's contribution of 50% of the 2018-19 SISC Premium for the 2nd level SISC Plan. (This is an increase of $60.00 per year per FTE).

This partial proposal agreement has been accepted and ratified by CTA on April 16, 2018 and closes negotiations on Article X, Health and Welfare. Negotiations on salary remain open .

Jill Smith

Jill Smith, CTA Chapter President

5/1/18

Date

Teresa Taylor, SJUSD Superintendent

Date

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of the 2018-2019 Contract with SLOCOE Occupational Therapist Services

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

_____ Reports _____ Consent __X___ Action _____ First Reading _____ Information _____Resolution

SUMMARY:

Provided for your approval is the contract with SLOCOE to provide Occupational Therapist Services for the 2018-19 school year

RECOMMENDED ACTION:

SAN LUIS OBISPO COUNTY
OFFICE OF EDUCATION
LEADERSHIP • COMMUNITY • SERVICE
JAMES J. BRESCIA, ED. D., SUPERINTENDENT

Agreement for Occupational Therapist Services

The **Shandon Joint Unified School District** ("District") hereby contracts with the **San Luis Obispo County Office of Education** ("SLOCOE") for the services of an **occupational therapist** to serve the students of District. The terms and conditions of this agreement are as follows:

1. **Period of Service**
   Services will be provided under this contract for one of the following periods:
   _X_ A. For the school year beginning July 1, 2018 and ending June 30, 2019.
   ___ B. For the period beginning June _____ and ending _____.

2. **Nature of Service**
   Direct services provided under this agreement shall be rendered substantially in accordance with the practices and procedures constituting typical occupational therapy services. Services provided shall be responsive to the needs and polices of District. "Direct Services" are those activities consisting of direct work with students or District teachers or other District personnel on behalf of particular students, or direct activities serving the educational interests of District.

   SLOCOE will make a reasonable effort to accommodate the wishes and schedule of District in the assignment and scheduling of occupational therapy services; however, the assignment of specific personnel and the scheduling of those personnel shall be within the sole discretion of SLOCOE.

3. **Employee Selection, Hiring and Evaluation**
   Participating district management agrees to fully engage in the selection, hiring and ongoing evaluation of the employee assigned to the district site. These services will be facilitated by SLOCOE.

4. **Materials and Supplies**
   Materials and supplies that are required within the scope of this assignment will be purchased by SLOCOE. District will be responsible for the reimbursement of the cost of materials and supplies required for a specific student.

5. **Fees / Payments**
District agrees to pay SLOCOE in the amount of **$ 799.68* per day** of occupational therapy services for **up to 37 days.** Total amount of the contract will not exceed **$ 29,588.16** for the **2018-2019** school year. Daily rate includes salary, statutory benefits, mileage and other supervisory costs associated with the employee.

*Fee schedules for District Contract Related Services will follow the same timelines and rate adjustments as outlined in the SELPA Fiscal Allocation Plan, Section IV.2.11. 2018-2019 invoices will reflect **January 31, 2019** final rates.

Charges payable under this agreement will be payable to SLOCOE upon receipt of an invoice, which will normally be rendered twice each year, in January and June. The final payment will be due and payable on or before **June 30, 2019**.

6. **Term of Agreement**
This agreement shall be effective for the period specified in Section 1 above. To assist SLOCOE in staffing and planning, **District agrees to notify SLOCOE in writing of its intention to renew or cancel this agreement for the next school year no later than January 15 of the current school year.**

District Representative	SLOCOE Representative
Date	5/1/18 Date

FOR SLOCOE USE ONLY
Account #: 01-6500-0-8677-5001-0000-000-9000-7807
Director of Fiscal Services Approval:
Invoice Date/s (forward copy to AR): January, 2019 and June, 2019
Notes:

Distribution:
Signed original to District
Signed original for SLOCOE

C: Business Services

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of the 2018-2019 Contract with SLOCOE Speech and Language Services

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

_____ Reports _____ Consent __X__ Action ____ First Reading _____ Information _____Resolution

SUMMARY:

Provided for your approval is the contract with SLOCOE to provide Speech and Language Services for the 2018-19 school year

RECOMMENDED ACTION:

SAN LUIS OBISPO COUNTY
OFFICE OF EDUCATION

AGREEMENT FOR SPEECH & LANGUAGE SERVICES

The **Shandon Joint Union School District** ("District") hereby contracts with the **San Luis Obispo County Office of Education** ("SLOCOE") for the services of a **Speech and Language Therapist** to serve the students of District. The terms and conditions of this agreement are as follows:

1. **Period of Service**
Services will be provided under this contract for one of the following periods:
__X__ A. For the school year beginning July 1, 2018 and ending June 30, 2019.
____ B. For the period beginning _____ and ending _____.

2. **Nature of Service**
Direct services provided under this agreement shall be rendered substantially in accordance with the practices and procedures constituting typical speech and language services. Services provided shall be responsive to the needs and policies of District. "Direct Services" are those activities consisting of direct work with students or District teachers or other District personnel on behalf of particular students, or direct activities serving the educational interests of District.

SLOCOE will make a reasonable effort to accommodate the wishes and schedule of District in the assignment and scheduling of speech and language services; however, the assignment of specific personnel and the scheduling of those personnel shall be within the sole discretion of SLOCOE.

3. **Employee Selection, Hiring and Evaluation**
Participating district management agrees to fully engage in the selection, hiring and ongoing evaluation of the employee assigned to the district site. These services will be facilitated by SLOCOE.

4. **Materials and Supplies**
Materials and supplies that are required within the scope of this assignment will be purchased by SLOCOE. District will be responsible for the reimbursement of the cost of materials and supplies required for a specific student.

5. **Fees/Payment**

District agrees to pay SLOCOE the amount of **$ 721.79** per day of speech and language services for **111.6 days**. Total amount of this contract will not exceed **$ 80,551.76** for the **2018-2019** school year. Daily rate includes salary, statutory benefits, mileage and other supervisory costs associated with the employee.

*Fee schedules for District Contract Related Services will follow the same timelines and rate adjustments as outlined in the SELPA Fiscal Allocation Plan, Section IV.2.11. 2018-2019 invoices will reflect **January 31, 2019** final rates.

Charges payable under this agreement will be payable to SLOCOE upon receipt of an invoice, which will normally be rendered twice each year, in January and June. The final payment will be due and payable on or before **June 30, 2019**.

6. **Term of Agreement**

This agreement shall be effective for the period specified in Section 1 above. To assist SLOCOE in staffing and planning, **District agrees to notify SLOCOE in writing of its intention to renew or cancel this agreement for the next school year no later than January 15 of the current school year.**

District Representative	SLOCOE Representative
Date	5/1/18 Date

FOR SLOCOE USE ONLY
Account #: 01-6500-0-8677-5001-0000-000-9000-7806
Director of Fiscal Services Approval:
Invoice Date/s (forward copy to AR): January, 2019 and June, 2019
Notes:

Distribution:
Signed original to District
Signed original for SLOCOE

cc: Business Information Services

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of the 2018-2019 Contract with SLOCOE Credentialed Nurse

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

_____ Reports _____ Consent __X__ Action _____ First Reading _____ Information _____Resolution

SUMMARY:

Provided for your approval is the contract with SLOCOE to provide a Credentialed Nurse for the 2018-19 school year.

RECOMMENDED ACTION:

SAN LUIS OBISPO COUNTY
OFFICE OF EDUCATION

AGREEMENT FOR CREDENTIALED NURSING SERVICES

The **Shandon Unified School District** ("District") hereby contracts with the **San Luis Obispo County Office of Education** ("SLOCOE") for the services of a **credentialed nurse** to serve the students of District. The terms and conditions of this agreement are as follows:

1. **Period of Service**

Services will be provided under this contract for one of the following periods:

_X_ A. For the school year beginning July 1, 2018 and ending June 30, 2019.

___ B. For the period beginning _____ and ending _____

2. **Nature of Service**

Direct services provided under this agreement shall be rendered substantially in accordance with the practices and procedures constituting typical nursing services. Services provided shall be responsive to the needs and policies of District. "Direct Services" are those activities consisting of direct work with students or District teachers or other District personnel on behalf of particular students, or direct activities serving the educational interests of District.

SLOCOE will make a reasonable effort to accommodate the wishes and schedule of District in the assignment and scheduling of nursing services; however, the assignment of specific personnel and the scheduling of those personnel shall be within the sole discretion of SLOCOE.

3. **Materials and Supplies**

Materials and supplies that are required within the scope of this assignment will be purchased by SLOCOE. District will be responsible for the reimbursement of the cost of materials and supplies required for a specific student.

4. **Fees/Payment**

District agrees to pay SLOCOE the amount of **$ 715.58** per day of nursing services for **the equivalent of 12 days**. Total amount of the contract will not exceed **$ 8,586.96** for the **2018-19** school year. Daily rate includes salary, statutory benefits, mileage and other supervisory costs associated with the employee.

*Fee schedules for District Contract Related Services will follow the same timelines and rate adjustments as outlined in the SELPA Fiscal Allocation Plan, Section IV.2.11. 2018-2019 invoices will reflect **January 31, 2019** final rates.

Charges payable under this agreement will be payable to SLOCOE upon receipt of an invoice, which will normally be rendered twice a year, in January and June. The final payment will be due and payable on or before **June 30, 2019.**

5. **Term of Agreement**

This agreement shall be effective for the period specified in Section 1 above. To assist SLOCOE in staffing and planning, **District agrees to notify SLOCOE in writing of its intention to renew or cancel this agreement for the next school year no later than January 15 of the current school year.**

District Representative	SLOCOE Representative
Date	5/11/18 Date

FOR SLOCOE USE ONLY
Account #: 01-6500-0-8677-5001-0000-000-9000-7808
Director of Fiscal Services Approval:
Invoice Date/s (forward copy to AR): January, 2019 and June, 2019
Notes:

Distribution:
Signed original to District
Signed original for SLOCOE

cc: Business Information Services

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of the 2018-2019 Contract with SLOCOE Licensed Vocational Nurse

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

_____ Reports _____ Consent __X__ Action ____ First Reading ____ Information _____Resolution

SUMMARY:

Provided for your approval is the contract with SLOCOE to provide a Licensed Vocational Nurse for the 2018-19 school year.

RECOMMENDED ACTION:

SAN LUIS OBISPO COUNTY
OFFICE OF EDUCATION

AGREEMENT FOR LVN NURSING SERVICES

The **Shandon Unified School District** ("District") hereby contracts with the **San Luis Obispo County Office of Education** ("SLOCOE") for the services of a **licensed vocational nurse(LVN)** to serve the students of District. The terms and conditions of this agreement are as follows:

1. **Period of Service**
Services will be provided under this contract for one of the following periods:

_X_ A. For the school year beginning July 1, 2018 and ending June 30, 2019.

___ B. For the period beginning _____ and ending _____

2. **Nature of Service**
Direct services provided under this agreement shall be rendered substantially in accordance with the practices and procedures constituting typical nursing services. Services provided shall be responsive to the needs and policies of District. "Direct Services" are those activities consisting of direct work with students or District teachers or other District personnel on behalf of particular students, or direct activities serving the educational interests of District.

SLOCOE will make a reasonable effort to accommodate the wishes and schedule of District in the assignment and scheduling of nursing services; however, the assignment of specific personnel and the scheduling of those personnel shall be within the sole discretion of SLOCOE.

3. **Materials and Supplies**
Materials and supplies that are required within the scope of this assignment will be purchased by SLOCOE. District will be responsible for the reimbursement of the cost of materials and supplies required for a specific student.

4. **Fees/Payment**

District agrees to pay SLOCOE the amount of **$ 426.72** per day of LVN nursing services for **the equivalent of 40 days**. Total amount of the contract will not exceed **$ 17,068.80** for the **2018-19** school year. Daily rate includes salary, statutory benefits, mileage and other supervisory costs associated with the employee.

*Fee schedules for District Contract Related Services will follow the same timelines and rate adjustments as outlined in the SELPA Fiscal Allocation Plan, Section IV.2.11. 2018-2019 invoices will reflect **January 31, 2019** final rates.

Charges payable under this agreement will be payable to SLOCOE upon receipt of an invoice, which will normally be rendered twice a year, in January and June. The final payment will be due and payable on or before **June 30, 2019.**

5. **Term of Agreement**

This agreement shall be effective for the period specified in Section 1 above. To assist SLOCOE in staffing and planning, **District agrees to notify SLOCOE in writing of its intention to renew or cancel this agreement for the next school year no later than January 15 of the current school year.**

District Representative	SLOCOE Representative
Date	5/1/18 Date

FOR SLOCOE USE ONLY
Account #: 01-6500-0-8677-5001-0000-000-9000-7808
Director of Fiscal Services Approval:
Invoice Date/s (forward copy to AR): January, 2019 and June, 2019
Notes

Distribution:
Signed original to District
Signed original for SLOCOE

cc: Business Information Services

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval to close Fund 40 and move balance to General Fund 01

PREPARED BY:
Sonia Stuart

AGENDA SECTION:

_____ Reports _____ Consent __X__ Action ____First Reading _____ Information _____Resolution

SUMMARY:

The District would like to close the Special Reserve Fund for Capital Outlay Projects, Fund 40 and move the balance to the General Fund 01. The current balance is $1,280, but the final amount transferred maybe slightly more after all interest is credited.

RECOMMENDED ACTION:
Approval to close Fund 40 and move balance to General Fund 01

Account classifications selected

	FN	RESC	Y	OBJT	GOAL	FUNC	SCH	DISC	DIS2
1.	40	????	?	????	????	????	???	????	????
2.	-	-	-	-	-	-	-	-	-
3.	-	-	-	-	-	-	-	-	-
4.	-	-	-	-	-	-	-	-	-
5.	-	-	-	-	-	-	-	-	-
6.	-	-	-	-	-	-	-	-	-
7.	-	-	-	-	-	-	-	-	-
8.	-	-	-	-	-	-	-	-	-
9.	-	-	-	-	-	-	-	-	-
10.	-	-	-	-	-	-	-	-	-

Field ranges selected

FI	RANGE

Primary sort/rollup levels: FN RS
Income summary level: 4
Expense summary level: 4
Data source: GLSTEX Standard Extract
Report template: /var/opt/qss/data/CTFAR300: 03/14/2016 08:14:07
Budget type: A Approved
Include budget transfers: A
GL Transactions: A Approved Only
Exclude Pre-encumbrances: N
Use Reference Values: N
Restricted Fld Nbr: 02 RESC
Separation Option: No Separation of Restricted and UnRestricted
Extraction Type: Restricted and UnRestricted

Report prepared: 04/23/2018 09:49:38

FUND :40 SPECIAL RESERVE - CAP OUTLAY RESC :0000 UNRESTRICTED/NO REPORTING REQ

OBJT	Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	%used
Beginning balance						
9110 CASH IN COUNTY TREASURY	1,268.87	11.35	11.35	0.00	1,280.22	
TOTAL Beginning balance	1,268.87	11.35	11.35	0.00	1,280.22	
Current year revenue						
8660 INTEREST	11.00	11.35	11.35	0.00	0.35-	103.2
TOTAL Current year revenue	11.00	11.35	11.35	0.00	0.35-	
*TOTAL Beginning balance + Revenue	1,279.87	1,280.22	1,280.22			*
Ending balance						
9790 FUND BAL-UNDESIG/UNAPPROP	0.00	7.00-	7.00-	0.00	7.00-	
9791 FUND BAL-BEGINNING BALANCE	1,268.87-	0.00	0.00	0.00	1,268.87-	
TOTAL Ending balance	1,268.87-	7.00-	7.00-	0.00	1,275.87-	
**Fund balance	1,279.87	1,280.22	1,280.22			**

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of the Contract for School Psychologist

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

____ Reports ____ Consent __X__ Action ____ First Reading ____ Information ____Resolution

SUMMARY:

The District has contracted with SLOCOE for three days of Psychologist Services for the past several years. With the growth in both numbers of students needing service and increased time of services needed by certain students, the District will need more than three days of Psychologist services. Administration is proposing that a fourth day of services be added and has determined that it would be beneficial to contract directly with the Psychologist. We would then be able to contract with a neighboring small District for some of those hours to recover some cost.

RECOMMENDED ACTION:

Shandon Joint Unified School District 2018-2019
CONTRACT FOR EMPLOYMENT AS A CERTIFICATED MANAGEMENT EMPLOYEE

This Contract, made as of the signature date shown below, provides for the employment of: Name: **Andrew Needles** Address: 7720 Cristobal Avenue, Atascadero, California 93422 ("Employee") by the Shandon Joint Unified School District ("District") as **School Psychologist.**

RECITALS

A. Employee represents that he/she possesses the following California credentials and certificates, duly registered with the County Superintendent of Schools, and will provide verifications of such credentials and certificates:

TYPE OF CREDENTIAL AUTHORIZATION	EXPIRES
Professional Clear Pupil Personnel Services Credential; Basic Pupil Personnel Services; School Psychology	9/1/2022

B. Status: Certificated Management Employee

C. Employee further represents that the/she is not now under contract or any other employment obligation that would conflict with this Contract with any other school district or any other public or private school entity in the State of California, except as set forth by a memorandum attached to this Contract and does not intend to enter into any such contractual obligation.

D. Pursuant to Education Code section 1293, District is empowered to hire certificated persons and is desirous of filling a certificated position at this time.

E. District expressly relies on the above representations of Employee in entering into this Contract.

The parties agree as follows:

TERMS

1. **Employment.** District offers to Employee, and Employee accepts, employment in the certificated management services pursuant to the terms of this Contract.

2. **Terms of Employment.** This Contract is made effective **July 1, 2018**, and will continue until the occurrence of the earliest of the following events:

a. **June 30, 2019**. Note: Unless otherwise indicated, employment under this Contract ends automatically without further notice at the end of the current fiscal year, pursuant to Education Code section 1294.5.

b. Resignation by Employee. Employee may submit a resignation prior to the end of the school year. The District is authorized to receive and accept such resignations. Upon acceptance of resignation, the resignation is final and irrevocable. The effective date of the resignation shall be June 30 of the fiscal year in which the resignation is submitted unless the parties agree in writing upon an earlier date.

c. Abandonment of position by Employee.

d. Retirement.

e. Dismissal pursuant to Education Code section 44932, et seq.

f. Failure to maintain a credential or certificate (as further provided in Section 3 below).

g. Termination for any other reason authorized by law.

3. **Maintenance of Credential(s); Consent to Assignment.** Employee consents to placement in any assignment by the District. Employee further warrants and represents that he/she will, with respect to each credential or authorization recited above and any other credential subsequently obtained by Employee:

a. Immediately register each credential/authorization with all appropriate agencies, including the County District of Schools.

b. Take and pass all examinations or continuing education courses which are now or may be required for renewal of each credential authorization.

c. Refrain from any act or omission which is intended to or will result in supervision, revocation, or de-registration of any or all credentials or authorizations.

Employee acknowledges that his/her continuing employment with District is expressly subject to maintenance of each credential. Failure to maintain each credential may be treated by District, at his/her sole discretion, as a material breach of the Contract and as grounds for dismissal pursuant to Education Code section 44932, et seq.

A decision by District not to pursue its remedies under this section "Maintenance of Credential(s)" shall not be deemed to be waiver of District's rights with respect to a later incident of failure to maintain a credential.

4. **Compensation.** Employee will be compensated for services in accordance with applicable policies. Initial placement and compensation for **2018 to 2019** shall be in accordance with the applicable salary schedule. It is Employee's responsibility to provide the District with evidence of entitlement to specific placement. District shall be entitled to recover for any erroneous excess payment, regardless of case. Excess payments discovered within a fiscal year may be recovered, in whole or in part, by adjustment of further payments due during or on account of that fiscal year.

Health Benefits. Employee shall be entitled to health insurance benefits in the same manner as all other certificated management employees of the District except for the Superintendent and the premiums shall be shared between the Employee and District in the same amounts as those certificated management employees.

2018 – 2019 SCHOOL YEAR

TITLE: School Psychologist **ORIGINAL HIRE DATE:** July 1, 2018

WORK DAYS: 184 days (1 FTE)

STEP: 3 **DAILY RATE:** $483.56 **ANNUAL RATE:** $88,976

5. **Adherence to Laws and Regulations.** Employee agrees that he/she will faithfully adhere to all laws of the State of California and the United States; the regulations of the State Board of Education; the regulations, policies and directives of District; and all lawful directives of Employee's superiors.

Executed on _____ at _____, California

Shandon Joint Unified School District

_____
Teresa Taylor, Superintendent

Employee

_____
Employee's Signature

Andrew Needles
Employee's Printed Name

(805) 462-9886
Phone Number

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of Resolution 2017-18-5 Teacher Appreciation Week

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

_____ Reports _____ Consent __X__ Action _____ First Reading _____ Information _____Resolution

SUMMARY:

Approval is requested to declare the week of May 21-25, 2018, as Teacher Appreciation Week in the Shandon Joint Unified School District.

RECOMMENDED ACTION:
Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT
RESOLUTION PROCLAIMING MAY 21 - 25, 2018
AS TEACHER APPRECIATION WEEK
RESOLUTION NO. 2017-18-5

Whereas, a strong, effective system of free public education for all children and youth is essential to our democratic system of government; and

Whereas, the United States and the State of California has made considerable progress in the social, technological and scientific fields due to our system of free and universal public education; and

Whereas, much of this progress can be attributed to the qualified and dedicated teachers entrusted with the educational development of our children; and

Whereas, teachers should be accorded high public esteem, reflecting the value the community places on public education; and

Whereas, it is appropriate that teachers be recognized for their dedication and commitment to educating our children;

Therefore, **Be It Resolved** that the Shandon Joint Unified Board of Education hereby recognizes and is proud to honor the invaluable contribution of the certificated professionals to quality education in our district as well as the state of California, and declares the week of May 21-25, 2018, as Teacher Appreciation Week in the Shandon Joint Unified School District.

Presented this 8th Day of May, 2018

Marlene Thomason, Board President

Kate Twisselman, Board Clerk

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of Resolution 2017-18-6 Classified Employee Week

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

_____ Reports _____ Consent __X__ Action _____ First Reading _____ Information _____Resolution

SUMMARY:

Approval is requested to declare the week of May 21-25, 2018, as Classified Employee Week in the Shandon Joint Unified School District.

RECOMMENDED ACTION:
Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT
RESOLUTION PROCLAIMING MAY 21 - 25, 2018 AS CLASSIFIED SCHOOL EMPLOYEE WEEK
RESOLUTION NO. 2017-18-6

Whereas, a week in May has been designated as Classified School Employee Week in California by the California School Employees Association and the California State Legislature; and

Whereas, classified professionals provide valuable services to the schools and students of the Shandon Joint Unified School District; and

Whereas, classified professionals contribute to the establishment and promotion of a positive instructional environment, and

Whereas, classified professionals serve a vital role in providing for the welfare and safety of Shandon Joint Unified School District's students; and

Whereas, classified professionals employed by Shandon Joint Unified School District strive for excellence in all areas relative to the educational community.

Therefore, Be It Resolved that the Shandon Joint Unified Board of Education hereby recognizes and is proud to honor the invaluable contribution of the classified professionals to quality education in our district as well as the state of California, and declares the week of May 21-25, 2018, as Classified School Employee Week in the Shandon Joint Unified School District.

Presented this 8th Day of May, 2018

Marlene Thomason, Board President

Kate Twisselman, Board Clerk

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of Resolution 2017-18-7 Teacher of the Year- Shelbi Stanley

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

____ Reports ____ Consent __X__ Action ____ First Reading ____ Information ____Resolution

SUMMARY:

Shelbi Stanley was selected as the 2017-18 Teacher of the Year. Approval of this resolution is requested.

RECOMMENDED ACTION:
Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Shandon, CA
San Luis Obispo County

RESOLUTION NO. 2017-18-7

IN APPRECIATION OF SERVICES OF

Shelbi Stanley

WHEREAS, Shelbi Stanley entered into employment with the Shandon Joint Unified School District in August of 2015 as a Teacher; and

WHEREAS, Shelbi Stanley has been a valuable employee of the Shandon Joint Unified School District for 3 years and has demonstrated commitment and dedication to the students and staff; and

WHEREAS, Shelbi Stanley has demonstrated the ability to differentiate curriculum to meet the diverse learning needs of her students and

WHEREAS, Shelbi Stanley is a respected colleague chosen by other staff members to be the 2018 Teacher of the Year; and

NOW, THEREFORE, BE IT RESOLVED that the Shandon Joint Unified School District Board of Education and the Shandon Joint Unified School District Superintendent hereby adopt this resolution in honor of Shelbi Stanley, 2018 Teacher of the Year, for her years of service and dedication to this district.

ADOPTED this eighth day of May 2018, by the Board of Trustees of the Shandon Joint Unified School District.

Marlene Thomason, Board President	**Kate Twisselman, Board Clerk**
Holly Furness-Osorio, Board Member	**Jennifer Moe, Board Member**
Van Parlet, Board Member	**Teresa Taylor, Superintendent**

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of Resolution 2017-18-8 Classified Employee of the Year- Aleksandr Hewitt

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

_____ Reports _____ Consent __X__ Action _____ First Reading _____ Information _____Resolution

SUMMARY:

Aleksandr Hewitt was selected as the 2017-18 Classified Employee of the Year. Approval of this resolution is requested.

RECOMMENDED ACTION:
Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Shandon, CA
San Luis Obispo County

RESOLUTION NO. 2017-18-8

IN APPRECIATION OF SERVICES OF

Aleksandr Hewitt

WHEREAS, Aleksandr Hewitt entered into employment with the Shandon Joint Unified School District in August of 2014 as a Para Educator. In 2016 Aleksandr Hewitt became the IT Technician; and

WHEREAS, Aleksandr Hewitt has been a valuable employee of the Shandon Joint Unified School District for 4 years and has demonstrated commitment and dedication to the students and staff.

WHEREAS, Aleksandr Hewitt has helped update and increase technology usage in our district; and

WHEREAS, Aleksandr Hewitt is a respected colleague chosen by staff to be the 2018 Classified Employee of the year; and

NOW, THEREFORE, BE IT RESOLVED that the Shandon Joint Unified School District Board of Education and the Shandon Joint Unified School District Superintendent hereby adopt this resolution in honor of Aleksandr Hewitt, 2018 Classified Employee of the Year, for his service and dedication to this district.

ADOPTED this eighth day of May 2018, by the Board of Trustees of the Shandon Joint Unified School District.

Marlene Thomason, Board President	**Kate Twisselman, Board Clerk**
Holly Furness Osorio, Board Member	**Jennifer Moe, Board Member**
Van Parlet, Board Member	**Teresa Taylor, Superintendent**

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of Resolution 2017-18-9 Appreciation of Service- Teresa Taylor

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

_____ Reports _____ Consent __X__ Action _____ First Reading _____ Information _____Resolution

SUMMARY:

The purpose of this resolution is to recognize and show appreciation to Teresa Taylor for her dedication to this district. Approval of this resolution is requested

RECOMMENDED ACTION:
Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Shandon, CA
San Luis Obispo County

RESOLUTION NO. 2017-18-9

IN APPRECIATION OF SERVICES OF

Teresa Taylor

WHEREAS, Teresa Taylor entered into employment with the Shandon Joint Unified School District in June of 1990 as a teacher until June of 1999. In July of 2014 Teresa Taylor returned as the Superintendent/Principal; and

WHEREAS, Teresa Taylor has been a valuable employee of the Shandon Joint Unified School District for a total of 13 years and has demonstrated commitment and dedication to the students and staff.

WHEREAS, Teresa Taylor has demonstrated the ability to engage and inspire all students and staff to perform at their very best; and

WHEREAS, Teresa Taylor is a respected colleague and will be missed by students, staff and the community; and

WHEREAS, Teresa Taylor is retiring from the Shandon Joint Unified School District effective June 29, 2018;

NOW, THEREFORE, BE IT RESOLVED that the Shandon Joint Unified School District Board of Education and the Shandon Joint Unified School District Superintendent hereby adopt this resolution in honor of Teresa Taylor for her years of service and dedication to this district.

ADOPTED this eighth day of May 2018, by the Board of Trustees of the Shandon Joint Unified School District.

Marlene Thomason, Board President	Kate Twisselman, Board Clerk
Holly Furness-Osorio, Board Member	Jennifer Moe, Board Member
Van Parlet, Board Member	Teresa Taylor, Superintendent

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of Resolution 2017-18-10 Appreciation of Service- Susan Cherry

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

_____ Reports _____ Consent __X__ Action _____ First Reading _____ Information _____Resolution

SUMMARY:

The purpose of this resolution is to recognize and show appreciation to Susan Cherry for her dedication to this district. Approval of this resolution is requested.

RECOMMENDED ACTION:
Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Shandon, CA
San Luis Obispo County

RESOLUTION NO. 2017-18-10

IN APPRECIATION OF SERVICES OF

Susan Cherry

WHEREAS, Susan Cherry entered into employment with the Shandon Joint Unified School District in July of 1999 as a teacher; and

WHEREAS, Susan Cherry has been a valuable employee of the Shandon Joint Unified School District for 19 years and has demonstrated commitment and dedication to the students and staff.

WHEREAS, Susan Cherry has demonstrated the ability to engage students at a high level of learning while teaching a wide variety of subjects; and

WHEREAS, Susan Cherry is a respected colleague and will be missed by students, staff and the community; and

WHEREAS, Susan Cherry is retiring from the Shandon Joint Unified School District effective June 14, 2018;

NOW, THEREFORE, BE IT RESOLVED that the Shandon Joint Unified School District Board of Education and the Shandon Joint Unified School District Superintendent hereby adopt this resolution in honor of Susan Cherry for her years of service and dedication to this district.

ADOPTED this eighth day of May 2017, by the Board of Trustees of the Shandon Joint Unified School District.

Marlene Thomason, Board President	**Kate Twisselman, Board Clerk**
Holly Furness-Osorio, Board Member	**Jennifer Moe, Board Member**
Van Parlet, Board Member	**Teresa Taylor, Superintendent**

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of the Second Readings of Board Policies, Administrative Regulations, and Exhibits

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

____ Reports _____ Consent __X__ Action ____ First Reading ____ Information _____Resolution

SUMMARY:

The following are the Second Readings of Board Policies, Administrative Regulations, and Exhibits:

BP 3550 Food Service/Child Nutrition Program
AR 3550 Food Service/Child Nutrition Program
BP 3551 Food Service Operations/Cafeteria Fund
AR 3551 Food Service Operations/Cafeteria Fund
BP 3552 Summer Meal Program
AR 3552 Summer Meal Program
BP 3553 Free And Reduced Price Meals
AR 3553 Free And Reduced Price Meals
BP 3554 Other Food Sales
AR 3554 Other Food Sales
BP 3555 Nutrition Program Compliance

RECOMMENDED ACTION:

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Board Policy

BP 3550

Food Service/ Child Nutrition Program

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)

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

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)

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

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)

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.

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 Adminstrative Review conducted by the California Department of Edcuation (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
Administrative Regulations

AR 3550

Food Service/Child Nutritional Program

Nutrition Standards for School Meals

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

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

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

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

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.

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)

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)

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

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

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)

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SHANDON JOINT UNIFIED SCHOOL DISTRICT
Board Policy

BP 3551

Business and Noninstructional Operations
Food Service Operations/ Cafeteria Fund

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. 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)

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)

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)

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

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

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

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

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.

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: March 14, 2017

Shandon Joint Unified School District
Administrative Regulations

AR 3551
Business and Noninstructional Operations

Food Service Operations/ Cafeteria Fund

Payments for Meals

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.

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

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

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)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

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

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)

(cf. 3110 - Transfer of Funds)

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)

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

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

The term of any contract for food service management or consulting services 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 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)

(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
Board Policy

BP 3552
Business and Noninstructional Operations

Summer Meal 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)

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)

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.

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)

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
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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)

Adopted by Shandon Board of Education: March 14, 2017

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Administrative Regulations

AR 3552
Business and Noninstructional Operations

Summer Meal Program

Site Selection

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.

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).

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

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)

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

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)

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)

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.

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

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

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)

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)

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.

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)

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)

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Shandon Joint Unified School District
Board Policy

BP 3553

Free and Reduced Price Meals

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

(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 ice, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

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)

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.

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)

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)

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)

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
38980 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
1232g 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

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Shandon Joint Unified School District
Administrative Regulations

AR 3553

Free and Reduced Price Meals

Applications

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)

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.

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

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.

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

No 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

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

Superintendent
(title or position)

Principal
(title or position)

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

1. No individual indicators of participation in the free and reduced-price meals program 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 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 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 ensure the following: (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)

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)

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

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Shandon Joint Unified School District
Board Policy

BP 3554
Business and Noninstruction Operations

Other Food Sales

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

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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

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)

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

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.

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)

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.

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.

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

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SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Policy

BP 3555

Nutrition Program Compliance

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

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.

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

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

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.

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 file anonymously or by a third party.

(cf. 5145.6 - Parental Notifications)

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.

ersons 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
200-262.4 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

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees
MEETING DATE: May 8, 2018

AGENDA ITEM TITLE:
Approval of the First Readings of Board Policies, Administrative Regulations, and Exhibits

PREPARED BY:
Teresa Taylor

AGENDA SECTION:

_____ Reports _____ Consent __X__ Action _____ First Reading ____ Information _____Resolution

SUMMARY:

The following are the First Readings of Board Policies, Administrative Regulations, and Exhibits:

BP 4000 Concepts and Roles
BP 4020 Drug And Alcohol-Free Workplace
BP 4030 Nondiscrimination In Employment
AR 4030 Nondiscrimination In Employment
Removal of AR 4031 Complaints Concerning Discrimination in Employment *
AR 4032 Reasonable Accommodation
BP 4033 Lactation Accommodation
BP 4040 Employee Use Of Technology
Removal of AR 4040 Employee Use Of Technology*
E 4040 Employee Use Of Technology
Removal of BP 4076 Awards*

*Board Policies and Administrative Regulation requested to be removed

RECOMMENDED ACTION:

SHANDON UNIFIED SCHOOL DISTRICT

Board Policy
Concepts And Roles

BP 4000
Personnel

The Governing Board recognizes that the success of district students and programs hinges on effective personnel. The Board desires to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students. The district's personnel policies and related regulations shall be designed to ensure a supportive, positive climate and shall be consistent with collective bargaining agreements and in conformance with state and federal law and regulations.

As the legal representative of the district in negotiations with employee representatives, the Board shall set goals and guidelines for collective bargaining, select the bargaining team, maintain communications during the bargaining process, and adopt the negotiated contract. Terms and conditions of employment which have been negotiated and stated in employee contracts shall have the force of policy. The Board shall hear employee complaints and appeals when such hearings are in accordance with Board policy or negotiated agreements. The Board shall also adopt wage and salary schedules and shall commit budget funds for staff development so that staff members may continue developing their skills.

(cf. 4131 - Staff Development)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 4144/4244/4344 - Complaints)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 9000 - Role of the Board)

The Superintendent has primary responsibility for overseeing the district's personnel system. To support this effort, the Board shall approve a framework for sound hiring practices. The Superintendent shall nominate all personnel for employment, and the Board shall approve only those persons so recommended. Individuals who approach Board members regarding prospective employment shall be referred to the Superintendent or designee.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4111/4211/4311 - Recruitment and Selection)

The Superintendent or designee shall assign and supervise the work of all employees and shall evaluate their work in accordance with effective accountability systems approved by the Board. The Superintendent or

designee also shall recommend disciplinary action which the Board may take against employees when warranted pursuant to Board policy, administrative regulations and/or state or federal law.

(cf. 4115 - Evaluation/Supervision)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4215 - Evaluation/Supervision)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4315 - Evaluation/Supervision)

The Board recognizes that every employee has a stake in the district's successful operation. The Board encourages all district employees to express their ideas, concerns and proposals related to the improvement of working conditions and the total educational program. The Superintendent or designee shall establish procedures whereby he/she will receive and consider employee suggestions and submit them, when appropriate, for consideration by the Board.

Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board

35035 Powers and duties of superintendent

35160 Powers of governing board

GOVERNMENT CODE

3540-3549.3 Public education employer-employee relations

(1/85) 10/96

Policy adopted by Shandon Board of Education: February 8, 2000 Revised:

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Board Policy
rug And Alcohol-Free Workplace

BP 4020
Personnel

****Note: Government Code 8355 mandates state grant recipients such as a school district to certify to the state contracting agency (e.g., the California Department of Education (CDE)) that it agrees to provide a drug-free workplace by taking the actions specified below. Federal grantees are also subject to the same requirements and must provide the same certifications under the federal Drug-Free Workplace Act (41 USC 8101-8106). ****

****Note: Federal law contains independent requirements for the drug and alcohol testing of school bus drivers; see BP/AR 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers. For language regarding a drug testing program for other employees, see BP/AR 4112.41/4212.41/4312.41 - Employee Drug Testing. ****

The Governing Board believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)
(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in he workplace. (Government Code 8355; 41 USC ~~701~~ ***8103***)

****Note: The following optional paragraph prohibits an employee from being under the influence of alcohol or a controlled substance while on duty and should be modified to reflect district practice. ****

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and noninstructional time in the classroom or workplace, at extracurricular or cocurricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

(cf. 4032 - Reasonable Accommodation)

****Note: Government Code 8355 and 41 USC 8103 require the district to certify to the CDE that it has published a statement that notifies employees of the (1) prohibition against drug use, (2) actions that will be taken by the district in the event of a violation, and (3) requirement that employees, as a condition of employment, abide by the district's policy and notify the district in the event of a conviction. ****

The Superintendent or designee shall notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC ~~701~~ ***8103***)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her

conviction for violation in the workplace of any criminal drug statute. (Government Code 8355; 41 USC ~~701~~ ***8103***)

The Superintendent or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification, from an employee or otherwise, of conviction for a violation occurring in the workplace. (41 USC 701)

~~41 USC 703 requires the district, within 30 days of receiving notification from an employee of his/her conviction of a controlled substance offense, to either discipline the employee or require him/her to complete a drug rehabilitation program as specified below. Pursuant to Education Code 44940 and 45304, when a certificated or classified employee is charged with a controlled substance offense as defined in Education Code 44011, the district must place the employee on a mandatory leave of absence. If the employee is ultimately convicted of the offense, Education Code 44836 and 45123 require the employee to be dismissed. See AR 4118 - Suspension/Disciplinary Action, AR 4117.4 - Dismissal, and AR 4218 - Dismissal/Suspension/Disciplinary Action.~~

****Note: 41 USC 8104 requires the district, within 30 days of receiving notification from an employee of his/her conviction of a controlled substance offense, to either discipline the employee or require him/her to complete a drug rehabilitation program as specified below. Pursuant to Education Code 44940 and 45304, the district must place an employee on a mandatory leave of absence if he/she is charged with any offense involving aiding or abetting the unlawful sale, use, or exchange to minors of certain controlled substances listed in Health and Safety Code 11054, 11055, and 11056. In the case of a certificated employee, the district must report the mandatory leave of absence offense to the Commission on Teacher Credentialing (CTC) (see BP 4117.7/4317.7 - Employment Status Reports); if the employee is convicted, the CTC will revoke his/her credential. In addition, pursuant to Education Code 44940 and 45304, district may place a certificated or classified employee on a compulsory leave of absence when he/she is charged with a controlled substance offense as defined in Education Code 44011. If the employee is ultimately convicted of the offense, Education Code 44836 and 45123 require the employee to be dismissed. See AR 4118 - Dismissal/Suspension/Disciplinary Action, and see AR 4218 - Dismissal/Suspension/Disciplinary Action. ****

In accordance with law and the district's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

(cf. 4112 - Appointment and Conditions of Employment)

~~(cf. 4117.4 - Dismissal)~~

(cf. 4118 – ***Dismissal/***Suspension/Disciplinary Action)

(cf. 4212 - Appointment and Conditions of Employment)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Drug-Free Awareness Program

The Superintendent or designee shall establish a drug-free awareness program to inform employees about: (Government Code 8355; 41 USC 8103)

1. The dangers of drug abuse in the workplace

2. The district's policy of maintaining a drug-free workplace

3. Available drug counseling, rehabilitation, and employee assistance programs

(cf. 4159/4259/4359 - Employee Assistance Programs)

4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace

Legal Reference:
EDUCATION CODE
44011 Controlled substance offense
44425 Conviction of controlled substance offenses as grounds for revocation of credential
44836 Employment of certificated persons convicted of controlled substance offenses
44940 Compulsory leave of absence for certificated persons
44940.5 Procedures when employees are placed on compulsory leave of absence
45123 Employment after conviction of controlled substance offense
45304 Compulsory leave of absence for classified persons
GOVERNMENT CODE
8350-8357 Drug-free workplace
UNITED STATES CODE, TITLE 20
7111-7117 Safe and Drug Free Schools and Communities Act
UNITED STATES CODE, TITLE 21
812 Schedule of controlled substances
UNITED STATES CODE, TITLE 41
8101-8106 Drug-Free Workplace Act
CODE OF FEDERAL REGULATIONS, TITLE 21
1308.01-1308.49 Schedule of controlled substances
COURT DECISIONS
Cahoon v. Governing Board of Ventura USD, (2009) 171 Cal.App.4th 381
Ross v. RagingWire Telecommunications, Inc., (2008) 42 Cal.4th 920

Management Resources:
WEB SITES
~~California Department of Alcohol and Drug Programs: http://www.adp.ca.gov~~
California Department of Education: http://www.cde.ca.gov
California Department of Health Care Services: http://dhcs.ca.gov
U.S. Department of Labor: http://www.dol.gov

(7/02 7/10) 11/10
~~(7/02 7/10) 11/10, Revised: 11/13/12~~

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Policy
Nondiscrimination In Employment

BP 4030
Personnel

~~***Note: The following Board policy and accompanying administrative regulation are mandated pursuant to Government Code 11138 and 2 CCR 11023, as added by Register 2015, No. 50. The California Fair Employment and Housing Act (FEHA) (Government Code 12900-12996) prohibits employers from discriminating against employees and job applicants on the basis of actual or perceived race, color, ancestry, national origin, age, sex, sexual orientation, gender, gender identity, gender expression, religious creed, physical or mental disability, medical condition, marital status, or genetic information. Pursuant to 2 CCR 11009, as amended by Register 2015, No. 50, these same protections apply to unpaid interns and volunteers. Consequently, the district is required to also notify unpaid interns and volunteers about these protections. For more information about volunteers, see BP/AR 1240 - Volunteer Assistance.***~~

~~***Note: The same or similar protections are available to employees and job applicants under various provisions of federal law, including Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-7), Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17), Title IX of the Education Amendments of 1972 (20 USC 1681-1688), the Americans with Disabilities Act (42 USC 12101-12213), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Genetic Information Nondiscrimination Act (42 USC 2000ff-2000ff-11).***~~

~~***Note: For policy addressing sexual harassment of and by employees, see BP/AR 4119.11/4219.11/4319.11 Sexual Harassment.***~~

~~The Governing Board desires to provide a positive work environment where employees and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. The Board prohibits any district employee from harassing or discriminating against any other district employee or job applicant on the basis of the person's actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.~~

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

~~(cf. 4032 - Reasonable Accommodation)~~

~~(cf. 4033 - Lactation Accommodation)~~

~~(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)~~

~~(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)~~

~~(cf. 4154/4254/4354 - Health and Welfare Benefits)~~

~~(cf. 5145.7 - Sexual Harassment)~~

~~Prohibited discrimination consists of any adverse employment action, including termination or denial of promotion, job assignment, or training, based on any of the prohibited categories of discrimination listed above. Harassment consists of any unwelcome verbal, physical, or visual conduct that is based on any of the prohibited~~

categories of discrimination listed above and that is so severe and pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies, assists, or in any way participates in the district's complaint procedures instituted pursuant to this policy.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of district policy should, as appropriate, immediately contact his/her supervisor, the Coordinator, or the Superintendent who shall advise the employee or applicant about the district's procedures for filing, investigating, and resolving any such complaint.

Complaints regarding employment discrimination or harassment shall immediately be investigated in accordance with AR 4031 - Complaints Concerning Discrimination in Employment.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Coordinator or Superintendent as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

Training and Notifications

The Superintendent or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall regularly publicize, within the district and in the community, the district's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)

The district's policy shall be posted in all district schools and offices including staff lounges and student government meeting rooms. (5 CCR 4960)

Legal Reference:

EDUCATION CODE 200-262.4 Prohibition of discrimination CIVIL CODE 51.7 Freedom from violence or intimidation GOVERNMENT CODE 11135 Unlawful discrimination 12900-12996 Fair Employment and

~~Housing Act PENAL CODE 422.56 Definitions, hate crimes CODE OF REGULATIONS, TITLE 2 7287.6 Terms, conditions and privileges of employment CODE OF REGULATIONS, TITLE 5 4900-4965 Nondiscrimination in elementary and secondary education programs UNITED STATES CODE, TITLE 20 1681-1688 Title IX of the Education Amendments of 1972 UNITED STATES CODE, TITLE 29 621-634 Ag Discrimination in Employment Act 794 Section 504 of the Rehabilitation Act of 1973 UNITED STATES CODE, TITLE 42 2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended 2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended 2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964 6101-6107 Age discrimination in federally assisted programs 12101-12213 Americans with Disabilities Act CODE OF FEDERAL REGULATIONS, TITLE 28 35.101-35.190 Americans with Disabilities Act CODE OF FEDERAL REGULATIONS, TITLE 34 100.6 Compliance information 104.7 Designation of responsible employee for Section 504 104.8 Notice 106.8 Designation of responsible employee and adoption of grievance procedures 106.9 Dissemination of policy 110.1-110.39 Nondiscrimination on the basis of age COURT DECISIONS Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863 Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837~~

~~Management Resources: EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS Questions and Answers: Religious Discrimination in the Workplace, 2008 Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002 Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999 U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS Notice of Non-Discrimination, August 2010 WEB SITES California Department of Fair Employment and Housing: http://www.dfeh.ca.gov U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr U.S. Equal Employment Opportunity Commission: http://www.eeoc.gov~~

~~(11/03 3/10) 3/12, Revised: 11/13/12~~

****Note: The following Board policy and accompanying administrative regulation are mandated pursuant to Government Code 11138 and 2 CCR 11023, as added by Register 2015, No. 50. The California Fair Employment and Housing Act (FEHA) (Government Code 12900-12996) prohibits employers from discriminating against employees and job applicants on the basis of actual or perceived race, color, ancestry, national origin, age, sex, sexual orientation, gender, gender identity, gender expression, religious creed, physical or mental disability, medical condition, marital status, or genetic information. Pursuant to 2 CCR 11009, as amended by Register 2015, No. 50, these same protections apply to unpaid interns and volunteers. Consequently, the district is required to also notify unpaid interns and volunteers about these protections. For more information about volunteers, see BP/AR 1240 - Volunteer Assistance.****

****Note: The same or similar protections are available to employees and job applicants under various provisions of federal law, including Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-7), Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17), Title IX of the Education Amendments of 1972 (20 USC 1681-1688), the Americans with Disabilities Act (42 USC 12101-12213), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Genetic Information Nondiscrimination Act (42 USC 2000ff-2000ff-11).****

****Note: For policy addressing sexual harassment of and by employees, see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment.****

The Governing Board is determined to provide district employees, interns, volunteers, and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities,

protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. This policy shall apply to all district employees and, to the extent required by law, to interns, volunteers, and job applicants.

f. 1240 - Volunteer Assistance)
(cf. 4111/4211/4311 - Recruitment and Selection)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.

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

****Note: The following paragraph illustrates unlawful discriminatory practices as specified in Government Code 12940. Pursuant to Labor Code 1197.5, an employer is prohibited from paying an employee at wage rates less than the rates paid to employees of the opposite sex for work requiring equal skill, effort, and responsibility and performed under similar conditions, except when the payment is based on some other bona fide factor such as education, training, or experience. In addition, Labor Code 1197.5, as amended by SB 1063 (Ch. 866, Statutes of 2016), prohibits the payment of different wage rates to employees for similar work based on race or ethnicity and prohibits the use of prior salary history by itself to justify any disparity in compensation under the bona fide factor exception.****

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment

2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training

(cf. 4151/4251/4351 - Employee Compensation)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment

****Note: Item #4 below addresses the numerous specific practices prohibited under Government Code 12940 or 2 CCR 11006-11086 in relation to certain protected categories. For example, because "sex" as defined in Government Code 12926 includes pregnancy, childbirth, breastfeeding, or related medical conditions, any of these conditions may be the basis for an employee's sex discrimination claim. As the specific prohibitions are too numerous to list in policy, it is recommended that district legal counsel be consulted when questions arise as to any specific claim.****

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:

a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status

(cf. 4033 - Lactation Accommodation)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

b. Religious creed discrimination based on an employee's religious belief or observance, including his/her religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement.

c. Disability discrimination based on a district requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

d. Disability discrimination based on the district's failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee, to determine effective reasonable accommodations for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition

(cf. 4032 - Reasonable Accommodation)

****Note: Retaliation against complainants or other participants in the grievance procedures is prohibited by Government Code 12940 and 34 CFR 110.34. In addition to the general prohibition against retaliation, Government Code 12940 provides that an employee who requests accommodation for his/her physical or mental disability or religious belief is protected from retaliation as specified below. CSBA recommends that this protection be extended to all protected characteristics and has modified the policy accordingly.****

****Note: In Thompson v. North American Stainless LP, the U.S. Supreme Court held that a third party may file an anti-retaliation suit.****

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

****Note: Pursuant to 2 CCR 11019, in certain instances, an employee's (especially a supervisor's) knowledge or notice of prohibited conduct of another employee or individual may subject the district to liability. Therefore, it is recommended that the district require its employees with knowledge of harassment or discrimination to report the incident to the appropriate district authorities. In addition, Government Code 12940 provides that an employer may be responsible for the sexual harassment of employees by nonemployees where the employer knows or should have known of the conduct and failed to take immediate and corrective action. See BP/AR*

*4119.11/4219.11/4319.11 - Sexual Harassment.****

*****Note: See the accompanying administrative regulation for requirements related to the identification of the employee who will be responsible for compliance with the nondiscrimination laws.*****

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who reports such incidents from retaliation.

*****Note: Government Code 12940 requires districts to take all reasonable steps, including training, to prevent prohibited discrimination and harassment. In addition, 2 CCR 11023, as added by Register 2015, No. 15, imposes an affirmative duty on the district to create a workplace environment that is free from all prohibited practices. For details of such measures, see the accompanying administrative regulation.*****

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. He/she shall provide training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

In addition, the Superintendent or designee shall post, in a conspicuous place on district premises, the California Department of Fair Employment and Housing publication on workplace discrimination and harassment issued pursuant to 2 CCR 11013.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
CIVIL CODE
51.7 Freedom from violence or intimidation
GOVERNMENT CODE
11135 Unlawful discrimination
11138 Rules and regulations
12900-12996 Fair Employment and Housing Act
PENAL CODE
422.56 Definitions, hate crimes
CODE OF REGULATIONS, TITLE 2
11006-11086 Discrimination in employment
11013 Recordkeeping

11019 Terms, conditions and privileges of employment
11023 Harassment and discrimination prevention and correction
11024 Sexual harassment training and education
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1681-1688 Title IX of the Education Amendments of 1972
UNITED STATES CODE, TITLE 29
621-634 Age Discrimination in Employment Act
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age discrimination in federally assisted programs
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 34
100.6 Compliance information
104.7 Designation of responsible employee for Section 504
104.8 Notice
106.8 Designation of responsible employee and adoption of grievance procedures
106.9 Dissemination of policy
110.1-110.39 Nondiscrimination on the basis of age
COURT DECISIONS
Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863
Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:
CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS
California Law Prohibits Workplace Discrimination and Harassment, December 2014
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Notice of Non-Discrimination, August 2010
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS
Questions and Answers: Religious Discrimination in the Workplace, 2008
New Compliance Manual Section 15: Race and Color Discrimination, April 2006
Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999
WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr
U.S. Equal Employment Opportunity Commission: http://www.eeoc.gov

(12/14 5/16) 12/16

SHANDON UNIFIED SCHOOL DISTRICT

Administrative Regulation
Nondiscrimination In Employment

AR 4030
Personnel

~~1. Unlawful discrimination or harassment of an individual includes:~~

~~2. Slurs, epithets, threats or verbal abuse~~

~~3. Derogatory or degrading comments, descriptions, drawings, pictures or gestures~~

~~4. Unwelcome jokes, stories, teasing or taunting~~

~~5. Any other verbal, written, visual or physical conduct against the individual which:~~

~~a. Adversely affects his/her employment opportunities, or~~

~~b. Has the purpose or effect of unreasonably interfering with his/her work performance or creating an intimidating, hostile or offensive work environment~~

~~Any employee or job applicant who feels that he/she has been or is being unlawfully discriminated against or harassed should immediately contact his/her supervisor, the nondiscrimination coordinator or the Superintendent in order to obtain procedures for reporting a complaint. Such complaints shall be filed in accordance with AR 4031 – Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor when the supervisor is the alleged offender.~~

~~Any supervisor who receives a discrimination harassment complaint shall immediately notify the the Superintendent, who shall ensure that the complaint is appropriately investigated in accordance with district policy and regulations.~~

~~The Superintendent or designee shall ensure that annual training is provided to all employees regarding the issues of discrimination.~~

****Note: Pursuant to Government Code 11138 and 2 CCR 11023, as added by Register 2015, No. 50, districts are mandated to adopt rules and regulations to ensure that district programs and activities are free from unlawful discriminatory practices. Pursuant to 2 CCR 11009, as amended by Register 2015, No. 50, it is unlawful to discriminate against any person who serves in an unpaid internship or other limited-duration program to gain unpaid work experience, on any basis protected by Government Code 12940.****

All allegations of discrimination in employment, including those involving an intern, volunteer, or job applicant, shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

****Note: Many nondiscrimination laws and regulations require identification of an employee who will be responsible for compliance with the nondiscrimination laws. For example, pursuant to 34 CFR 104.7, 106.8, and 110.25, the district is required to designate the person(s) responsible for the overall implementation of the requirements of federal laws which prohibit discrimination on the basis of disability, sex, and age, i.e., Section 504 of the Rehabilitation Act of 1973 (29 USC 794), Title IX of the Education Amendments of 1972 (20 USC 1681-1688), and the Age Discrimination in Employment Act (29 USC 621-634). The district should fill in the*

*blanks below to designate the responsible employee and his/her contact information.****

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to coordinate the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted a

_____
(position title)

_____
(address)

_____
(telephone number)

_____
(email)

Measures to Prevent Discrimination

****Note: Pursuant to Government Code 12940 and 2 CCR 11023, as added by Register 2015, No. 50, the district is required to take all reasonable steps to prevent unlawful discrimination and harassment. 2 CCR 11023, as added, specifies certain requirements to be included in the district's policy. The following section reflects the requirements of 2 CCR 11023 and other applicable laws or regulations, as indicated.****

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)

a. Including them in each announcement, bulletin, or application form that is used in employee recruitment

b. Posting them in all district schools and offices, including staff lounges and other prominent locations

c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

2. Disseminate the district's nondiscrimination policy to all employees by one or more of the following methods: (2 CCR 11023)

a. Printing and providing a copy of the policy to all employees, with an acknowledgment form for each employee to sign and return

b. Sending the policy via email with an acknowledgment return form

c. Posting the policy on the district intranet with a tracking system ensuring all employees have read

and acknowledged receipt of the policies

d. Discussing the policy with employees upon hire and/or during a new hire orientation session

e. Any other way that ensures employees receive and understand the policy

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Provide to employees a handbook that contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to anyone who feels that he/she has been the victim of any discriminatory or harassing behavior

4. Provide training to employees, volunteers, and interns regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

****Note: Pursuant to 2 CCR 11023, as added by Register 2015, No. 50, if the district has 50 or more employees, its sexual harassment prevention training must include instruction for its supervisors as specified in the following paragraph.****

Training for supervisors shall include the requirement to report any complaint of misconduct to a designated representative, such as the coordinator, human resources manager, or Superintendent or designee as a topic in the sexual harassment prevention training required pursuant to 2 CCR 11024 (2 CCR 11023)

(cf. 1240 - Volunteer Assistance)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

5. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law

6. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce

Complaint Procedure

****Note: 2 CCR 11023, as added by Register 2015, No. 50, mandates that a district's policy include a complaint process with specified requirements. Some of the requirements of 2 CCR 11023 are similar to those required under existing case law.****

****Note: Courts have held that an employer may mitigate liability for hostile environment employment discrimination when (1) the employer took reasonable care to prevent and promptly correct the discriminatory or harassing conduct (i.e., provided a complaint procedure) and (2) the aggrieved employee unreasonably failed to take advantage of corrective opportunities offered by the employer (i.e., failure to file a complaint). In its June 1999 Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, Equal Employment Opportunity Commission (EEOC) outlines the elements of an effective complaint procedure to include (1) a clear explanation of the process; (2) protection against retaliation; (3) designation of multiple*

*individuals authorized to receive complaints; (4) a mechanism for prompt, thorough, and impartial investigation; (5) assurance of immediate and appropriate corrective action; and (6) information about time frames for filing charges with the EEOC or the California Department of Fair Employment and Housing (DFEH).****

*****Note: While the EEOC's guidance recommends a "prompt" investigation, neither the law nor the EEOC delineates a specific time frame for resolution. The EEOC's guidance acknowledges that whether an investigation is considered "prompt" may vary depending on the seriousness and complexity of the circumstances and that intermediate measures may be necessary to prevent further harassment during the investigation.****

*****Note: The following section, including the listed timelines, is consistent with the EEOC's guidance and should be modified to reflect district practice.****

Any complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: A complainant may inform his/her direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman.

The complainant may file a written complaint in accordance with this procedure, or if he/she is an employee, may first attempt to resolve the situation informally with his/her supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4032 - Reasonable Accommodation)

2. Investigation Process: The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. He/she shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.

(cf. 3580 - District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

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

If the coordinator determines that a detailed fact-finding investigation is necessary, he/she shall begin the investigation immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out his/her investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator also shall determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents are prevented. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. Written Report on Findings and Remedial/Corrective Action: No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report also shall include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented.

The report shall be presented to the complainant, the person accused, and the Superintendent or designee.

4. Appeal to the Governing Board: The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 9321 - Closed Session Purposes and Agendas)

Other Remedies

****Note: Items #1-3 below state the time limits within which employees must file their complaints. The EEOC's guidance states that it is important for employers' nondiscrimination policies to contain information about time frames for filing charges of unlawful discrimination or harassment with the EEOC or DFEH. Employees should be informed that the deadline for filing charges starts to run from the last date of the unlawful act, not from the conclusion of the employer's complaint investigation. Pursuant to DFEH procedures, DFEH will automatically forward any complaint it has accepted for investigation to the EEOC when the matter falls within the EEOC's jurisdiction.****

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

****Note: Pursuant to Government Code 12960, an employee has one year to file a complaint with DFEH, although that period may be extended under certain circumstances, such as when a person obtains knowledge of the unlawful practice after the expiration of the one-year period.****

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960

****Note: 42 USC 2000e-5 specifies that a person must file a discrimination complaint with the EEOC within 180 days of the alleged discriminatory act. Pursuant to 42 USC 2000e-5, the 180-day timeline for compensation discrimination starts when the discriminatory paycheck is received and that each discriminatory paycheck restarts the timeline for the filing of a complaint.****

2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)

3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

(12/15) 12/16

Policy adopted by Shandon Board of Education: February 8, 2000 Revised:

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Administrative Regulation

AR 4031
Personnel

Complaints Concerning Discrimination in Employment

Any complaint by an employee or job applicant alleging discrimination or harassment shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: Any employee or job applicant (the "complainant") who believes he/she has been subjected to prohibited discrimination or harassment shall promptly inform his/her supervisor, the district's Coordinator for Nondiscrimination in Employment, or the Superintendent.

The complainant may file a written complaint in accordance with this procedure, or if he/she is an employee, may first attempt to resolve the situation informally with his/her supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the Coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

2. Investigation Process: The Coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five school days of receiving notice of the behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The Coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The Coordinator shall inform the complainant that the allegations will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.

(cf. 3580 - District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

If the Coordinator determines that a detailed fact-finding investigation is necessary, he/she shall begin the investigation immediately. As part of this investigation, the Coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

When necessary to carry out his/her investigation or to protect employee or student safety, the Coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The Coordinator also shall determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents do not occur. The Coordinator shall ensure that such interim measures do not constitute retaliation.

3. Written Report on Findings and Corrective Action: No more than 30 days after receiving the complaint, the Coordinator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Coordinator shall notify the complainant and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report also shall include any corrective action(s) that have been or will be taken to address the behavior, correct the effect on the complainant, and ensure that retaliation or further discrimination or harassment does not occur.

The report shall be presented to the complainant, the person accused, and the Superintendent or designee.

4. Appeal to the Governing Board: The complainant or the person accused may appeal any findings to the Board within 10 working days of receiving the written report of the Coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 working days.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 9321 - Closed Session Purposes and Agendas)

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may also file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 (Government Code 12960)

2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)

3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300

days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
GOVERNMENT CODE
12920-12921 Nondiscrimination
12940-12948 Discrimination prohibited; unlawful practices, generally
UNITED STATES CODE, TITLE 20
1681-1688 Title IX of the Education Amendments of 1972
UNITED STATES CODE, TITLE 29
621-634 Age Discrimination in Employment Act
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended
2001e-2001e-17 Title VII, Civil Rights Act of 1964, as amended
2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008
2001h-2-2001h-6 Title IX of the Civil Rights Act of 1964
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 34
106.8 Designation of responsible employee for Title IX

Management Resources:
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS
Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002
Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999
WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
U.S. Equal Employment Opportunity Commission: http://www.eeoc.gov

(12/91 6/99) 3/10, Revised: 11/13/12

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Administrative Regulation
Reasonable Accommodation

AR 4032
Personnel

****Note: Pursuant to the federal Americans with Disabilities Act (ADA) (42 USC 12101-12213) and the state's Fair Employment and Housing Act (FEHA) (Government Code 12900-12996), the district has a duty to reasonably accommodate qualified employees and job applicants with known disabilities, except when such accommodation would cause an undue hardship to the district. This accommodation is not required for individuals who are not otherwise qualified for the job. ****

****Note: Pursuant to 28 CFR 35.150 and 35.160, the district must also afford individuals with disabilities (including community members, students, and employees) an equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Therefore, the district may need to provide auxiliary aids and services to ensure that existing services and facilities are readily accessible to and usable by individuals with disabilities. See BP 0410 - Nondiscrimination in District Programs and Activities, BB 9320 - Meetings and Notices, and BB 9322 - Agenda/Meeting Materials. ****

****Note: The following optional administrative regulation is consistent with the recommendations contained in the Equal Employment Opportunity Commission's (EEOC) Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act and clarifies a district's responsibility under the ADA. ****

Except when undue hardship would result to the district, the Superintendent or designee shall provide reasonable accommodation:

1. In the job application process, to any qualified job applicant with a disability

2. To enable any qualified employee with a disability to perform the essential functions of the position he/she holds or desires to hold or to enjoy equal benefits or other terms, conditions, and privileges of employment as other similarly situated employees without disabilities

****Note: Government Code 12940, as amended by AB 987 (Ch. 122, Statutes of 2015), prohibits retaliation against any employee or job applicant who requests accommodation for his/her physical or mental disability, even if the request was not granted. ****

No employee or job applicant who requests an accommodation for his/her physical or mental disability shall be subjected to discrimination or to any punishment or sanction, regardless of whether the request for accommodation was granted. (Government Code 12940)

****Note: Pursuant to 28 CFR 35.107, each district having 50 or more (full- or part-time) employees must designate at least one employee to coordinate its efforts to comply with the ADA, including complaint investigation. This coordinator may be the same individual designated by the district pursuant to 34 CFR*

*106.8 to coordinate efforts to comply with and investigate complaints regarding Title IX (discrimination on the basis of gender). Districts that have not so designated an individual in AR 4030 - Nondiscrimination in employment should modify the following paragraph to include the title of the individual designated by the district. ****

The district designates the position specified in AR 4030 - Nondiscrimination in Employment as the coordinator of its efforts to comply with the Americans with Disabilities Act (ADA) and to investigate any and all related complaints.

(cf. 4030 - Nondiscrimination in Employment)

Definitions

*****Note: The following section contains some basic definitions of terminology used in the ADA.*****

*****Note: Government Code 12926 and 12926.1 provide definitions of "physical disability" and "mental disability" that provide broader protections than the definition in 29 CFR 1630.2 (i.e., they require a "limitation of a major life activity," but do not require a "substantial limitation"). Thus, the following paragraph omits the requirement for "substantial limitation."*****

*****Note: The terminology used in the law is complex and is often the subject of litigation. The district should consult legal counsel if a question arises as to whether an individual has a qualifying disability and/or if an accommodation cannot be provided due to "undue hardship."*****

Disability, with respect to an individual, is defined as any of the following: (Government Code 12926; 29 CFR 1630.2)

1. ***A physical or mental impairment that limits one or more of the major life activities***

2. ***A record of such an impairment***

3. ***Being regarded as having such an impairment***

Limits shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics or reasonable accommodations, unless the mitigating measure itself limits a major life activity. (Government Code 12926)

*****Note: Pursuant to 29 CFR 1630.2 and the EEOC's Enforcement Guidance, evidence as to whether a job function is "essential" includes the district's judgment, written job descriptions, the consequences of not requiring the incumbent to perform the function, the terms of a collective bargaining agreement, and work experience of past and current employees in the job. These considerations underscore the importance of developing and maintaining detailed, up-to-date job descriptions, preferably signed by individuals holding the position. *****

Essential functions are the fundamental job duties of the position the individual with a disability holds or desires. The term does not include the marginal functions of the position. (Government Code 12926; 29

CFR 1630.2)

Reasonable accommodation means: (Government Code 12926; 29 CFR 1630.2)

1. For a qualified job applicant with a disability, modifications or adjustments to the job application process that enable him/her to be considered for the position he/she desires

2. For a qualified employee with a disability, modifications or adjustments to the work environment, or to the manner or circumstances under which the position the employee holds or desires is customarily performed, that enable him/her to perform the essential functions of that position or to enjoy equal benefits and privileges of employment as are enjoyed by the district's other similarly situated employees without disabilities

****Note: Pursuant to 29 CFR 1630.15, the district may require that, in order to be qualified for a job, a person must not pose a "direct threat" to the health and safety of himself/herself or others in the workplace. In 2002, the U.S. Supreme Court in Chevron USA v. Echazabal upheld the regulation as it relates to the health and safety of the employee requesting the accommodation. ****

****Note: Pursuant to 29 CFR 1630.2, a "direct threat" is a significant risk that cannot be eliminated or reduced by reasonable accommodation. Before finding that a person is not qualified by reason of posing such a threat, the district must consider whether reasonable accommodation could reduce the risk of harm to an acceptable level. If no such accommodation exists, the district may refuse to hire the applicant or may discharge the employee. ****

Qualified individual with a disability means a job applicant or employee with a disability who: (29 CFR 1630.15, 1630.2)

1. Satisfies the requisite skill, experience, education, and other job-related requirements of the employment position he/she holds or desires

2. Can perform the essential functions of the position with or without reasonable accommodation

3. Would not pose a significant risk of substantial harm, which cannot be eliminated or reduced by reasonable accommodation, to himself/herself or others in the job he/she holds or desires

****Note: In US Airways, Inc. v. Barnett, the U.S. Supreme Court laid out the burdens of proof for an individual with a disability and an employer in an ADA lawsuit alleging failure to provide reasonable accommodation. Once the employee shows that a requested accommodation is reasonable on its face, the burden shifts to the employer to provide case-specific evidence proving that reasonable accommodation would cause an undue hardship in the particular circumstances. ****

****Note: 29 CFR 1630.2 lists factors relevant to the determination of undue hardship; see section below entitled "Granting Reasonable Accommodation." ****

Undue hardship is a determination based on an individualized assessment of current circumstances that shows that the provision of a specific accommodation would cause significant difficulty or expense to the

district. (29 CFR 1630.2)

equest for Reasonable Accommodation

****Note: The EEOC's Enforcement Guidance clarifies that, in requesting reasonable accommodation, the employee or job applicant is not required to mention the ADA, use the term "reasonable accommodation," or put the request in writing. Government Code 12940 requires that the district and employee or job applicant engage in an informal, interactive process to clarify the individual's needs and identify the appropriate reasonable accommodation. ****

****Note: Generally, according to the EEOC's Enforcement Guidance, a district is not obligated to ask an employee whether a reasonable accommodation is needed when the employee has not informed the district that an accommodation is necessary. However, the district should initiate the reasonable accommodation interactive process without being asked if the district (1) knows that the employee has a disability; (2) knows, or has reason to know, that the employee is experiencing workplace problems because of the disability; and (3) knows, or has reason to know, that the disability prevents the employee from requesting a reasonable accommodation. ****

****Note: With regard to job applicants, the EEOC's Enforcement Guidance states that the district may tell applicants what the hiring process involves and may ask applicants whether they will need reasonable accommodation for the process. Generally, the district may not ask an applicant whether he/she needs a reasonable accommodation for the job. ****

When requesting reasonable accommodation, an employee or his/her representative shall inform the employee's supervisor that he/she needs a change at work for a reason related to a medical condition. The supervisor shall inform the coordinator of the employee's request as soon as practicable.

When requesting reasonable accommodation for the hiring process, a job applicant shall inform the coordinator that he/she will need a reasonable accommodation during the process.

****Note: According to the EEOC's Enforcement Guidance, the district may ask the individual for reasonable documentation about his/her disability when the need for accommodation is not obvious. The following paragraph is consistent with the EEOC's Enforcement Guidance. ****

When the disability or the need for accommodation is not obvious, the coordinator may ask the employee to supply reasonable documentation about his/her disability. In requesting this documentation, the coordinator shall specify the types of information that are being sought about the employee's condition, the employee's functional limitations, and the need for reasonable accommodation. The employee may be asked to sign a limited release allowing the coordinator to submit a list of specific questions to his/her health care or vocational professional.

****Note: The EEOC's Enforcement Guidance states that if the employee provides insufficient documentation, the district may require the employee to undergo a medical examination, as specified below. However, before requiring the employee to submit to such an examination, the district should specify why the documentation is insufficient and give him/her an opportunity to provide the missing information in a timely manner. ****

If the documentation submitted by the employee does not indicate the existence of a qualifying disability or explain the need for reasonable accommodation, the coordinator shall request additional documentation that specifies the missing information. If the employee does not submit such additional documentation in a timely manner, the coordinator may require him/her to submit to an examination by a health care professional selected and paid for by the district.

The district may make a medical or psychological inquiry of a job applicant or require him/her to submit to a medical or psychological examination after he/she has been given a conditional offer of employment but before the commencement of his/her job duties, provided the inquiry or examination is job-related, consistent with business necessity, and required for all incoming employees in the same job classification. (Government Code 12940)

****Note: Pursuant to 42 USC 2000ff-1 to 42 USC 2000ff-11, the Genetic Information Nondiscrimination Act (P.L. 110-233), it is unlawful for a district to request, require, or purchase an employee's or his/her family member's individual genetic information except in complying with the medical certification requirements for family care and medical leave purposes or with the employee's prior, knowing, voluntary, and written authorization. See AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave. Any such information received by the district must be kept confidential. ****

The coordinator shall not request any job applicant's or employee's genetic information except as authorized by law. (42 USC 2000ff-1, 42 USC 2000ff-5)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

****Note: Pursuant to 42 USC 12112, any information regarding the medical history or condition of a qualified individual with a disability must be treated as a confidential medical record. However, the district should inform supervisors of reasonable accommodation granted to qualified individuals with disabilities. In addition, when such an individual's disability may require emergency medical treatment, first aid and safety personnel should be informed. In A.M. v. Albertsons, LLC, a California appeals court held an employer liable when the employer failed to inform a supervisor about the accommodation allowed one of her subordinates and the subordinate suffered some injury when she was denied the accommodation on one occasion. ****

In accordance with law, the coordinator shall take steps to ensure the confidentiality of information related to medical conditions or history. As applicable, he/she shall notify the supervisor or manager of the qualified individual of any reasonable accommodation granted the individual and may notify first aid and safety personnel when the disability of the qualified individual may require emergency treatment. (42 USC 12112)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Granting Reasonable Accommodation

****Note: The following process is consistent with 29 CFR 1630.2 and the EEOC's Enforcement Guidance. ****

Upon receiving a request for reasonable accommodation from a qualified individual with a disability, the

coordinator shall:

Determine the essential functions of the job involved

2. Engage in an informal, interactive process with the individual to review the request for accommodation, identify the precise limitations resulting from the disability, identify potential accommodations, and assess their effectiveness

****Note: According to the EEOC's Enforcement Guidance, the district is not required to provide the reasonable accommodation preferred by the individual. Rather, the district must provide an accommodation that is "effective." An "effective accommodation" is one which enables the employee to perform the essential functions of the job or to gain equal access to a benefit or privilege of employment. ****

****Note: Pursuant to 42 USC 12112, the district must provide reasonable accommodation to qualified individuals unless the district can prove that to do so would cause undue hardship as defined in the section entitled "Definitions" above. The burden of proving undue hardship rests with the district and what may be an undue hardship for one district may not be an undue hardship for another, depending on factors such as cost and district size. The EEOC's Enforcement Guidance clarifies that even if the cost of an accommodation would cause undue hardship to a district, the qualified individual should have the option to pay for the portion of the cost that constitutes undue hardship, or to personally provide the accommodation. ****

3. Develop a plan for reasonable accommodation which will enable the individual to perform the essential functions of the job or gain equal access to a benefit or privilege of employment without imposing undue hardship on the district

A determination of undue hardship should be based on several factors, including: (29 CFR 1630.2)

a. The nature and net cost of the accommodation needed, taking into consideration the availability of tax credits and deductions and/or outside funding

b. The overall financial resources of the facility making the accommodation, the number of persons employed at this facility, and the effect on expenses and resources of the facility

c. The overall financial resources, number of employees, and the number, type, and location of facilities of the district

d. The type of operation of the district, including the composition, structure, and functions of the workforce and the geographic separateness and administrative or fiscal relationship of the facility making the accommodation to other district facilities

e. The impact of the accommodation on the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facility's ability to conduct business

The coordinator may confer with the site administrator, any medical advisor chosen by the district, and/or other district staff before making a final decision as to the accommodation.

Reasonable Accommodation Committee

****Note: At the suggestion of the U.S. Department of Education's Office for Civil Rights (OCR), some distri have established a reasonable accommodation committee to help in planning for the reasonable accommodation requested by an applicant or employee. The following optional section should be modified to reflect district practice. ****

The coordinator may appoint a committee to review or assist in the development of appropriate plans to reasonably accommodate qualified individuals who request modifications or adjustments in their work duties or environment because of known physical or mental disabilities.

Committee members shall be selected on the basis of their knowledge of the specific functions and duties required in the position, the physical work environment, available accommodations, and other relevant issues. The committee may include a district administrator, site administrator, medical advisor or rehabilitation specialist, and as necessary, a certificated and/or classified employee. Membership may change on a case-by-case basis.

At the coordinator's discretion, the employee or applicant requesting accommodation may participate in the committee's meetings. If the employee or applicant is excluded from the committee's meetings, the coordinator shall communicate with him/her so that he/she has the opportunity to interact and contribute to planning the reasonable accommodation.

Appeal Process

****Note: The following section provides a process for appeals and may be revised to reflect district practice In addition, an employee or applicant may appeal directly to the OCR. ****

Any qualified individual with a disability who is not satisfied with the decision of the coordinator may appeal in writing to the Superintendent or designee. This appeal shall be made within 10 working days of receiving the decision and shall include:

1. ***A clear, concise statement of the reasons for the appeal***

2. ***A statement of the specific remedy sought***

The Superintendent or designee shall consult with the coordinator and review the appeal, together with any available supporting documents. The Superintendent or designee shall give the individual his/her decision within 15 working days of receiving the appeal.

Any further appeal for reasonable accommodation shall be considered a complaint concerning discrimination in employment and may be taken to the Governing Board in accordance with the district's procedure for such complaints.

Legal Reference:

CIVIL CODE
51 Unruh Civil Rights Act
GOVERNMENT CODE
12900-12996 Fair Employment and Housing Act
UNITED STATES CODE, TITLE 29
701-794e Vocational Rehabilitation Act
UNITED STATES CODE, TITLE 42
2000ff-1-2000ff-11 Genetic Information Nondiscrimination Act of 2008
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act, especially:
35.107 Designation of employee
36.101-36.608 Nondiscrimination on the basis of disability by public facilities
CODE OF FEDERAL REGULATIONS, TITLE 29
1630.2 Definitions
COURT DECISIONS
A.M. v. Albertsons, LLC, (2009) Cal.App.4th 455
Colmenares v. Braemar Country Club, Inc., (2003) 29 Cal.4th 1019
Chevron USA v. Echazabal, (2002) 536 U.S. 73, 122 S.Ct. 2045
US Airways, Inc. v. Barnett, (2002) 535 U.S. 391, 122 S.Ct. 1516

Management Resources:
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS
Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002
WEB SITES
Department of Fair Employment and Housing: http://www.dfeh.ca.gov
Equal Employment Opportunity Commission: http://www.eeoc.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

(3/03 7/10) 12/15

No Current Policy

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Board Policy
Lactation Accommodation

BP 4033
Personnel

****Note: The following optional policy may be revised to reflect district practice. Both federal and state law require that employees be provided reasonable break time and an appropriate location to accommodate their desire to express milk for their infant children. The Patient Protection and Affordable Care Act (P.L. 111-148, 2010) amended 29 USC 207 of the Fair Labor Standards Act (FLSA) to require employers to provide reasonable break time for nursing mothers, but applies only to employees who are not exempt from the overtime pay requirements of the FLSA (i.e., classified employees). State law (Labor Code 1030-1033) applies to all district employees. Where provisions of the two laws conflict, the statute providing greater protections for employees supersedes. The district should consult legal counsel if questions arise about the application of these laws to a particular employee.****

****Note: The Fair Employment and Housing Commission has determined that, because breastfeeding is an activity intrinsic to females, termination of an employee because she was still breastfeeding after returning to work from pregnancy disability leave was sexual discrimination in violation of Government Code 12940 and 12945 (Chavez v. Acosta Tacos). Furthermore, pursuant to Labor Code 1033, violation of Labor Code 1030-1033 may result in a citation from the Labor Commissioner and/or a civil penalty.****

****Note: The district should ensure consistency of this policy with provisions in the district's collective bargaining agreement, if any, related to break times or other employment issues.****

The Governing Board recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any district employee to express milk for her infant child upon her return to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee who chooses to express breast milk for her infant child while at work.

(cf. 4030 - Nondiscrimination in Employment)

****Note: Although 29 USC 207 limits the length of time that a classified employee is entitled to lactation accommodation to one year after the birth of the child, Labor Code 1030-1033 does not set a specific limit on the infant child's age and therefore provides greater benefits to employees.****

The district shall provide a reasonable amount of break time to accommodate an employee each time she has a need to express breast milk for her infant child. (Labor Code 1030)

****Note: Labor Code 1030 and 29 USC 207 do not require the district to compensate non-exempt employees for breaks taken for the purpose of expressing milk. However, an employee who uses break time already provided by the district as paid time must be compensated for that break time in the same manner as any other*

*employee. Any additional time beyond the authorized paid break time could be uncompensated, provided the employee is completely relieved from duty during that time. If the district chooses to provide compensation during extended break time, it should modify the following paragraph accordingly. The district also may provide flexible scheduling for those employees who choose to make up for any unpaid break time.****

To the extent possible, such break time shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 207)

****Note: Labor Code 1031 requires the district to make reasonable efforts to provide an employee with the use of a private room or other location, except a toilet stall, in close proximity to the employee's work area, which may include the place where the employee normally works if the location otherwise meets legal requirements. 29 USC 207, applicable to classified employees, specifies that the location must be shielded from view and free from intrusion from coworkers and the public. A fact sheet issued by the U.S. Department of Labor's (DOL) Wage and Hour Division, Break Time for Nursing Mothers under the FLSA, clarifies that the location provided by the district could be a space temporarily created or converted into a space for expressing milk as long as it is functional and meets all requirements of law.****

****Note: The DOL has preliminarily interpreted an employee's right to express milk for her infant child to include the ability to safely store the milk (75 Fed. Reg. 244, page 80076). According to the DOL, this might include providing access to a refrigerator or ice chest or allowing the employee to bring an insulated food container to work.****

****Note: A fact sheet issued by the California Department of Public Health, Minimum Requirements of the California Lactation Accommodation Law, recommends that the location should have the following items: a comfortable chair, small table, electrical outlet, a sink with a safe water source, disinfectant dish soap, and paper towels.****

The employee shall be provided a private location, other than a restroom, which is in close proximity to her work area and meets the requirements of Labor Code 1031 and 29 USC 207, as applicable.

Employees are encouraged to notify their supervisor or other appropriate personnel in advance of their intent to make use of the accommodations offered for employees who are nursing mothers. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during the break time.

****Note: Labor Code 1032 provides exceptions to the requirement for lactation accommodation when providing such accommodation would "seriously disrupt" district operations. "Serious disruption" is not defined in the law. 29 USC 207 provides exceptions when lactation accommodation would result in "undue hardship" based on significant difficulty or expense in relation to the size, financial resources, nature, or structure of the district. In this case, the exception is limited to districts with fewer than 50 employees and applies to classified employees only.****

****Note: Regardless of the size of the district, the determination of serious disruption or undue hardship should be made on a case-by-case basis and only in limited, stringent circumstances. The burden of demonstrating why accommodation could not be made, even if on a temporary basis or for less time than*

*requested, would likely fall to the district.****

Lactation accommodations may be denied only in limited circumstances in accordance with law. (Labor Code 1032; 29 USC 207)

Before an employee's supervisor makes a determination to deny lactation accommodations, he/she shall consult the Superintendent or designee. In any case in which lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
CIVIL CODE
43.3 Right of mothers to breastfeed in any public or private location
GOVERNMENT CODE
12940 Discriminatory employment practices
12945 Discrimination based on pregnancy, childbirth, or related medical conditions
LABOR CODE
1030-1033 Lactation accommodation
CODE OF REGULATIONS, TITLE 2
11035-11049 Sex discrimination; pregnancy and related medical conditions
UNITED STATES CODE, TITLE 29
207 Fair Labor Standards Act; lactation accommodation
FAIR EMPLOYMENT AND HOUSING COMMISSION DECISIONS
Department of Fair Employment and Housing v. Acosta Tacos (Chavez),FEHC Precedential Decision 09-03P, 2009

Management Resources:
CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS
Rest Periods/Lactation Accommodation, Frequently Asked Questions
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS
Minimum Requirements of the California Lactation Accommodation Law
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
Lactation Support Program Toolkit
FEDERAL REGISTER
Reasonable Break Time for Nursing Mothers, December 21, 2010, Vol. 75, No. 244, pages 80073-80079
OFFICE OF THE SURGEON GENERAL PUBLICATIONS
The Surgeon General's Call to Action to Support Breastfeeding, 2011
HEALTH RESOURCES AND SERVICES ADMINISTRATION PUBLICATIONS
The Business Case for Breastfeeding: Steps for Creating a Breastfeeding Friendly Worksite, Toolkit, 2008
U.S. DEPARTMENT OF LABOR, WAGE AND HOUR DIVISION, PUBLICATIONS
Fact Sheet #3: Break Time for Nursing Mothers under the FLSA, rev. December 2010
WEB SITES

California Department of Industrial Relations, Division of Labor and Standards Enforcement: http://www.dir.ca.gov/dlse
California Department of Public Health: http://www.cdph.ca.gov
California Women, Infants and Children: http://www.wicworks.ca.gov
Centers for Disease Control and Prevention: http://www.cdc.gov
Health Resources and Services Administration: http://www.hrsa.gov
Office of the Surgeon General: http://www.surgeongeneral.gov
U.S. Department of Labor, Wage and Hour Division, Break Time for Nursing Mothers: http://www.dol.gov/whd/nursingmothers

7/11
No current Policy

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Board Policy

BP 4040
Personnel

Employee Use Of Technology

The Governing Board recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program~~,~~*;* facilitating communications with parents/guardians, students, and the community~~,~~*;* supporting district and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

(cf. 0440 - District Technology Plan)

(cf. 1100 - Communication with the Public)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 4032 - Reasonable Accommodation)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Employees shall be responsible for the appropriate use of technology and shall use ~~the district's technological resources~~ ***district technology*** primarily for purposes related to their employment.

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

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

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

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 6162.6 - Use of Copyrighted Materials)

(cf. 6163.4 - Student Use of Technology)

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Note: The following paragraph is optional and may be revised to reflect district practice. It is recommended that districts develop an Acceptable Use Agreement containing rules for the use of district technology, which should be signed by each employee. See the accompanying Exhibit for an example of an Acceptable Use Agreement for employees.

The Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology. Upon employment and whenever significant changes are made to the district's Acceptable Use Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

Note: The following paragraphs may be revised to reflect district practice.

Note: To qualify for federal universal service discounts for Internet access, Internet services, or internal connections (E-rate discounts), districts are mandated by 47 USC 254 to adopt an Internet safety policy that includes, but is not limited to, provisions addressing access by minors to "inappropriate matter" on the Internet; see BP 6163.4 - Student Use of Technology. Consistent with those requirements, the following paragraph provides that employees shall not use district technology to access inappropriate matter. "Inappropriate matter" is not defined in the law and the determination of what matter is considered inappropriate is a local decision to be made by the district. Penal Code 313 provides a definition of "harmful matter" as specified below. Districts that have adopted their own definition should revise the following paragraphs as appropriate.

~~Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.~~

Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

***Note: 47 USC 254 mandates that the district's Internet safety policy for E-rate discounts include the operation and enforcement of a "technology protection measure" that protects against Internet access to visual depictions that are obscene, child pornography, or harmful to minors. Similarly, as a condition of using federal Student Support and Academic Achievement Grants (20 USC 7101-7122) for the purpose of purchasing computers with Internet access or paying for direct costs associated with Internet access, 20 USC 7131 mandates that districts adopt an Internet safety policy that includes the operation of a technology protection measure that protects against access to visual depictions that are obscene or child pornography. Although these requirements focus on measures designed to protect students using*

*district technology (see BP 6163.4 - Student Use of Technology), they also require policy that affects Internet access by adults.***

Note: The following paragraph is for use by districts that desire to use E-rate or federal technology funding sources and may be adapted by other districts that choose to install technology protection measures.

~~Online Internet Services~~

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that ~~prevents~~ ***protects against*** access to visual depictions that are obscene~~, or~~ child pornography***, or harmful to minors*** and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC ~~7001~~ ***7131***; 47 USC 254)

Note: The following optional paragraphs may be revised to reflect district practice.

Note: Although 20 USC 7131 and 47 USC 254 require districts receiving Student Support and Academic Achievement Grants or E-rate discounts to enforce the operation of technology protection measures, the legislation clarifies that nothing in the Children's Internet Protection Act shall be construed to require the tracking of individual students' or adults' Internet use. Thus, it appears to be left to the discretion of districts as to whether they wish to track Internet use through personally identifiable web monitoring software or other means.

Note: It is recommended that districts notify employees that they should have no expectation of privacy when using district equipment or technological resources. In City of Ontario v. Quon, the U.S. Supreme Court held that a search of an employee's pager messages was reasonable because the search was motivated by a legitimate work-related purpose and was not excessive in scope. In addition, the city had adopted a policy stating that employees should have no expectation of privacy or confidentiality when using city equipment.

~~To ensure proper use of the system, the Superintendent or designee may monitor employee usage of technological resources, including accessing of email and stored files. Monitoring may occur at any time without advance notice or consent. When passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.~~

~~The Superintendent or designee shall establish administrative regulations and an Acceptable Use Agreement which outline employee obligations and responsibilities related to the use of district technology. He/she may also establish guidelines and limits on the use of technological resources. Inappropriate use shall result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.~~

~~The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees who use the district's technological resources. Employees shall be asked to acknowledge in writing that they have read and understood the district's Acceptable Use Agreement.~~

~~Use of Cellular Phone or Mobile Communications Device~~

~~An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.~~

~~Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.~~

~~Legal Reference:~~

~~EDUCATION CODE~~

~~870-51874 Educational Technology~~

~~52270-52272 Education technology and professional development grants~~

~~52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program~~

~~GOVERNMENT CODE~~

~~3543.1 Rights of employee organizations~~

~~PENAL CODE~~

~~502 Computer crimes, remedies~~

~~632 Eavesdropping on or recording confidential communications~~

~~VEHICLE CODE~~

~~23123 Wireless telephones in vehicles~~

~~23125 Wireless telephones in school buses~~

~~UNITED STATES CODE, TITLE 20~~

~~6571-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:~~

~~6777 Internet safety~~

~~UNITED STATES CODE, TITLE 47~~

~~54 Universal service discounts (E-rate)~~

~~CODE OF FEDERAL REGULATIONS, TITLE 47~~

~~54.520 Internet safety policy and technology protection measure, E-rate discounts~~

~~Management Resources:~~

~~WEB SITES~~

~~CSBA:http://www.csba.org~~

~~American Library Association: http://www.ala.org~~

~~California Department of Education: http://www.cde.ca.gov~~

~~Federal Communications Commission: http://www.fcc.gov~~

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

~~*(6/96, 7/01) 7/07*~~

The Superintendent or designee shall annually notify employees in writing that they have no reasonable expectation of privacy in the use of any equipment or other technological resources provided by or maintained by the district, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. To ensure proper use, the Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.

Note: In City of San Jose v. Superior Court, the California Supreme Court held that a government employee's communications about public business are not excluded from a request under the California Public Records Act (CPRA) simply because they have been sent or received on a personal account or personal device. Thus, employees should be aware that if they use personal accounts or devices to communicate about district business, they may be required to search their personal communications and provide a sworn declaration stating a sufficient factual basis for determining whether communications are district-related communications subject to the CPRA, personal nondisclosable materials, or materials otherwise exempt under the CPRA. The court observed that the CPRA requires districts to use "reasonable effort" to locate existing records in response to a public records request, but that such searches need not be extraordinary or intrusive. For further information, see CSBA's Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications.

In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct district business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of district technology to the Superintendent or designee.

Inappropriate use of district technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

GOVERNMENT CODE

3543.1 Rights of employee organizations

6250-6270 California Public Records Act

PENAL CODE

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

VEHICLE CODE

23123 Wireless telephones in vehicles

23123.5 Mobile communication devices; text messaging while driving

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 20

7101-7122 Student Support and Academic Enrichment Grants

7131 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

City of Ontario v. Quon et al. (2010) 000 U.S. 08-1332

Management Resources:

WEB SITES

CSBA: http://www.csba.org

American Library Association: http://www.ala.org

California Department of Education: http://www.cde.ca.gov

Federal Communications Commission: http://www.fcc.gov

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

(7/01 7/07) 7/15

Adopted by the Shandon Board of Education: June 1996 Revised: October 2001; November 4, 2008

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Administrative Regulations

AR 4040
Personnel

Employee Use Of Technology

Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the district's Acceptable Use Agreement, and the user obligations and responsibilities specified below.

1. The employee in whose name an on-line services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses, and telephone numbers private. They shall use the system only under their own account number to which they have been assigned.

2. Employees shall use the system safely, responsibly, and primarily for work-related purposes.

3. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.

6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

7. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email.

8. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communication representing the district or using district equipment or resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for district online publishing activities including, but not limited to, copyright laws, privacy rights,

and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the district is not responsible for the content of the message. The district retains the right to delete material on any such online communication.

9. Users shall report any security problem or misuse of the services to the Superintendent or designee.

(6/96 7/01) 7/07

Adopted by the Shandon Board of Education: June 1996
Revised: October 2001; November 4, 2008

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Exhibit
Employee Use Of Technology

E 4040
Personnel

ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (EMPLOYEES)

****Note: The following Exhibit presents a sample Acceptable Use Agreement outlining obligations and responsibilities of employees using the district's technological resources. The district is encouraged to consult legal counsel in the development of such an agreement.****

****Note: Districts using an Acceptable Use Agreement should require all employees who use district technology to sign the agreement as an acknowledgment that they have read and understood its contents; see the accompanying Board policy. As appropriate, the district may also require contractors and affiliated third parties to sign the Acceptable Use Agreement.****

****Note: For a sample Acceptable Use Agreement for students, see E 6163.4 - Student Use of Technology.****

The _____ School District authorizes district employees to use technology owned or otherwise provided by the district as necessary to fulfill the requirements of their position. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all employees to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that employees may access through the system.

The district makes no guarantee that the functions or services provided by or through the district will be without defect. In addition, the district is not responsible for financial obligations arising from unauthorized use of the system.

Each employee who is authorized to use district technology shall sign this Acceptable Use Agreement as an indication that he/she has read and understands the agreement.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through

district-owned or personally owned equipment or devices.

nployee Obligations and Responsibilities

Employees are expected to use district technology safely, responsibly, and primarily for work-related purposes. Any incidental personal use of district technology shall not interfere with district business and operations, the work and productivity of any district employee, or the safety and security of district technology. The district is not responsible for any loss or damage incurred by an employee as a result of his/her personal use of district technology.

The employee in whose name district technology is issued is responsible for its proper use at all times. Employees shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Employees shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, employees shall not attempt to access any data, documents, emails, or programs in the district's system for which they do not have authorization.

Employees are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive

Disclose or in any way cause to be disclosed confidential or sensitive district, employee, or student information without prior authorization from a supervisor

3. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee

4. Engage in unlawful use of district technology for political lobbying

5. Infringe on copyright, license, trademark, patent, or other intellectual property rights

6. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission, changing settings on shared computers)

7. Install unauthorized software

8. Engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or district practice

Privacy

Since the use of district technology is intended for use in conducting district business, no employee should

have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses within the jurisdiction of the district. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of district technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by an employee on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If an employee uses a personally owned device to access district technology or conduct district business, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Records

Any electronically stored information generated or received by an employee which constitutes a district or student record shall be classified, retained, and destroyed in accordance with BP/AR 3580 - District Record BP/AR 5125 - Student Records, or other applicable policies and regulations addressing the retention of district or student records.

Reporting

If an employee becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the Superintendent or designee.

Consequences for Violation

Violations of the law, Board policy, or this Acceptable Use Agreement may result in revocation of an employee's access to district technology and/or discipline, up to and including termination. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Employee Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement, BP 4040 - Employee Use of Technology, and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology or

when my personal electronic devices use district technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.

I hereby release the district and its personnel from any and all claims and damages arising from my use of district technology or from the failure of any technology protection measures employed by the district.

Name: _____ *Position:* _____
(Please print)

School/Work Site: _____

Signature: _____ *Date:* _____

7/15

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Board Policy

BP 4076
Personnel

Awards

The Governing Board provides for the presentation of awards to employees for superior accomplishments, cost effective ideas, and other special acts or services in the public interest, and awards to students for excellence and may initiate and carry on any program or activity which is necessary or desirable in meeting its needs, or may otherwise act in a manner which it determines is not in conflict or inconsistent with, or preempted by, any law and which is not in conflict with the purpose for which the district was established. The Board recognizes students, parents, and other community members who perform special acts or services in the interest of the public and provides the superintendent with the authority to make awards to employees, students, parents and other community members.

The following rules and regulations are established and the expenses of awards duly authorized shall by paid by district funds:

Awards may be made to individuals performing exemplary service to the district or public education;

Recommendation of individuals for award shall be made by a committee appointed by the superintendent;

The committee shall recommend the type of award;

Awards in cash may be made consistent with law and board policy;

The cost per individual award shall not exceed $200 unless expressly approved by the board;

Awards shall be approved by the Superintendent;

The Superintendent shall inform the Board of the names of all award recipients, the purpose for which the award was given, and the type of award.

The Board/Superintendent shall determine that these activities serve the educational purpose as follows:

Recognizes exceptional academic and professional achievement;

Increases community participation in service to education;

Promotes communication of local educational priorities; and

Commends exemplary service to education.

Legal Reference:
EDUCATION CODE
35160
35160.1
44015

Adopted by Shandon Joint Unified Board of Trustees: 9/13/05
Revised:

Bond Projects Update – May 8th, 2018

a meeting on Monday, April 30, 2018 PMS Lead Architect, Alan Kroeker, introduced a new Project Architect, Joel Jennings. In attendance were Superintendent Teresa Taylor, Fiscal Advisor Diana Larsen, MOT Consultant Karen Sawdey, and Facilities Committee member Steve Martin. He also reviewed the delays in DSA applications that will delay the Window Replacement Project, SHS Septic Replacement, from the Summer of '18 to the Summer of '19. He also expressed his concern about the length of time (3 to 5 years) that it takes to receive matching funds from the state. He will work with our consultant Julie Arndt and the Facilities Committee to create a timeline for projects and funding sources that will insure that all proposed projects will have adequate funding in a timely manner.

Modernization Eligibility/Funding Estimate – In January we submitted our application for state funding. However, we will not be in line to receive any state funding until DSA projects are approved and submitted to the state. According to the estimates of consultant Julie Avnit our eligibilities estimates are as following:

Parkfield ES:	State Match = $38,052	District Match = $25,368
Shandon ES:	State Match = $852,188	District Match = $568,125
Shandon HS:	State Match = $509,385	District Match = $339,590

pring Projects:

- Middle School Restroom Shade Cover – Completed except concrete.
- Classroom Equipment – teacher desks, cabinets, shelves – planning and seeking bids
- Air Conditioning/Heating Upgrades - Gym, MOT – Seeking Bids
- Alarm System Upgrade – Seeking Bids
- Technology Upgrades – launch remaining chrome books, transition to new fiber line

Summer '18 Projects

- Painting - inside and outside of remaining rooms and fences – architect preparing bid specs for May bidding
- Septic Tank Repair (SES) – Bid awarded to Switzer Construction
- Flooring – Parkfield School, SES main building, SES Café – seeking bids
- Remaining Asbestos Removal – Parkfield window and floors/SES Café pipes in wall
- SES Office/Library Remodel – planning stage
- SES Café – Plans approved – Bids are being solicited.

Summer '19

- Septic Tank Replacement (SHS)- architect and engineer preparing bid specs for April bids
- Window Replacement - SES, Parkfield and SHS including Gym – architect is preparing bid specs for March bids
- Solar – planning stage

BOND REPORT 4-01-2018 TO 4-30-2018

	VENDOR WARRANT NUMBER	ACCOUNT CODE/DESCRIPTION	AMOUNT	SITE
5630 REPAIRS/MAINT -BUILDING				
BALANCE FORWARD	04/01/2018		2,430.04	
TOTAL ACTIVITY			0	
ENDING BALANCE 0	4/30/2018		2,430.04	
	VENDOR WARRANT NUMBER	**ACCOUNT CODE/DESCRIPTION**	**AMOUNT**	**SITE**
5800 PROFES'L/CONSULTG SVCS/OP EXP				
BALANCE FORWAR	D 04/01/2018		3,375.00	
TOTAL ACTIVITY			0	
ENDING BALANCE 0	4/30/2018		3,375.00	
	VENDOR WARRANT NUMBER	**ACCOUNT CODE/DESCRIPTION**	**AMOUNT**	**SITE**
6170 LAND IMPROVEMENT				
BALANCE FORWAR	D 04/01/2018		137,793.23	
4/9/2018	PO-180170 3646 4232947	21-0000-0-6170-0000-8500-050-0000-5600	2,743.00	SHS
	JC BEASLEY ENT	SHS.REPLACEMENT GATE OPERATOR		
TOTAL ACTIVITY			2,743.00	
ENDING BALANCE 0	4/30/2018		140,536.23	
	VENDOR WARRANT NUMBER	**ACCOUNT CODE/DESCRIPTION**	**AMOUNT**	**SITE**
6200 BUILDINGS & IMPROVEMNT OF BLDG				
BALANCE FORWAR	D 04/01/2018		573,210.17	
TOTAL ACTIVITY			0	
ENDING BALANCE 0	4/30/2018		573,210.17	
	VENDOR WARRANT NUMBER	**ACCOUNT CODE/DESCRIPTION**	**AMOUNT**	**SITE**
6210 NEW BUILDINGS				
BALANCE FORWAR	D 04/01/2018		8,050.00	
TOTAL ACTIVITY			0	
ENDING BALANCE 0	4/30/2018		8,050.00	
	VENDOR WARRANT NUMBER	**ACCOUNT CODE/DESCRIPTION**	**AMOUNT**	**SITE**
6220 ARCHITECT FEES				
BALANCE FORWAR	D 04/01/2018		66,107.10	
4/9/2018	PV-180398 3629 4232949	21-0000-0-6220-0000-8500-050-0000-0000	1,800.00	SHS
	PMSM ARCHITECTS	PTN 68833-7,SHS WINDOW REPLACE		
4/9/2018	PV-180398 3629 4232949	21-0000-0-6220-0000-8500-050-0000-0000	2,460.00	SES
	PMSM ARCHITECTS	PTN 68833-6,SES WINDOW REPLACE		
TOTAL ACTIVITY			4,260.00	
ENDING BALANCE 0	4/30/2018		70,367.10	
	VENDOR WARRANT NUMBER	**ACCOUNT CODE/DESCRIPTION**	**AMOUNT**	**SITE**
6400 EQUIPMENT				
BALANCE FORWAR	D 04/01/2018		27,327.30	
TOTAL ACTIVITY			0	
ENDING BALANCE 0	4/30/2018		27,327.30	
	VENDOR WARRANT NUMBER	**ACCOUNT CODE/DESCRIPTION**	**AMOUNT**	**SITE**
6423 Technology Equipment				
BALANCE FORWAR	D 04/01/2018		1,011,538.14	279,393.80
TOTAL ACTIVITY				
ENDING BALANCE 0	4/30/2018		732,144.34	
	VENDOR WARRANT NUMBER	**ACCOUNT CODE/DESCRIPTION**	**AMOUNT**	**SITE**
6500 EQUIPMENT REPLACEMENT				
BALANCE FORWAR	D 04/01/2018		138,975.09	
4/9/2018	PO-180163 3640 4232954	21-0000-0-6500-0000-8500-050-0000-1110	24,272.50	SES
	SIERRA SCHOOL EQUIPMENT COM	P INV#61719,ELEM CLSRM CABINETS		
TOTAL ACTIVITY			24,272.50	
ENDING BALANCE 0	4/30/2018		163,247.59	

Fund : 21	TOTA LS (INCOME)	0	17,135.41
TOTA	LS (INCOME BALANCE)		17,135.41
TOTA	LS (EXPENDITURE)	2,032,517.38	279,393.80
TOTA	LS (EXPENDITURE BALANCE)	1,753,123.58	

TOTAL ASSETS (9000- 9499)	1,408,994.60	0
TOTAL LIABILITIES (9500- 9699)	0	0
L FUND BALANCE (9700- 9759) (9760 - 9799)	0	11,114.77
ESTIMATED INCOME (9810	12,115.00	0
ESTIMATED EXPENSE (9820	0	3,145,983.00
TOTAL INCOME (8000- 8999) (9840)	0	17,135.41
TOTAL EXPENSES (1000- 7999) (9850)	1,753,123.58	0

Account classifications selected

	FN	RESC	Y	OBJT	GOAL	FUNC	SCH	DISC	DIS2
1.	21-????	-?		????	????	????	???	????	????
2.	-	-	-	-	-	-	-	-	-
3.	-	-	-	-	-	-	-	-	-
4.	-	-	-	-	-	-	-	-	-
5.	-	-	-	-	-	-	-	-	-
6.	-	-	-	-	-	-	-	-	-
7.	-	-	-	-	-	-	-	-	-
8.	-	-	-	-	-	-	-	-	-
9.	-	-	-	-	-	-	-	-	-
10.	-	-	-	-	-	-	-	-	-

Field ranges selected

FI	RANGE

Sort / Rollup on : Fund
Restricted Fld Nbr : 02 RESC
Separation Option : No Separation of Restricted and UnRestricted
Extraction Type : Restricted and UnRestricted
GL Transactions : Approved Only
Account Description: Not Shown
Detail line format : 2 Line(s) per detail

Report prepared : 04/30/2018 09:27:49

FUND :21 BUILDING FUND - BOND PROCEEDS

	DATE	REFERENCE VENDOR WARRANT TRANSACTION DESCRIPTION	FN RESC Y OBJT GOAL FUNC SCH DISC DIS2	DEBIT	CREDIT
9110	CASH IN COUNTY TREASURY				
	BALANCE FORWARD 04/01/2018			3,440,362.51	2,002,984.52
	04/09/2018	AP-040918 ACCOUNTS PAYABLE 04/09/2018	21-0000-0-9110-0000-0000-000-0000-0000	0.00	31,275.50
	04/10/2018	PX-041018 BX-MID 04/10/2018	21-0000-0-9110-0000-0000-000-0000-0000	0.00	333.01
	04/10/2018	PY-041018 PY-MID 04/10/18	21-0000-0-9110-0000-0000-000-0000-0000	0.00	1,794.99
	04/18/2018	TF-190678 17/18 3RD QTR INT 1.3724% MR	21-0000-0-8660-0000-0000-000-0000-0000	5,020.11	0.00
	TOTAL ACTIVITY			5,020.11	33,403.50
	ENDING BALANCE 04/30/2018			1,408,994.60	
9510	ACCOUNTS PAYABLE(CURRENT LIAB)				
	BALANCE FORWARD 04/01/2018			3,870.64	3,870.64
	TOTAL ACTIVITY			0.00	0.00
	ENDING BALANCE 04/30/2018			0.00	
9512	PERS PASS THROUGH				
	BALANCE FORWARD 04/01/2018			830.09	830.09
	04/10/2018	PY-041018 BN-MID 04/10/2018	21-0000-0-9512-0000-0000-000-0000-0000	0.00	150.46
	04/10/2018	PX-041018 BX-MID 04/10/2018	21-0000-0-9512-0000-0000-000-0000-0000	150.46	0.00
	TOTAL ACTIVITY			150.46	150.46
	ENDING BALANCE 04/30/2018			0.00	
9513	OASDHI PASS THROUGH				
	BALANCE FORWARD 04/01/2018			1,658.91	1,658.91
	04/10/2018	PY-041018 BN-MID 04/10/2018	21-0000-0-9513-0000-0000-000-0000-0000	0.00	111.29
	04/10/2018	PX-041018 BX-MID 04/10/2018	21-0000-0-9513-0000-0000-000-0000-0000	111.29	0.00
	TOTAL ACTIVITY			111.29	111.29
	ENDING BALANCE 04/30/2018			0.00	
9515	UNEMPLOYMENT				
	BALANCE FORWARD 04/01/2018			13.39	13.39
	04/10/2018	PY-041018 BN-MID 04/10/2018	21-0000-0-9515-0000-0000-000-0000-0000	0.00	0.89
	04/10/2018	PX-041018 BX-MID 04/10/2018	21-0000-0-9515-0000-0000-000-0000-0000	0.89	0.00
	TOTAL ACTIVITY			0.89	0.89
	ENDING BALANCE 04/30/2018			0.00	

FUND :21 BUILDING FUND - BOND PROCEEDS

	DATE	REFERENCE VENDOR WARRANT TRANSACTION DESCRIPTION	FN RESC Y OBJT GOAL FUNC SCH DISC DIS2	DEBIT	CREDIT
9516	W/COMP	PASS THROUGH			
	BALANCE FORWARD 04/01/2018			660.88	660.88
	04/10/2018	PY-041018	21-0000-0-9516-0000-0000-000-0000-0000	0.00	44.34
		BN-MID 04/10/2018			
	04/10/2018	PX-041018	21-0000-0-9516-0000-0000-000-0000-0000	44.34	0.00
		BX-MID 04/10/2018			
	TOTAL ACTIVITY			44.34	44.34
	ENDING BALANCE 04/30/2018			0.00	
9517	MEDICARE				
	BALANCE FORWARD 04/01/2018			387.98	387.98
	04/10/2018	PY-041018	21-0000-0-9517-0000-0000-000-0000-0000	0.00	26.03
		BN-MID 04/10/2018			
	04/10/2018	PX-041018	21-0000-0-9517-0000-0000-000-0000-0000	26.03	0.00
		BX-MID 04/10/2018			
	TOTAL ACTIVITY			26.03	26.03
	ENDING BALANCE 04/30/2018			0.00	
9790	FUND BAL-UNDESIG/UNAPPROP				
	BALANCE FORWARD 04/01/2018			3,145,983.00	12,115.00
	TOTAL ACTIVITY			0.00	0.00
	ENDING BALANCE 04/30/2018			3,133,868.00	
9791	FUND BAL-BEGINNING BALANCE				
	BALANCE FORWARD 04/01/2018			0.00	3,144,982.77
	TOTAL ACTIVITY			0.00	0.00
	ENDING BALANCE 04/30/2018				3,144,982.77
9810	ESTIMATED REVENUES				
	BALANCE FORWARD 04/01/2018			12,115.00	0.00
	TOTAL ACTIVITY			0.00	0.00
	ENDING BALANCE 04/30/2018			12,115.00	
9820	APPROPRIATIONS				
	BALANCE FORWARD 04/01/2018			0.00	3,145,983.00
	TOTAL ACTIVITY			0.00	0.00
	ENDING BALANCE 04/30/2018				3,145,983.00
9840	REVENUES				
	BALANCE FORWARD 04/01/2018			0.00	12,115.30
	04/18/2018	TF-190678	21-0000-0-8660-0000-0000-000-0000-0000	0.00	5,020.11
		17/18 3RD QTR INT 1.3724% MR			
	TOTAL ACTIVITY			0.00	5,020.11
	ENDING BALANCE 04/30/2018				17,135.41

FUND :21 BUILDING FUND - BOND PROCEEDS

	DATE	REFERENCE VENDOR WARRANT TRANSACTION DESCRIPTION	FN RESC Y OBJT GOAL FUNC SCH DISC DIS2	DEBIT	CREDIT
9850	EXPENDITURES				
	BALANCE FORWARD 04/01/2018			1,999,113.88	279,393.80
	04/09/2018	AP-040918 ACCOUNTS PAYABLE 04/09/2018	21-0000-0-9850-0000-0000-000-0000-0000	31,275.50	0.00
	04/10/2018	PB-041018 BN-MID 04/10/2018	21-0000-0-9850-0000-0000-000-0000-0000	333.01	0.00
	04/10/2018	PY-041018 PY-MID 04/10/18	21-0000-0-9850-0000-0000-000-0000-0000	1,794.99	0.00
	TOTAL ACTIVITY			33,403.50	0.00
	ENDING BALANCE 04/30/2018			1,753,123.58	

Fund : 21	TOTALS (ASSETS)	3,445,382.62	2,036,388.02
	TOTALS (ASSETS BALANCE)	1,408,994.60	
	TOTALS (LIABILITIES)	7,754.90	7,754.90
	TOTALS (LIABILITIES BALANCE)	0.00	
	TOTALS (FUND BALANCE)	3,145,983.00	3,157,097.77
	TOTALS (FUND BAL BALANCE)		11,114.77
	TOTALS (ESTIMATED INCOME)	12,115.00	0.00
	TOTALS (ESTIMATED INCOME BALANCE)	12,115.00	
	TOTALS (ESTIMATED EXPENSE)	0.00	3,145,983.00
	TOTALS (ESTIMATED EXPENSE BALANCE)		3,145,983.00

FUND :21 BUILDING FUND - BOND PROCEEDS

	DATE	REFERENCE VENDOR WARRANT TRANSACTION DESCRIPTION	FN RESC Y OBJT GOAL FUNC SCH DISC DIS2	DEBIT	CREDIT
8660	INTEREST				
	BALANCE FORWARD 04/01/2018			0.00	12,115.30
	04/18/2018	TF-190678	21-0000-0-8660-0000-0000-000-0000-0000	0.00	5,020.11
		17/18 3RD QTR INT 1.3724% MR			
	TOTAL ACTIVITY			0.00	5,020.11
	ENDING BALANCE 04/30/2018				17,135.41

FUND :21 BUILDING FUND - BOND PROCEEDS

	DATE	REFERENCE VENDOR WARRANT TRANSACTION DESCRIPTION	FN RESC Y OBJT GOAL FUNC SCH DISC DIS2	DEBIT	CREDIT
2250	CLASSIFIED SUPPORT EXTRA DUTY				
	BALANCE FORWARD 04/01/2018			26,580.88	0.00
	04/10/2018	PY-041018	21-0000-0-2250-0000-8500-050-0000-0000	1,794.99	0.00
		PY-MID 04/10/2018			
	TOTAL ACTIVITY			1,794.99	0.00
	ENDING BALANCE 04/30/2018			28,375.87	
2270	CLASSIFIED SUPPORT OVERTIME				
	BALANCE FORWARD 04/01/2018			175.68	0.00
	TOTAL ACTIVITY			0.00	0.00
	ENDING BALANCE 04/30/2018			175.68	
3202	PERS CLASSIFIED				
	BALANCE FORWARD 04/01/2018			830.09	0.00
	04/10/2018	PY-041018	21-0000-0-3202-0000-8500-050-0000-0000	150.46	0.00
		BN-MID 04/10/2018			
	TOTAL ACTIVITY			150.46	0.00
	ENDING BALANCE 04/30/2018			980.55	
3302	SOCIAL SECURITY CLASSIFIED				
	BALANCE FORWARD 04/01/2018			1,658.91	0.00
	04/10/2018	PY-041018	21-0000-0-3302-0000-8500-050-0000-0000	111.29	0.00
		BN-MID 04/10/2018			
	TOTAL ACTIVITY			111.29	0.00
	ENDING BALANCE 04/30/2018			1,770.20	
3312	MEDICARE - CLASSIFIED				
	BALANCE FORWARD 04/01/2018			387.98	0.00
	04/10/2018	PY-041018	21-0000-0-3312-0000-8500-050-0000-0000	26.03	0.00
		BN-MID 04/10/2018			
	TOTAL ACTIVITY			26.03	0.00
	ENDING BALANCE 04/30/2018			414.01	
3502	UNEMPLOYMENT - CLASSIFIED				
	BALANCE FORWARD 04/01/2018			13.39	0.00
	04/10/2018	PY-041018	21-0000-0-3502-0000-8500-050-0000-0000	0.89	0.00
		BN-MID 04/10/2018			
	TOTAL ACTIVITY			0.89	0.00
	ENDING BALANCE 04/30/2018			14.28	
3602	WORKERS COMP - CLASSIFIED				
	BALANCE FORWARD 04/01/2018			660.88	0.00
	04/10/2018	PY-041018	21-0000-0-3602-0000-8500-050-0000-0000	44.34	0.00
		BN-MID 04/10/2018			
	TOTAL ACTIVITY			44.34	0.00
	ENDING BALANCE 04/30/2018			705.22	

FUND :21 BUILDING FUND - BOND PROCEEDS

	DATE	REFERENCE VENDOR WARRANT TRANSACTION DESCRIPTION	FN RESC Y OBJT GOAL FUNC SCH DISC DIS2	DEBIT	CREDIT
5630	REPAIRS/MAINT - BUILDING				
	BALANCE FORWARD 04/01/2018			2,430.04	0.00
	TOTAL ACTIVITY			0.00	0.00
	ENDING BALANCE 04/30/2018			2,430.04	
5800	PROFES'L/CONSULTG SVCS/OP EXP				
	BALANCE FORWARD 04/01/2018			3,375.00	0.00
	TOTAL ACTIVITY			0.00	0.00
	ENDING BALANCE 04/30/2018			3,375.00	
6170	LAND IMPROVEMENT				
	BALANCE FORWARD 04/01/2018			137,793.23	0.00
	04/09/2018 PO-180170 3646	4232947	21-0000-0-6170-0000-8500-050-0000-5600	2,743.00	0.00
	JC BEASLEY ENT		SHS.REPLACEMENT GATE OPERATOR		
	TOTAL ACTIVITY			2,743.00	0.00
	ENDING BALANCE 04/30/2018			140,536.23	
6200	BUILDINGS & IMPROVEMNT OF BLDG				
	BALANCE FORWARD 04/01/2018			573,210.17	0.00
	TOTAL ACTIVITY			0.00	0.00
	ENDING BALANCE 04/30/2018			573,210.17	
6210	NEW BUILDINGS				
	BALANCE FORWARD 04/01/2018			8,050.00	0.00
	TOTAL ACTIVITY			0.00	0.00
	ENDING BALANCE 04/30/2018			8,050.00	
6220	ARCHITECT FEES				
	BALANCE FORWARD 04/01/2018			66,107.10	0.00
	04/09/2018 PV-180398 3629	4232949	21-0000-0-6220-0000-8500-050-0000-0000	1,800.00	0.00
	PMSM ARCHITECTS		PTN 68833-7,SHS WINDOW REPLACE		
	04/09/2018 PV-180398 3629	4232949	21-0000-0-6220-0000-8500-050-0000-0000	2,460.00	0.00
	PMSM ARCHITECTS		PTN 68833-6,SES WINDOW REPLACE		
	TOTAL ACTIVITY			4,260.00	0.00
	ENDING BALANCE 04/30/2018			70,367.10	
6400	EQUIPMENT				
	BALANCE FORWARD 04/01/2018			27,327.30	0.00
	TOTAL ACTIVITY			0.00	0.00
	ENDING BALANCE 04/30/2018			27,327.30	
6423	Technology Equipment				
	BALANCE FORWARD 04/01/2018			1,011,538.14	279,393.80
	TOTAL ACTIVITY			0.00	0.00
	ENDING BALANCE 04/30/2018			732,144.34	

FUND :21 BUILDING FUND - BOND PROCEEDS

	DATE	REFERENCE VENDOR WARRANT TRANSACTION DESCRIPTION	FN RESC Y OBJT GOAL FUNC SCH DISC DIS2	DEBIT	CREDIT
6500	EQUIPMENT REPLACEMENT				
	BALANCE FORWARD 04/01/2018			138,975.09	0.00
	04/09/2018	PO-180163 3640 4232954	21-0000-0-6500-0000-8500-050-0000-1110	24,272.50	0.00
		SIERRA SCHOOL EQUIPMENT COMP	INV#61719,ELEM CLSRM CABINETS		
	TOTAL ACTIVITY			24,272.50	0.00
	ENDING BALANCE 04/30/2018			163,247.59	

Fund : 21	TOTALS (INCOME)		0.00	17,135.41
	TOTALS (INCOME BALANCE)			17,135.41
	TOTALS (EXPENDITURE)		2,032,517.38	279,393.80
	TOTALS (EXPENDITURE BALANCE)		1,753,123.58	

FUND :21 BUILDING FUND - BOND PROCEEDS

DATE	REFERENCE VENDOR WARRANT TRANSACTION DESCRIPTION	FN RESC Y OBJT GOAL FUNC SCH DISC DIS2	DEBIT	CREDIT
TOTAL ASSETS	(9000 - 9499)		1,408,994.60	0.00
TOTAL LIABILITIES	(9500 - 9699)		0.00	0.00
TOTAL FUND BALANCE	(9700 - 9759) (9760 - 9799)		0.00	11,114.77
ESTIMATED INCOME	(9810)		12,115.00	0.00
ESTIMATED EXPENSE	(9820)		0.00	3,145,983.00
TOTAL INCOME	(8000 - 8999) (9840)		0.00	17,135.41
TOTAL EXPENSES	(1000 - 7999) (9850)		1,753,123.58	0.00

Shandon Joint Unified School District Monthly Enrollment

2017-18 SCHOOL YEAR

School	Grade of Class	Female	Male	April Enrollment,2018	Mar Enrollment 2018
Parkfield	Kdgn	0	3	3	3
	1st	0	0	0	0
	2nd	2	1	3	3
	3rd	0	0	0	0
	4th	3	0	3	3
	5th	1	1	2	2
	6th	0	0	0	0
Parkfield Totals	*11*	**6**	**5**	**11**	**11**
Shandon Elem.	Transitional K	4	7	11	12
	Kdgn	9	13	22	23
	1st	11	14	25	25
	2nd	11	9	20	20
	3rd	13	17	30	30
	4th	11	17	28	29
	5th	6	12	18	17
	6th	9	8	17	17
	7th	15	7	22	22
	8th	10	11	21	21
SES Total	*214*	**99**	**115**	**214**	**216**
Shandon High School	9th	6	14	20	20
	10th	8	17	25	24
	11th	9	11	20	20
	12th	8	11	19	19
SHS Total	*84*	**31**	**53**	**84**	**83**
Ind. Study		2	1	**3**	**3**
Home Hospital		0	0	**0**	**0**
NPS Students		0	1	**1**	**1**
Total Miscellaneous	*4*	2	2	4	4
TOTAL ENROLLMENT	*313*	**138**	**175**	**313**	**314**
Difference from Last Month			diff	-1	

Wed May 2	All day	SES Popcornopolis Fundraiser
	All day	SHS Periods 5-8
	10 – 11am	MOT Meeting - Karen, Rudy, Kim, Teresa
	11:30am – 12:30pm	SHS FNL Every 15 Min. (Templeton High School)
	1 – 3:30pm	**District Safety Training**
	3 – 3:30pm	**Safety Meeting SHS Library**
	6 – 7pm	***Shandon 4-H** SES Cafeteria
	7 – 8pm	**Shandon Community Advisory Meeting**
Thu May 3	All day	**SHS Periods 1-4**
	3:30 – 6pm	***Softball Game (Home)**
	4:30 – 6pm	**Neighborhood Food Distribution** SHS Parking Lot
Fri May 4	All day	**SHS Periods 5-8**
	12:45 – 8:15pm	**Baseball/Softball game (Away)** Valley Christian Academy
	5:30 – 8:30pm	**Basketball Club (Mario Contreras)**
Sat May 5	All day	**Cal Poly State FFA Finals** California Polytechnic State Univer...
	8am – 12pm	**Saturday School 6-12th Grade**
Mon May 7	All day	**SHS Periods 1-4**
Tue May 8	All day	**SHS Periods 5-8**
	1 – 8pm	**Softball game (Away)** TBD
	6 – 9:30pm	**Board Meeting - Parkfield 7PM Open Session 6PM Closed**
Wed May 9	All day	**SHS Periods 1-4**
	10 – 11am	**MOT Meeting - Karen, Rudy, Kim, Teresa**
	1 – 1:20pm	**SHS Class Meeting**
	2:30 – 3:30pm	**Health Training with Nurse Crystal**
	6 – 9pm	***FFA Annual Awards Banquet** Shandon High School Gym
Thu May 10	All day	**Parkfield Bluegrass Festival**
	All day	**SES Tk-1st Grade Field Trip to Paso Robles Children's Museum**

Thu May 10	All day	Parkfield Bluegrass Festival
	All day	SES Tk-1st Grade Field Trip to Paso Robles Children's Museum
	All day	SHS Periods 5-8
	All day	* SHS North County Presentation Abolitionists ROOM 2
	3:30 – 6pm	Baseball/Softball game (Home)
	4 – 6pm	FFA SLO Sectional Officer Elections, AHS TBA
Fri May 11	All day	Parkfield Bluegrass Festival
	All day	* SHS North County Presentation Abolitionists ROOM 2
	All day	SHS Periods 1-4
	All day	*SHS Spring Play
	2 – 3:30pm	*SHS Spring Play Performance for SES
Sat May 12	All day	Parkfield Bluegrass Festival
	All day	*SHS Spring Play
	8am – 12pm	Saturday School 6-12th Grade
Sun May 13	All day	Parkfield Bluegrass Festival
	All day	*SHS Spring Play
Mon May 14	All day	SHS Periods 5-8
	6 – 8pm	*SHS Athletic Banquet
Tue May 15	All day	SH Water District
	All day	SHS Periods 1-4
	11:40am – 12pm	SHS ASB Meeting
Wed May 16	All day	Salinas Valley Fair King City
	All day	SHS Periods 5-8
	10 – 11am	MOT Meeting - Karen, Rudy, Kim, Teresa
Thu May 17	All day	Salinas Valley Fair King City
	All day	SES Safety Day
	All day	SHS Periods 1-4

Thu May 17	All day	**Salinas Valley Fair** King City
	All day	**SES Safety Day**
	All day	**SHS Periods 1-4**
	9 – 11:30am	***SES Safety Day** Grass Area and Block top/ SES
Fri May 18	All day	**Salinas Valley Fair** King City
	All day	**SHS Periods 5-8**
	All day	**Superintendent Applications Due**
	10:40 – 11:10am	**SES Fire Drill**
	4 – 6pm	***Kids Culinary Night**
Sat May 19	All day	**Salinas Valley Fair** King City
	8am – 12pm	**Saturday School 6-12th Grade**
Sun May 20	All day	**Salinas Valley Fair** King City
Mon May 21	All day	***SES Book Fair**
	All day	***Staff Appreciation Week**
	All day	**SHS Periods 1-4**
Tue May 22	All day	***SES Book Fair**
	All day	***Staff Appreciation Week**
	All day	**SHS Periods 5-8**
	10:30am – 1:10pm	**SES Nutrition Education Class**
	6 – 8pm	**Save the date for PES Open House**
Wed May 23	All day	***SES Book Fair**
	All day	***Staff Appreciation Week**
	All day	**SHS Periods 1-4**
	10 – 11am	**MOT Meeting - Karen, Rudy, Kim, Teresa**
	1:00pm	**Retired Teachers Scholarship Tea ?Time?**
	3:30 – 5pm	***Staff Celebration**
	3:30 – 4:30pm	**Staff Appreciation Celebration**

Wed May 23	All day	*SES Book Fair
	All day	*Staff Appreciation Week
	All day	SHS Periods 1-4
	10 – 11am	MOT Meeting - Karen, Rudy, Kim, Teresa
	1:00pm	Retired Teachers Scholarship Tea ?Time?
	3:30 – 5pm	*Staff Celebration
	3:30 – 4:30pm	Staff Appreciation Celebration
Thu May 24	All day	*SES Book Fair
	All day	*Staff Appreciation Week
	All day	SHS Periods 5-8
	4:30 – 6:30pm	*SES Open House
Fri May 25	All day	*SES Book Fair
	All day	*Staff Appreciation Week
	All day	*SES 5th Grade Field Trip San Simeon
	All day	All Board items need to be submitted to the District Office
	All day	SHS Periods 1-4
Sat May 26	8am – 12pm	Saturday School 6-12th Grade
Mon May 28	All day	Memorial Day NO SCHOOL
	11am – 1pm	ASB Community Memorial Day BBQ
Tue May 29	All day	*SHS Senior Field Trip
	All day	SHS Periods 5-8
	9:30am – 1pm	TK-8th Grade Field Trip to Vina Robles for Peter Pan Live
	5 – 8pm	*SES Family Cooking Night
Wed May 30	All day	*SHS Senior Field Trip
	All day	SHS Periods 1-4
	10 – 11am	MOT Meeting - Karen, Rudy, Kim, Teresa
Thu	All day	SHS Periods 5-8

Thu May 31	All day	**SHS Periods 5-8**
	4 – 6pm	***FFA SLO Section CATA Planning Meeting** Brady Cerda's Hou...
Fri Jun 1	All day	**SHS Periods 1-4**
Sat Jun 2	8am – 12pm	**Saturday School 6-12th Grade**
Mon Jun 4	All day	**SHS Periods 5-8**
Tue Jun 5	All day	***SHS ASB Meeting**
	All day	**SHS Periods 1-4**
	6:30 – 7:30pm	**Board Meeting**
Wed Jun 6	All day	**SHS Periods 5-8**
	10 – 11am	**MOT Meeting - Karen, Rudy, Kim, Teresa**
	3 – 3:30pm	**Safety Meeting Rm 14 SES**
	6 – 7pm	***Shandon 4-H** SES Cafeteria
	7 – 8pm	**Shandon Community Advisory Meeting**
Thu Jun 7	All day	**SHS Periods 1-4**
	4:30 – 6pm	**Neighborhood Food Distribution** SHS Parking Lot
Fri Jun 8	All day	***SES Good Attendance Field Trip to the Ravine Waterpark**
	All day	**All Board items need to be submitted to the District Office**
	All day	**SHS Periods 5-8**
Sat Jun 9	8am – 12pm	**Saturday School 6-12th Grade**
Mon Jun 11	All day	**SHS Periods 1-4**
Tue Jun 12	All day	**SHS Periods 5-8**
	7 – 8pm	**8th Grade Promotion 7PM**
Wed Jun 13	All day	**End Of 3rd Trimester & 2nd Semester**
	All day	**Last Day of School**

Report to School Board of Shandon Joint Unified School District
Special Education Department
April 27, 2018

Students

Current students receiving special education services: 52 + 2 served in Regional Programs

PK – 8th grade: 36 IEPs + 2 504 Plans

9th – 12th grade: 16 IEPs + 10 504 Plans

Students receiving only speech therapy service: 9

Students of residence being served outside of Shandon School District: 3

Number of students being evaluated for eligibility for sped services: 2

IEP meetings held: 71

504 Plan meetings held: 12

Special Education Operations Committee (SEOC) Meetings attended: 6

Professional Development:

4/11: Differentiated Instruction by Deborah Cleere (SELPA) for all 6-12 teachers, paras

4/19: Alternate Dispute Resolution training by SELPPA – Kepins, Pratt

Staff

Credentialed special education teachers: 3 - Sue Cherry. Monica Carr, Danya Pratt

Classified Paraeducators supporting special education: 6.08

9-12th grades: Cassandra Uzeta, Maria Sendejas (a.m.), Carolina Gutierrez (p.m.)

TK -8th grades: Jenni Valdez, Martha Soto, Sunshine Wright, Enrique Ramirez (a.m.), Maria Sendejas (p.m.), + Sheryl Easterbrook 30 minutes daily

Substitutes: Michelle Fielder, Alyssa Moe, Cassidy Brimer

Service Specialists providing special education services: 5

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 25 students

School Psychologist: Andy Needles (3 days/week) – serves District through student assessment, individual counseling and facilitating most IEP meetings.

Casemis Operator: Jean DeClue, Templeton USD

Prepared and Submitted by: Sue Cherry, Special Education Coordinator SMC

Board Report for May 2018
Shandon Elementary

Field Trips

On May 25th the 5th grade class will be going to the Coastal Discovery Center in San Simeon. Students will participate in three learning stations.

1. Plankton Tow and Oceanography
2. Plankton Viewing, Food Chain and Watershed Demonstrations
3. Beach Cleanup and Marine Debris Observation

On May 29th all students in grades TK-8 will be traveling to Vina Robles to watch Peter Pan. This production is sponsored by SLOCOE.

Safety Day

Officer Fontecchio is working to organize a safety day for May 17th. This event was originally scheduled for March 22nd but was cancelled due to rain.

Book Fair

SES will host the Scholastic Book Fair from May 21st-25th. This is a great time for parents to pick up some books for their children to read over summer break. The book fair will be open after school from 3:10-4:00 and during Open House.

Parkfield Open House

Parkfield Elementary will host their annual Open House on Thursday, May 22nd, from 6-7pm. The students will present "A Look Back on the Year", and parents will participate in Chocolate Rock Science Exploration.

SES Open House and Art Event

Shandon Elementary School's annual Open House will be held on May 24th. Starting at 5:00, parents and families are invited to join us for a free enchilada dinner prepared by the Colt's Cafe. Drinks will be available for purchase.

Classrooms will be open from 6:00 to 7:00. Each classroom will feature a hands-on art project for students and parents to create.

Perfect Attendance

On June 8th, students with 3 or less absences for the school year will be invited to participate in a reward trip to the Ravine Water Park.

Board Report for May 2018
Shandon Elementary

Parent and Student Survey Results

A summary of the parent and student survey results have been submitted for your review. This data will be reported in our revised LCAP and School Dashboard.

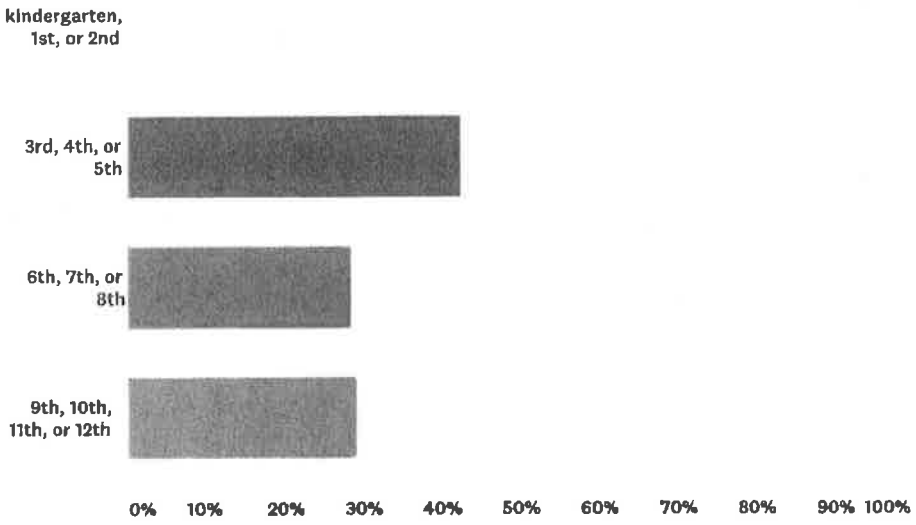
Important Dates

May 23rd Staff Appreciation
June 1st Field Day
June 1st 8th Grade Trip
June 11th Awards Assembly
June 11th Perfect Attendance Party
June 12th 8th Grade Promotion
June 13th Last Day of School BBQ

Prepared and Submitted by Shannon Kepins

Q1 What grade are you in?

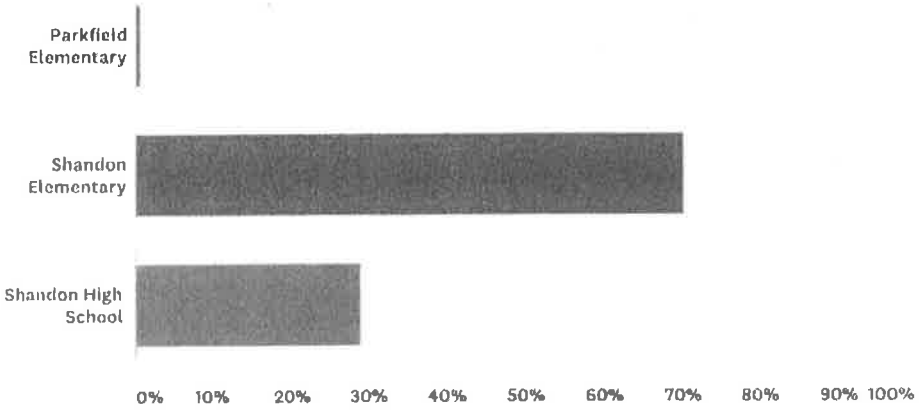
Answered: 158 Skipped: 1



ANSWER CHOICES	RESPONSES	
kindergarten, 1st, or 2nd	0.00%	0
3rd, 4th, or 5th	42.41%	67
6th, 7th, or 8th	28.48%	45
9th, 10th, 11th, or 12th	29.11%	46
TOTAL		158

Q2 What school do you attend?

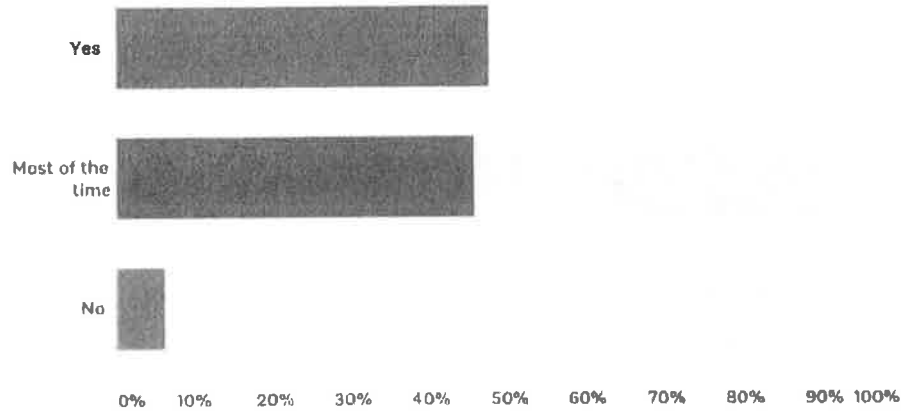
Answered: 158 Skipped: 1



ANSWER CHOICES	RESPONSES	
Parkfield Elementary	0.63%	1
Shandon Elementary	70.25%	111
Shandon High School	29.11%	46
TOTAL		158

Q3 I feel welcome at school.

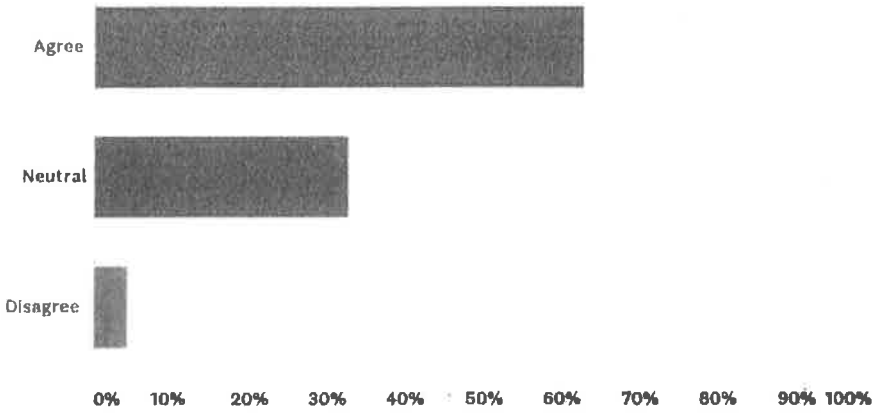
Answered: 157 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	47.77%	75
Most of the time	45.86%	72
No	6.37%	10
TOTAL		157

Q4 I am informed about my progress.

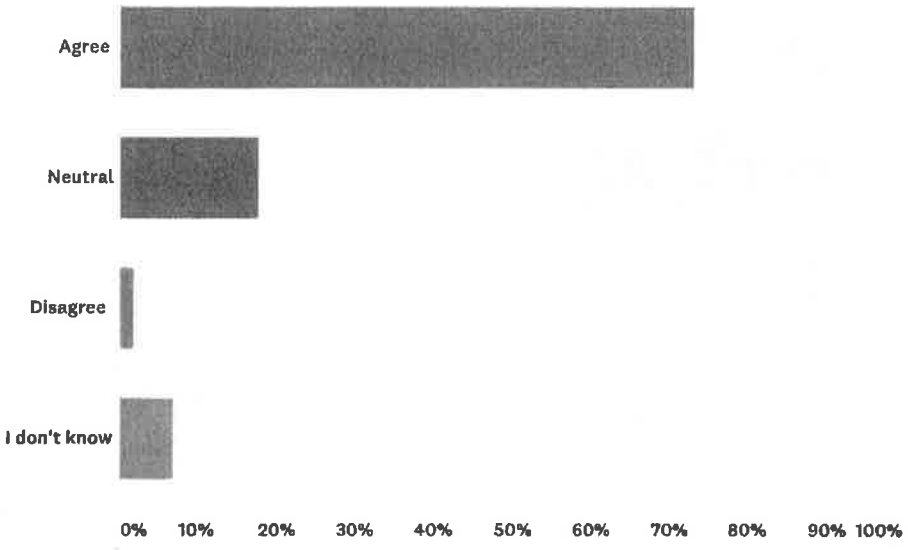
Answered: 156 Skipped: 3



ANSWER CHOICES	RESPONSES	
Agree	62.82%	98
Neutral	32.69%	51
Disagree	4.49%	7
TOTAL		156

Q5 I know what my teacher expects of me.

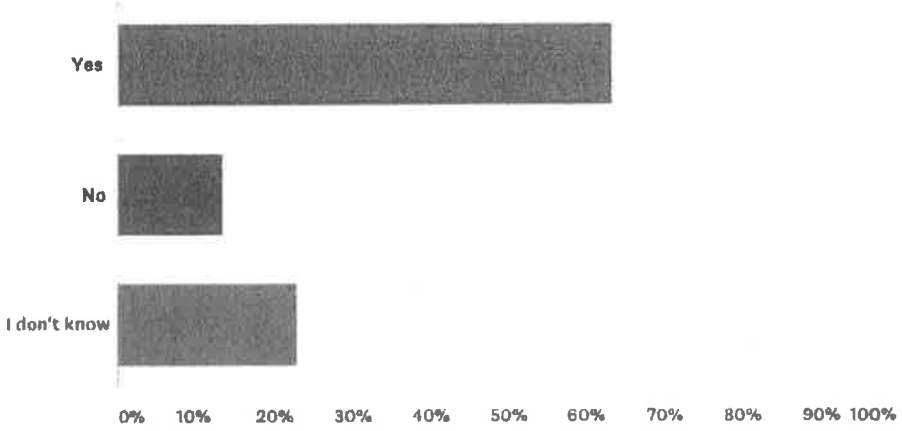
Answered: 157 Skipped: 2



ANSWER CHOICES	RESPONSES	
Agree	73.25%	115
Neutral	17.83%	28
Disagree	1.91%	3
I don't know	7.01%	11
TOTAL		157

Q6 I feel safe at school.

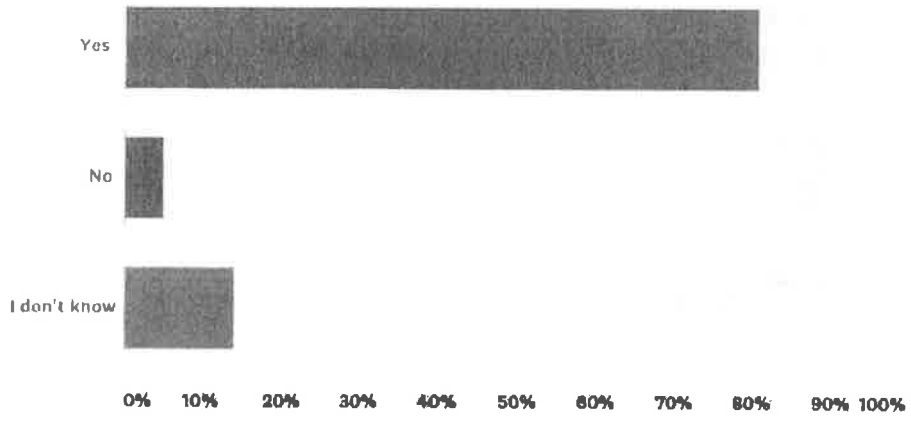
Answered 156 Skipped 3



ANSWER CHOICES	RESPONSES	
Yes	63.46%	99
No	13.46%	21
I don't know	23.08%	36
TOTAL		156

Q7 I feel safe going to and from school.

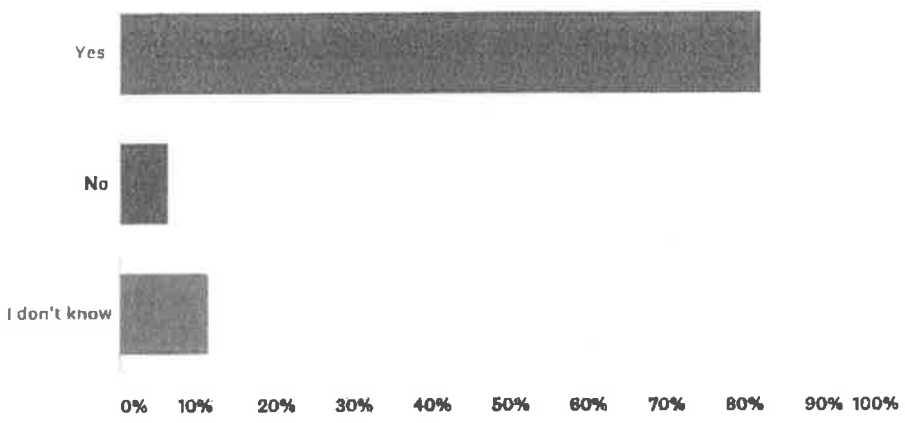
Answered: 157 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	80.89%	127
No	5.10%	8
I don't know	14.01%	22
TOTAL		157

Q8 I have at least one caring adult that I can go to at the school if I need help.

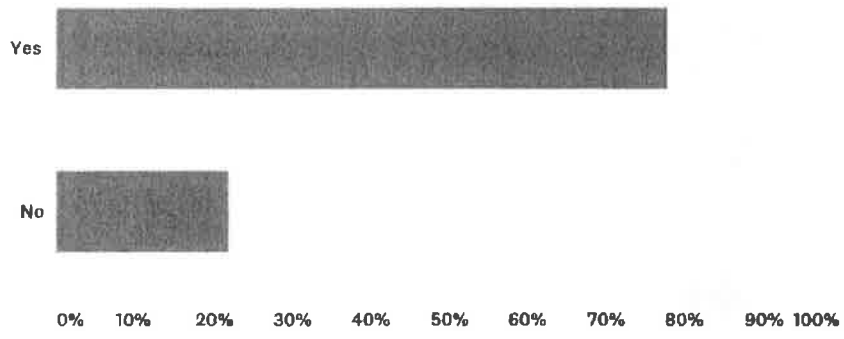
Answered: 157 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	82.17%	129
No	6.37%	10
I don't know	11.46%	18
TOTAL		157

Q9 If I have an issue or concern related to school, I understand how to get it addressed.

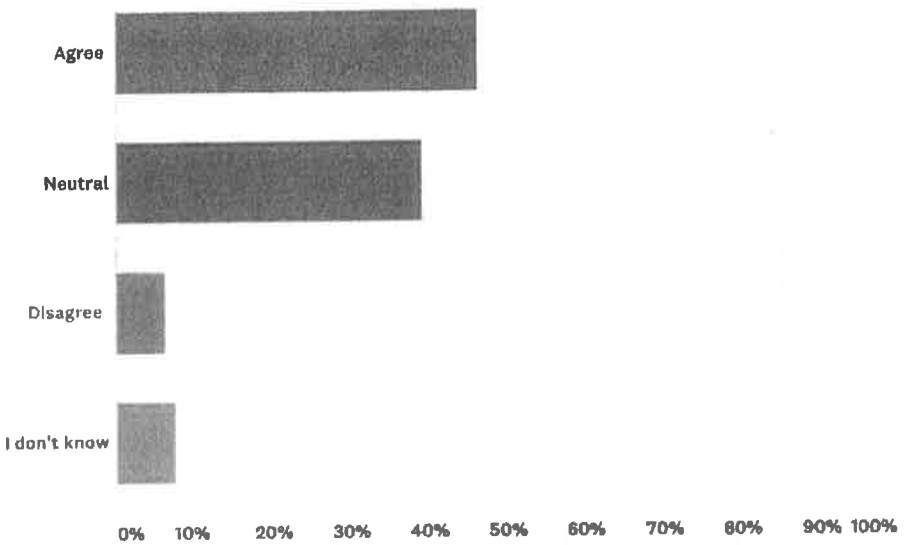
Answered: 155 Skipped: 4



ANSWER CHOICES	RESPONSES	
Yes	78.06%	121
No	21.94%	34
TOTAL		155

Q10 I am receiving a high quality educational experience at Shandon Joint Unified.

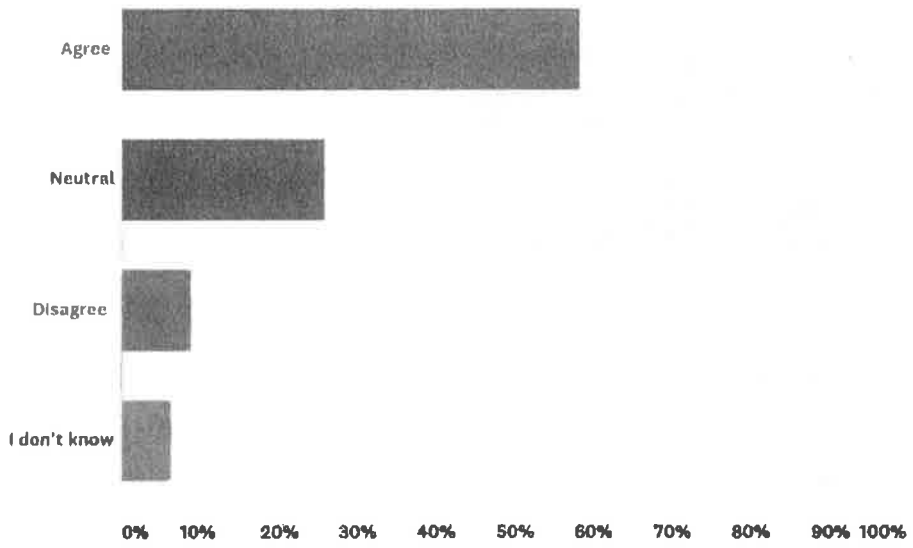
Answered: 155 Skipped: 4



ANSWER CHOICES	RESPONSES	
Agree	46.45%	72
Neutral	39.35%	61
Disagree	6.45%	10
I don't know	7.74%	12
TOTAL		155

Q11 The teachers show respect to the students.

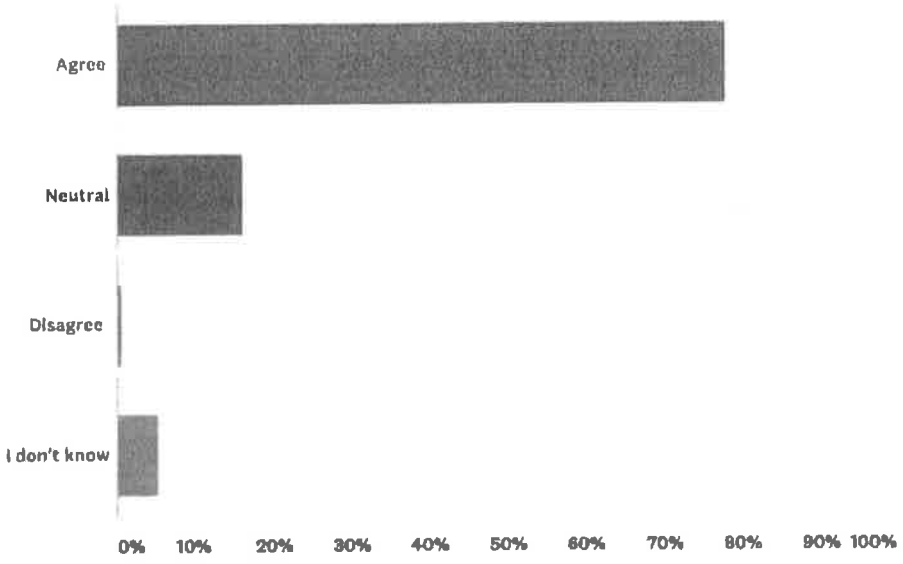
Answered: 154 Skipped: 5



ANSWER CHOICES	RESPONSES	
Agree	58.44%	90
Neutral	25.97%	40
Disagree	9.09%	14
I don't know	6.49%	10
TOTAL		154

Q12 My teacher(s) believe I can succeed.

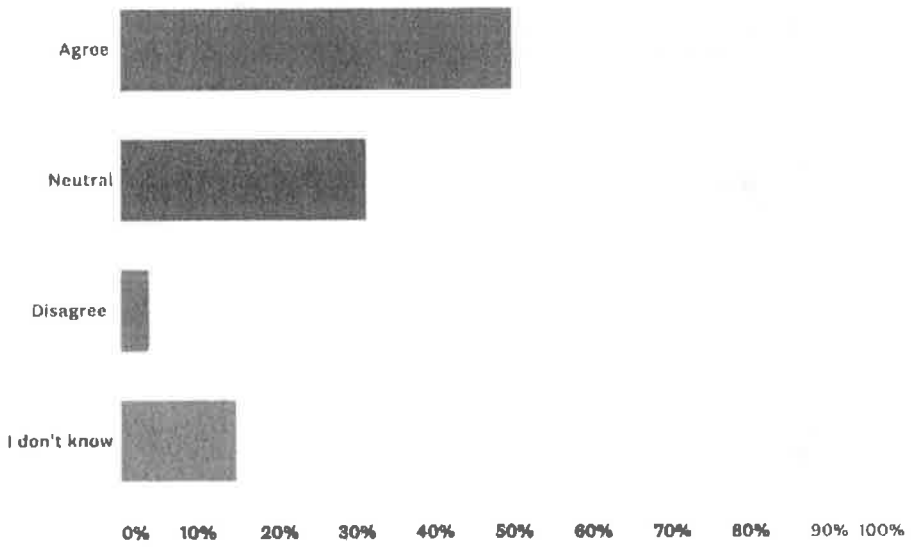
Answered: 155 Skipped: 4



ANSWER CHOICES	RESPONSES	
Agree	78.06%	121
Neutral	16.13%	25
Disagree	0.65%	1
I don't know	5.16%	8
TOTAL		155

Q13 The school meets my social needs.

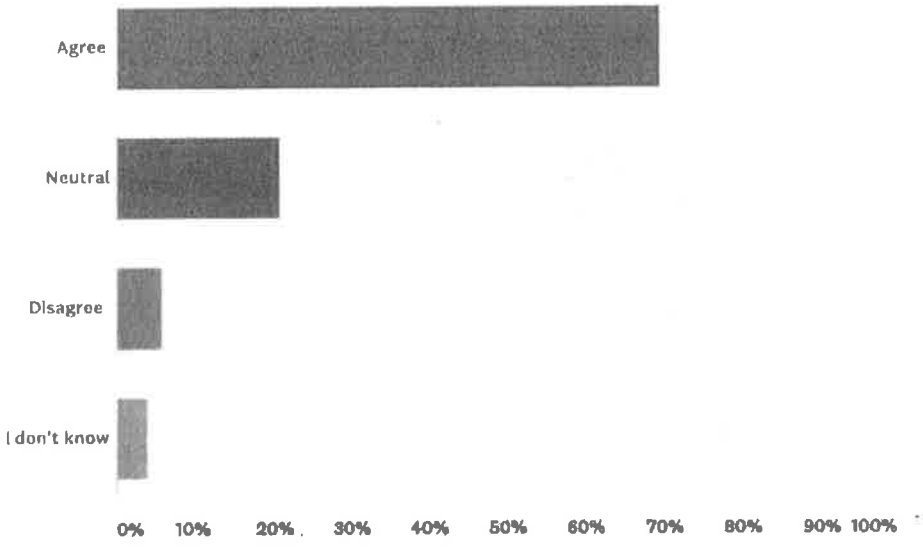
Answered: 156 Skipped: 3



ANSWER CHOICES	RESPONSES	
Agree	50.00%	78
Neutral	31.41%	49
Disagree	3.85%	6
I don't know	14.74%	23
TOTAL		156

Q14 I respect school staff.

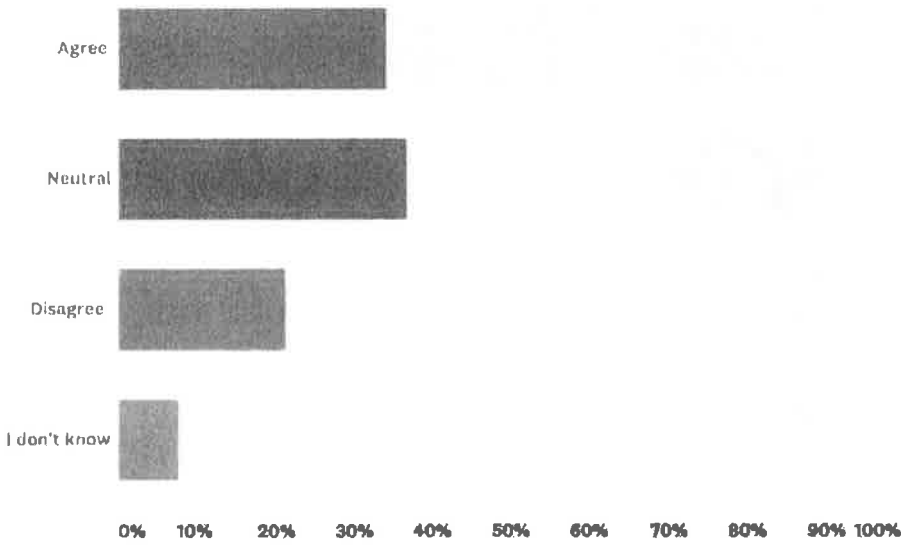
Answered: 154 Skipped: 5



ANSWER CHOICES	RESPONSES	
Agree	69.48%	107
Neutral	20.78%	32
Disagree	5.84%	9
I don't know	3.90%	6
TOTAL		154

Q15 The school rules are fair.

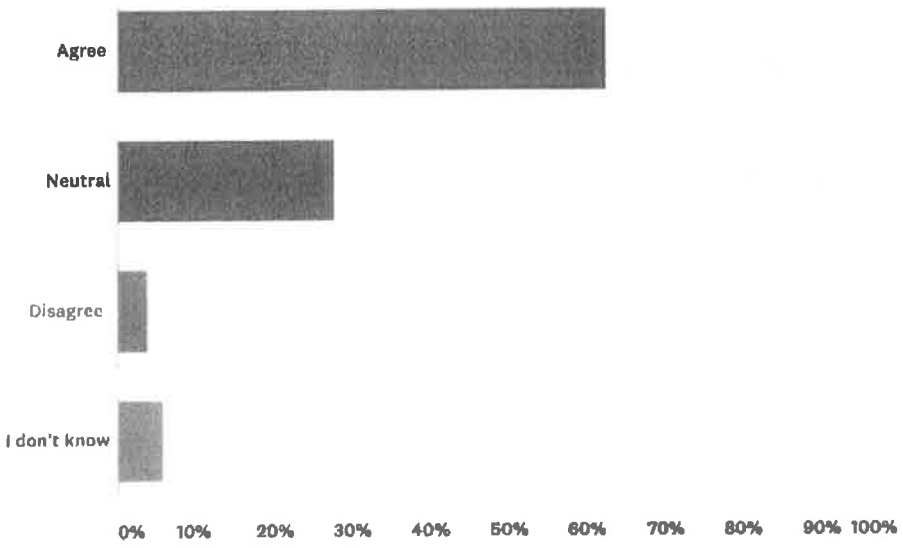
Answered: 155 Skipped: 4



ANSWER CHOICES	RESPONSES	
Agree	34.19%	53
Neutral	36.77%	57
Disagree	21.29%	33
I don't know	7.74%	12
TOTAL		155

Q16 The school succeeds in preparing me for the future.

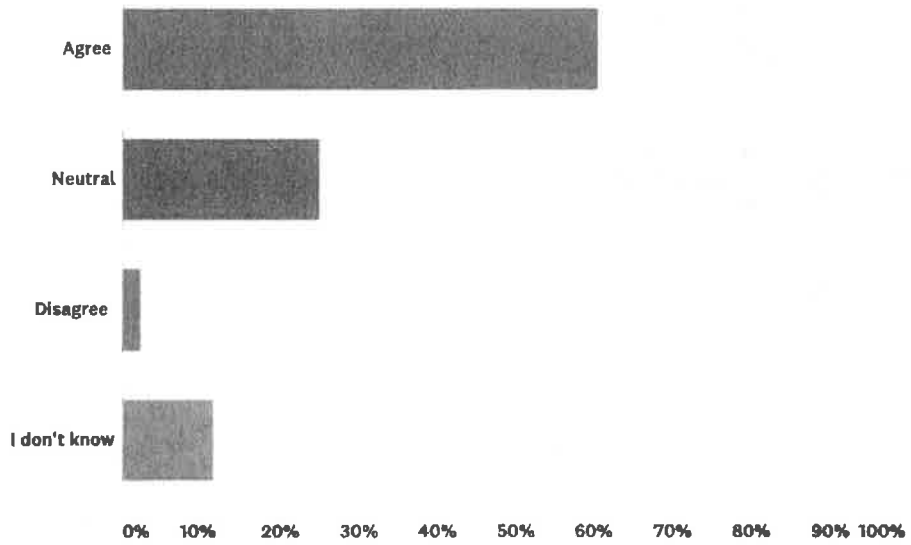
Answered: 155 Skipped: 4



ANSWER CHOICES	RESPONSES	
Agree	62.58%	97
Neutral	27.74%	43
Disagree	3.87%	6
I don't know	5.81%	9
TOTAL		155

Q17 There is adequate recognition of student successes.

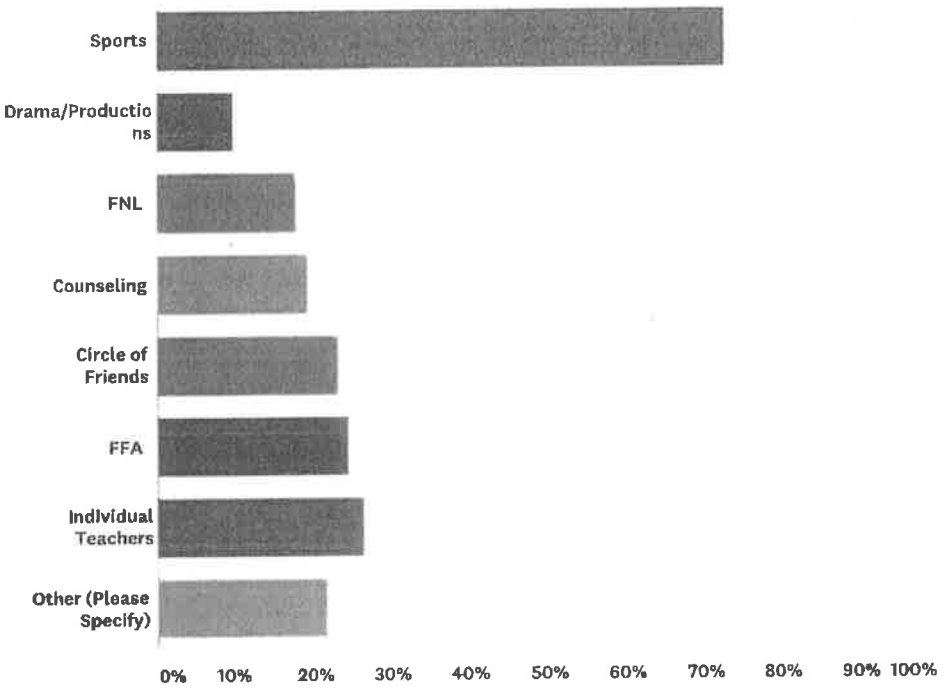
Answered: 155 Skipped: 4



ANSWER CHOICES	RESPONSES	
Agree	60.65%	94
Neutral	25.16%	39
Disagree	2.58%	4
I don't know	11.61%	18
TOTAL		155

Q18 What services, programs, or supports have helped you the most at school (check all the apply)?

Answered: 151 Skipped: 8



ANSWER CHOICES	RESPONSES	
Sports	72.85%	110
Drama/Productions	9.93%	15
FNL	17.88%	27
Counseling	19.21%	29
Circle of Friends	23.18%	35
FFA	24.50%	37
Individual Teachers	26.49%	40
Other (Please Specify)	21.85%	33

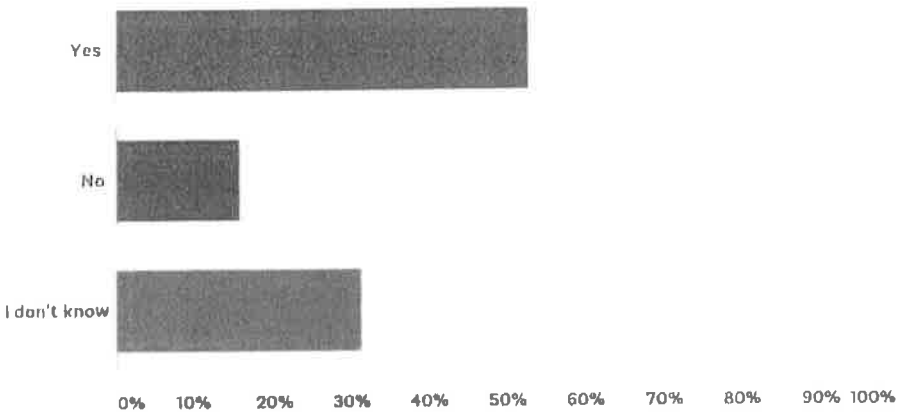
Total Respondents: 151

Q19 What additional services, programs, or supports would help your educational experience?

Answered: 124 Skipped: 35

Q20 The school offers courses that are aligned with my interests and/or post-secondary goals.

Answered 153 Skipped 6



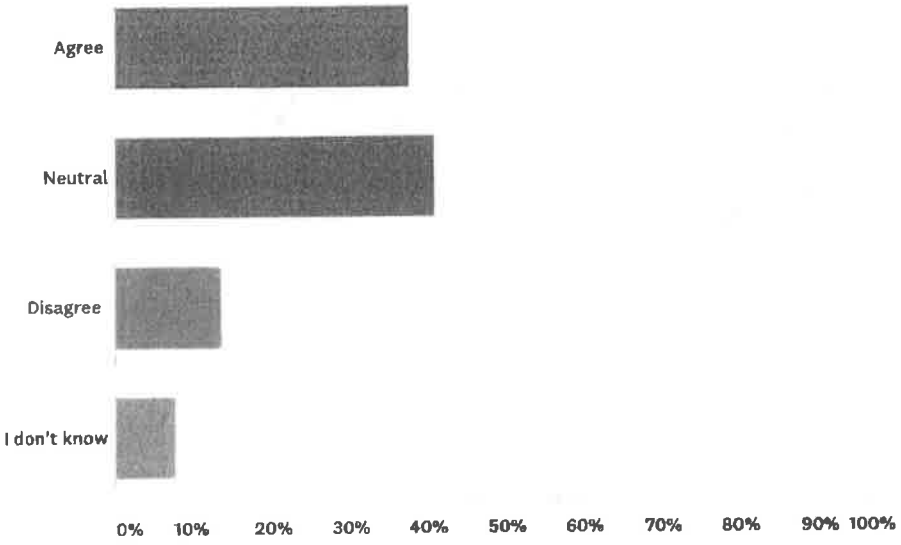
ANSWER CHOICES	RESPONSES	
Yes	52.94%	81
No	15.69%	24
I don't know	31.37%	48
TOTAL		153

Q21 What additional courses would you like to see offered at your school?

Answered: 136 Skipped: 23

Q22 The school grounds and facilities are clean, fun, safe, and functional.

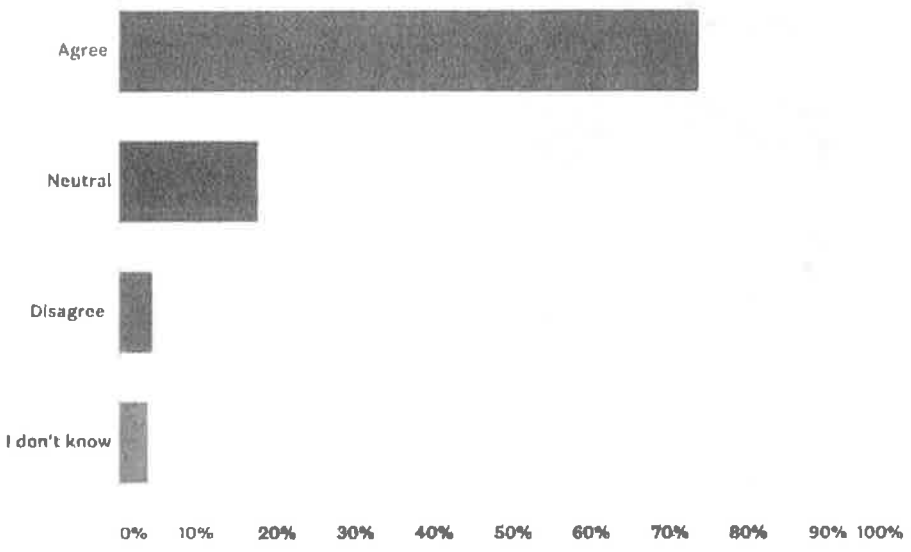
Answered: 154 Skipped: 5



ANSWER CHOICES	RESPONSES	
Agree	37.66%	58
Neutral	40.91%	63
Disagree	13.64%	21
I don't know	7.79%	12
TOTAL		154

Q23 I use technology on a regular basis within the classroom or computer lab.

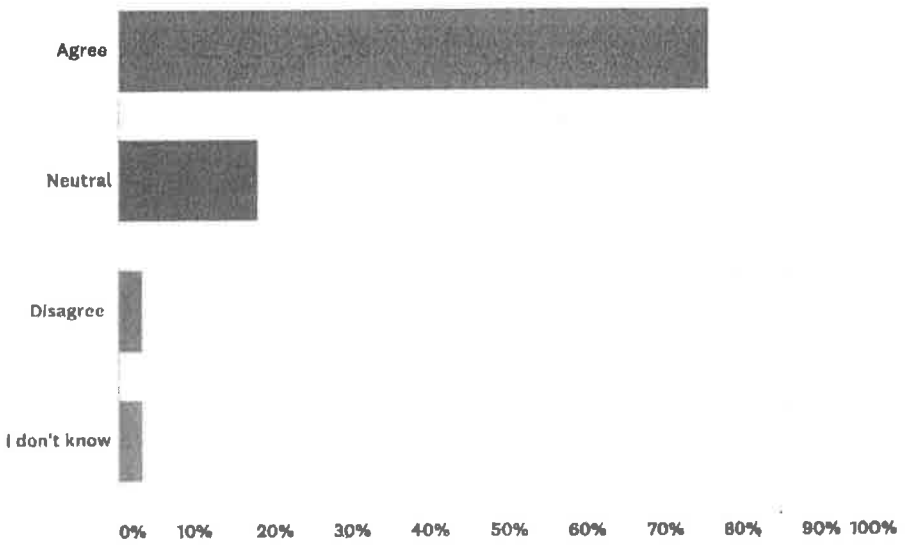
Answered 157 Skipped 2



ANSWER CHOICES	RESPONSES	
Agree	73.89%	116
Neutral	17.83%	28
Disagree	4.46%	7
I don't know	3.82%	6
TOTAL		157

Q24 I have access to current textbooks, resources, and instructional materials for the classes I am enrolled in.

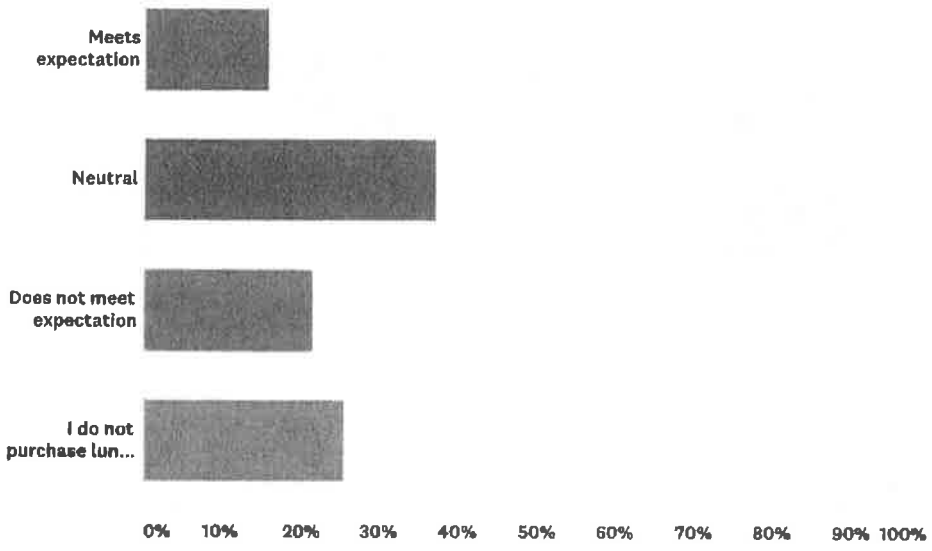
Answered: 156 Skipped: 3



ANSWER CHOICES	RESPONSES	
Agree	75.64%	118
Neutral	17.95%	28
Disagree	3.21%	5
I don't know	3.21%	5
TOTAL		156

Q25 If you purchase a school lunch, please rate your level of satisfaction.

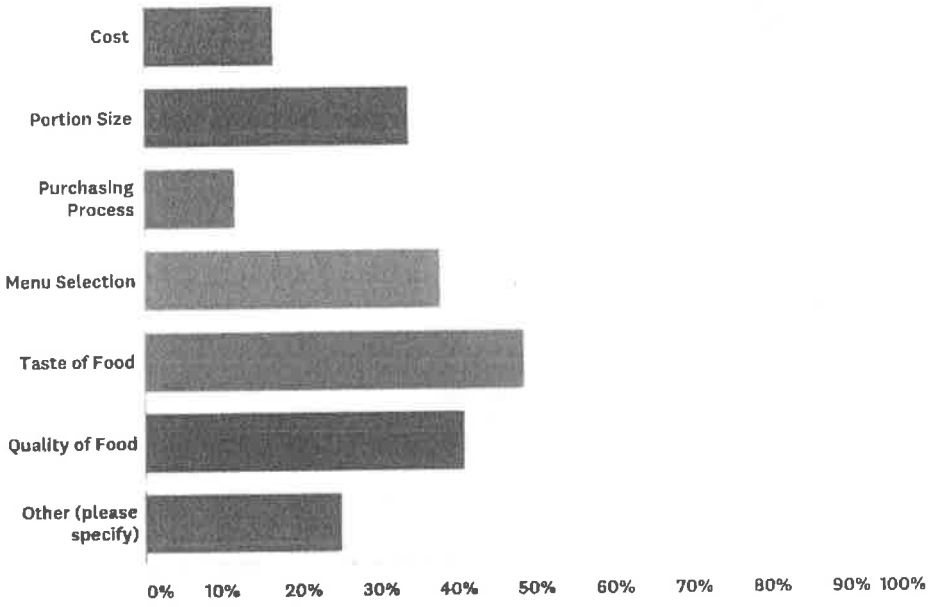
Answered: 153 Skipped: 6



ANSWER CHOICES	RESPONSES	
Meets expectation	15.69%	24
Neutral	37.25%	57
Does not meet expectation	21.57%	33
I do not purchase lunch from school.	25.49%	39
TOTAL		153

Q26 If you purchase lunch from school but the program does not meet your expectations please tell us why (check all that apply).

Answered: 127 Skipped: 32

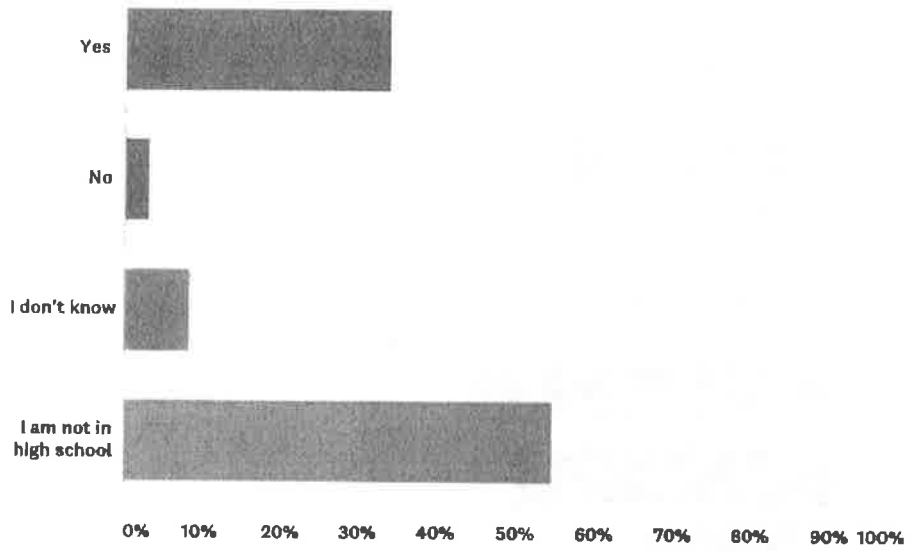


ANSWER CHOICES	RESPONSES	
Cost	16.54%	21
Portion Size	33.86%	43
Purchasing Process	11.81%	15
Menu Selection	37.80%	48
Taste of Food	48.82%	62
Quality of Food	40.94%	52
Other (please specify)	25.20%	32

Total Respondents: 127

Q27 I have a college and/or career readiness plan? (High School Only)

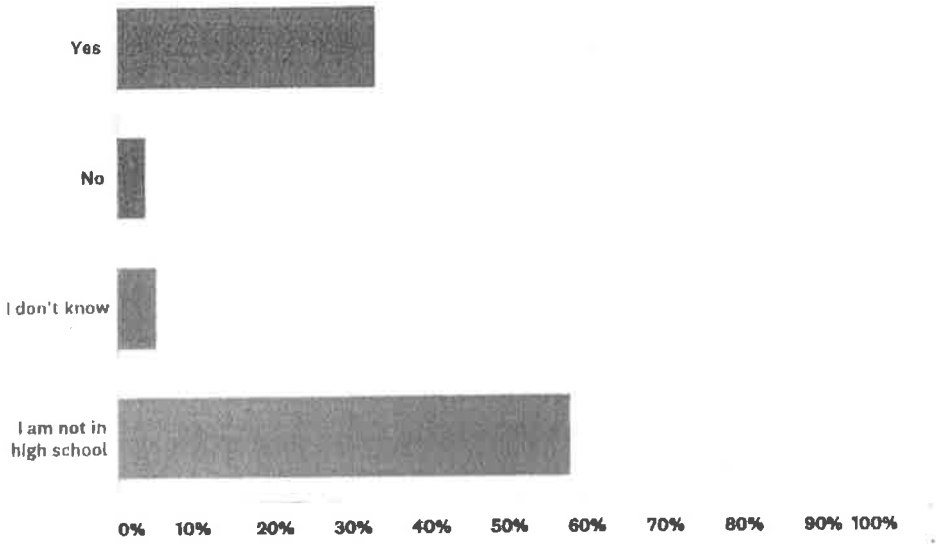
Answered: 130 Skipped: 29



ANSWER CHOICES	RESPONSES	
Yes	33.85%	44
No	3.08%	4
I don't know	8.46%	11
I am not in high school	54.62%	71
TOTAL		130

Q28 I have the information I need to understand the options available for college, career and community readiness. (High School Only)

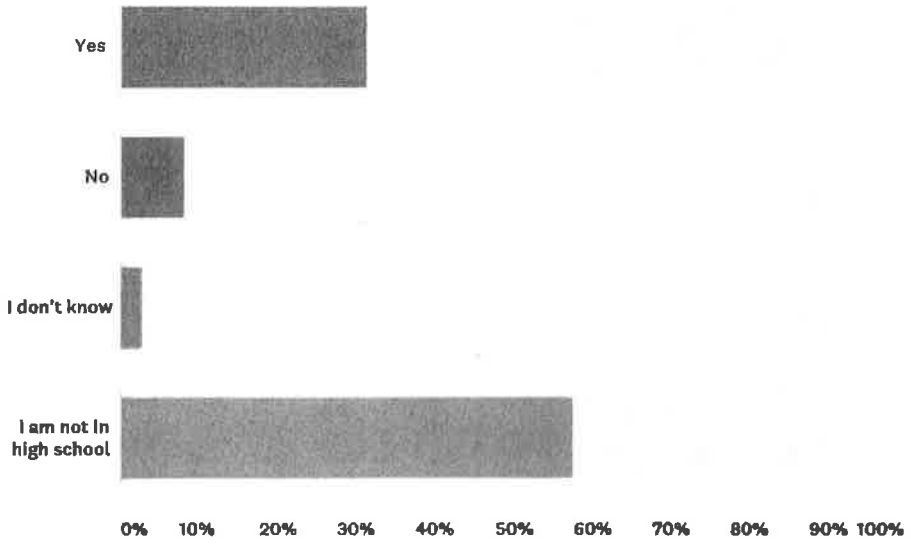
Answered: 133 Skipped: 26



ANSWER CHOICES	RESPONSES	
Yes	33.08%	44
No	3.76%	5
I don't know	5.26%	7
I am not in high school	57.89%	77
TOTAL		133

Q29 I have met with a guidance counselor to review my academic progress. (High School Only)

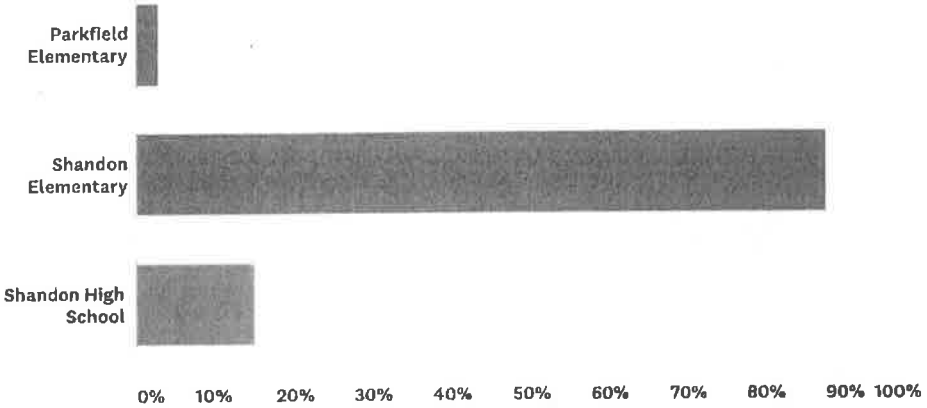
Answered: 134 Skipped: 25



ANSWER CHOICES	RESPONSES	
Yes	31.34%	42
No	8.21%	11
I don't know	2.99%	4
I am not in high school	57.46%	77
TOTAL		134

Q1 My child (children) attend the following school(s) (check all that apply):

Answered: 33 Skipped: 0

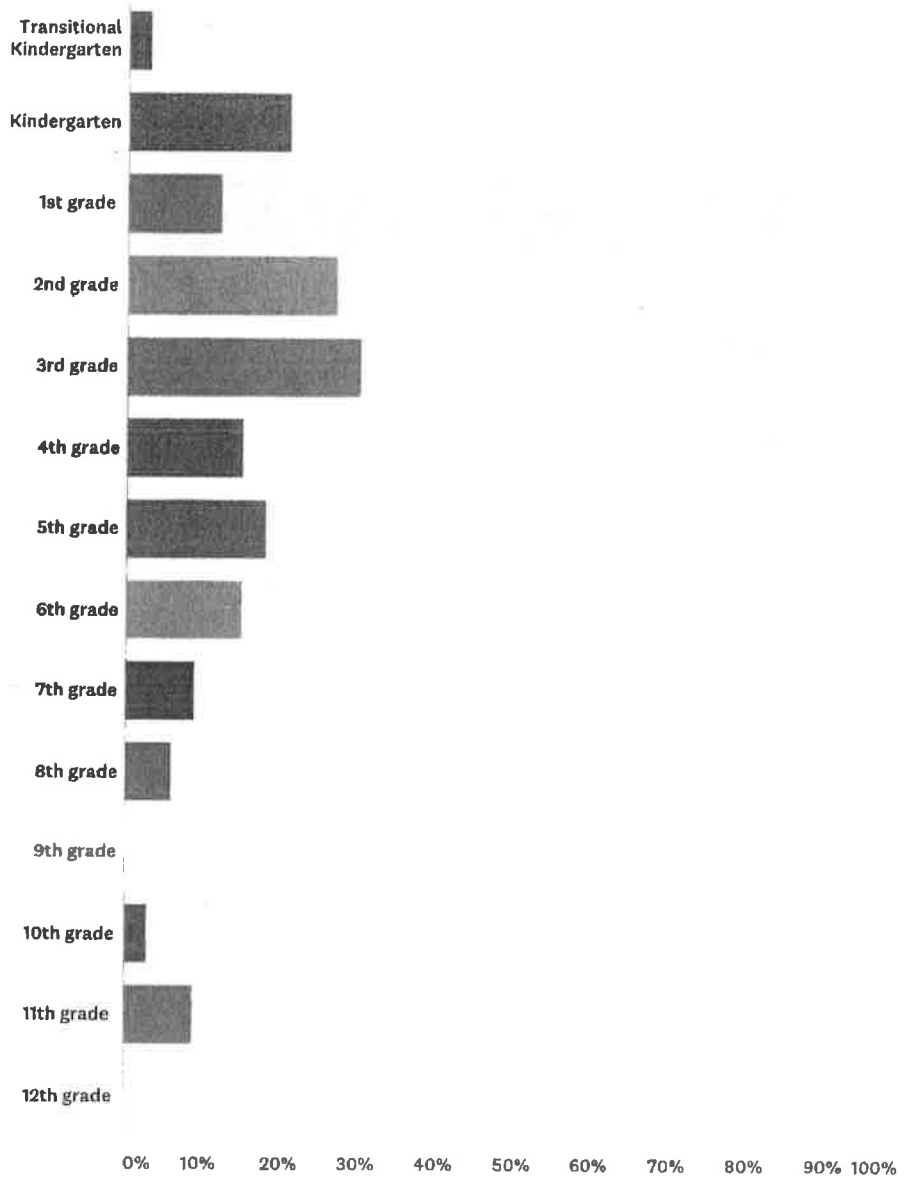


ANSWER CHOICES	RESPONSES	
Parkfield Elementary	3.03%	1
Shandon Elementary	87.88%	29
Shandon High School	15.15%	5

Total Respondents: 33

Q2 My child (Children) are enrolled in the following grade(s) (check all the apply):

Answered: 33 Skipped: 0



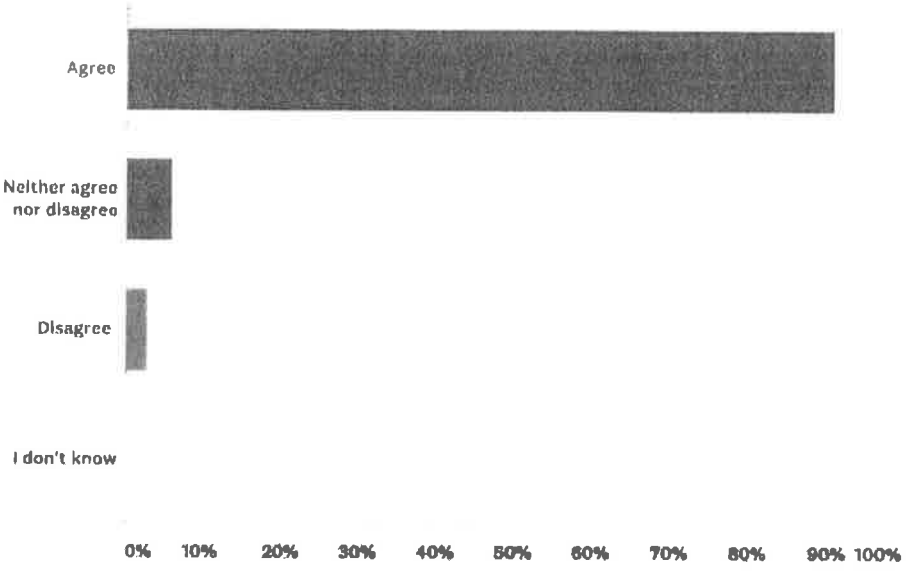
ANSWER CHOICES	RESPONSES	
Transitional Kindergarten	3.03%	1
Kindergarten	21.21%	7
1st grade	12.12%	4
2nd grade	27.27%	9

3rd grade	30.30%	10
4th grade	15.15%	5
5th grade	18.18%	6
6th grade	15.15%	5
7th grade	9.09%	3
8th grade	6.06%	2
9th grade	0.00%	0
10th grade	3.03%	1
11th grade	9.09%	3
12th grade	0.00%	0

Total Respondents: 33

Q3 I feel welcome at my child's school.

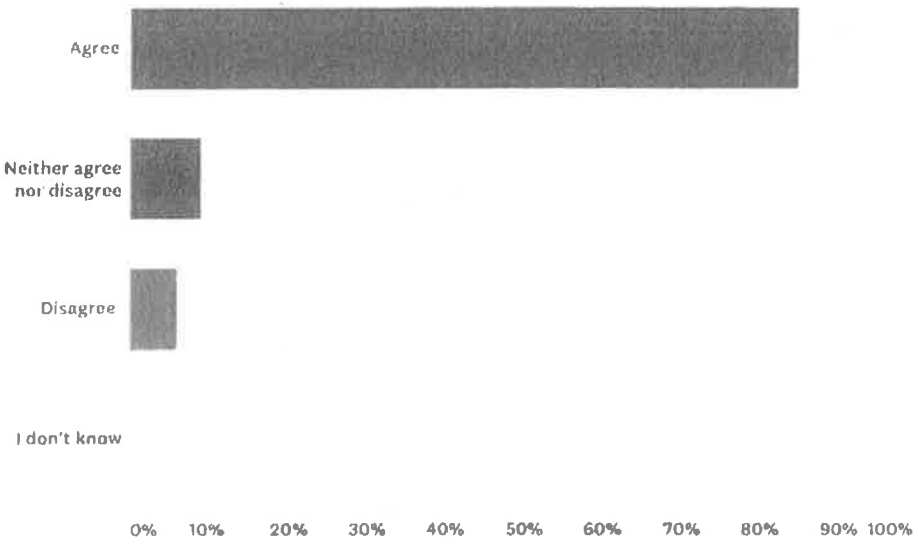
Answered: 33 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	90.91%	30
Neither agree nor disagree	6.06%	2
Disagree	3.03%	1
I don't know	0.00%	0
TOTAL		33

Q4 I am informed about my child's progress.

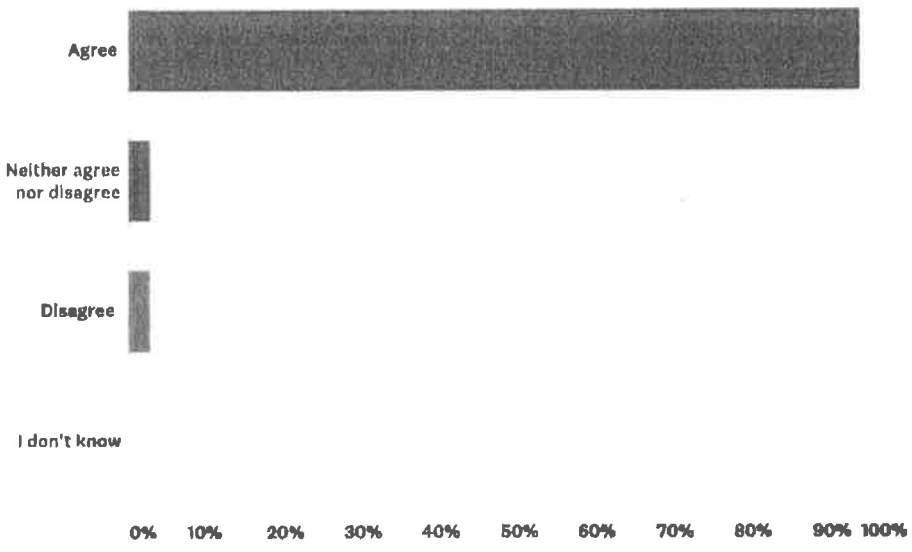
Answered: 33 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	84.85%	28
Neither agree nor disagree	9.09%	3
Disagree	6.06%	2
I don't know	0.00%	0
TOTAL		33

Q5 I know what my child's teacher expects of my child.

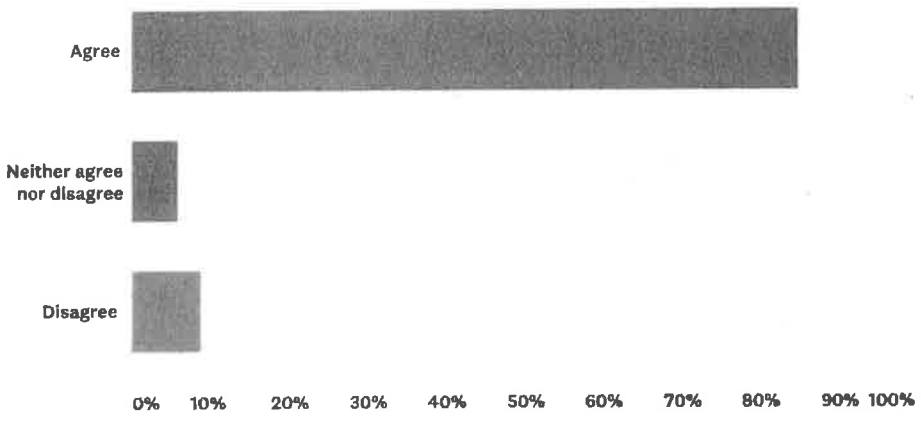
Answered: 33 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	93.94%	31
Neither agree nor disagree	3.03%	1
Disagree	3.03%	1
I don't know	0.00%	0
TOTAL		33

Q6 I believe my child (children) is receiving a high quality educational experience in the Shandon Joint Unified School District.

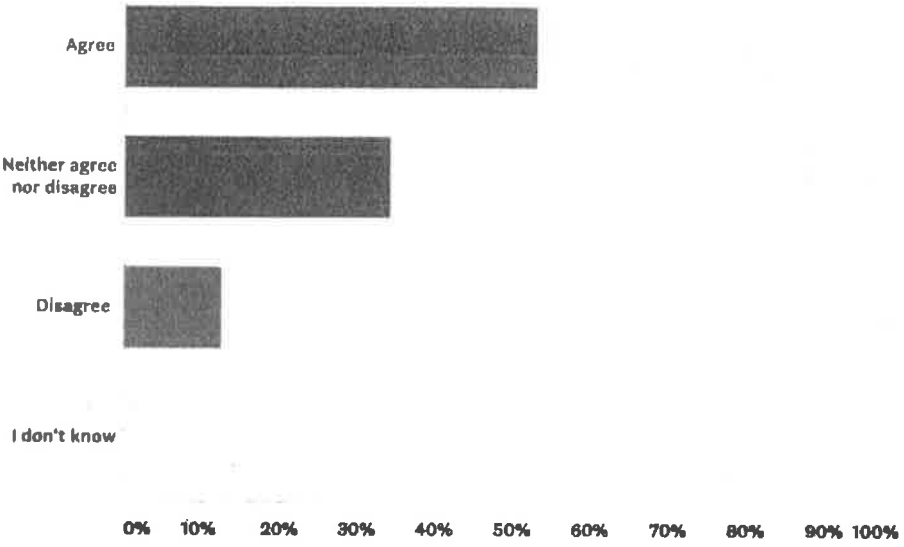
Answered: 33 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	84.85%	28
Neither agree nor disagree	6.06%	2
Disagree	9.09%	3
TOTAL		33

Q7 The school offers courses that aligned to your child's interests or future career goals.

Answered: 32 Skipped: 1



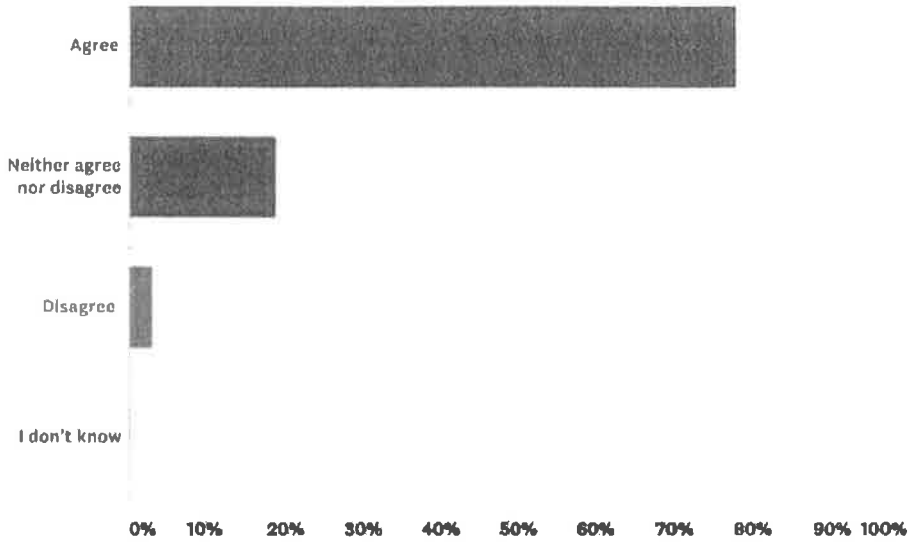
ANSWER CHOICES	RESPONSES	
Agree	53.13%	17
Neither agree nor disagree	34.38%	11
Disagree	12.50%	4
I don't know	0.00%	0
TOTAL		32

Q8 What additional courses would you like to see offered at your child's school?

Answered: 7 Skipped: 26

Q9 My child is safe at school.

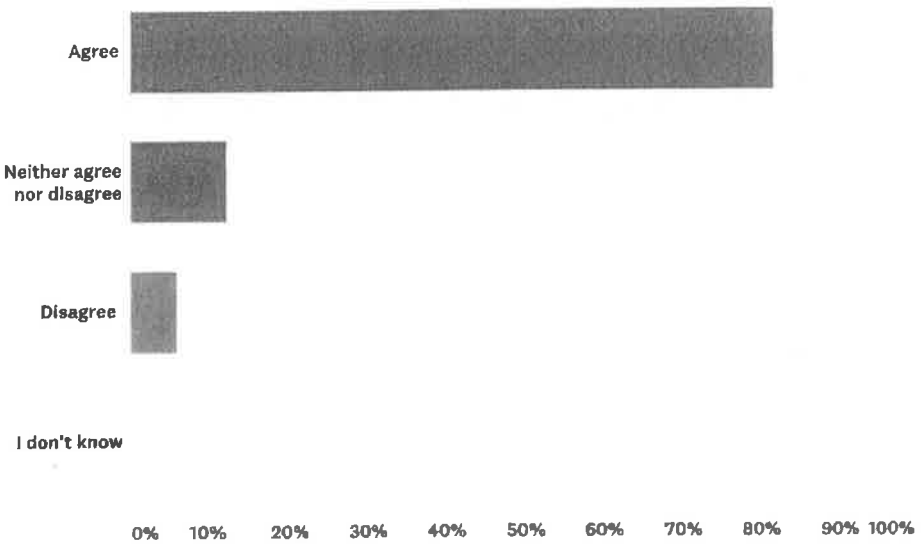
Answered: 32 Skipped: 1



ANSWER CHOICES	RESPONSES	
Agree	78.13%	25
Neither agree nor disagree	18.75%	6
Disagree	3.13%	1
I don't know	0.00%	0
TOTAL		32

Q10 My child is safe going to and from school.

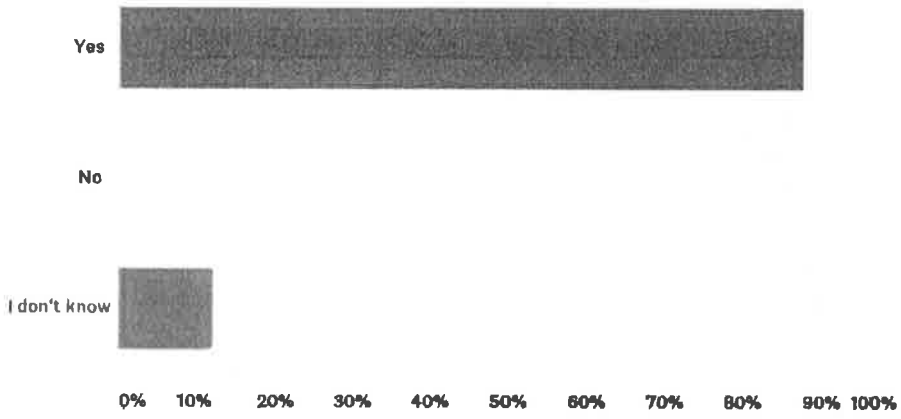
Answered: 33 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	81.82%	27
Neither agree nor disagree	12.12%	4
Disagree	6.06%	2
I don't know	0.00%	0
TOTAL		38

Q11 My child has at least one caring adult that they can go to at the school.

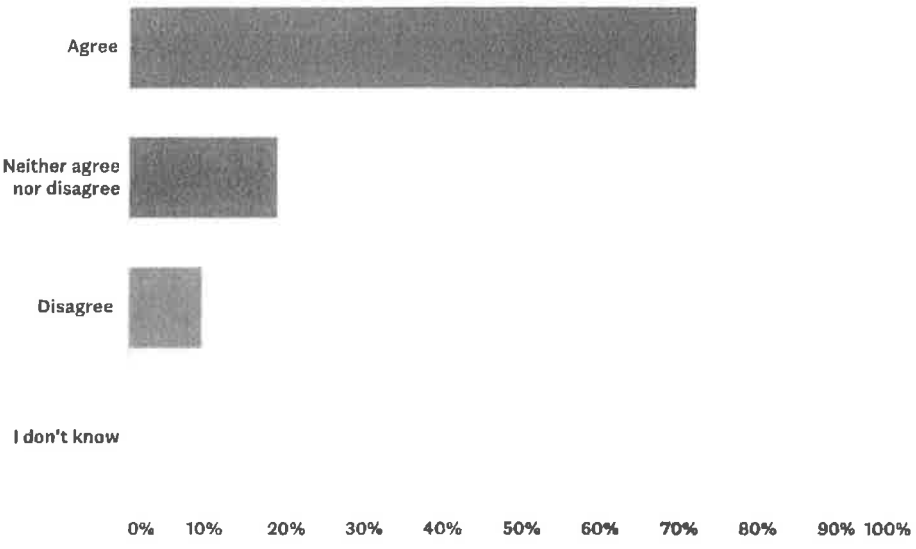
Answered: 33 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	87.88%	29
No	0.00%	0
I don't know	12.12%	4
TOTAL		33

Q12 There is adequate playground/yard supervision.

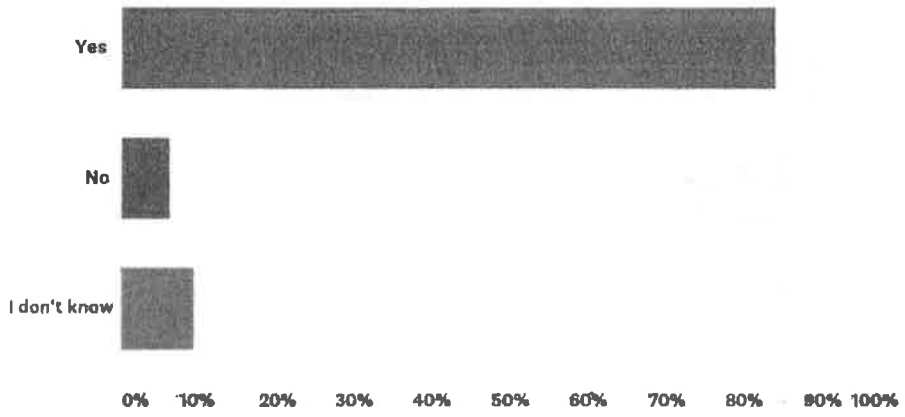
Answered: 32 Skipped: 1



ANSWER CHOICES	RESPONSES	
Agree	71.88%	23
Neither agree nor disagree	18.75%	6
Disagree	9.38%	3
I don't know	0.00%	0
TOTAL		32

Q13 My child uses technology on a regular basis within the school day.

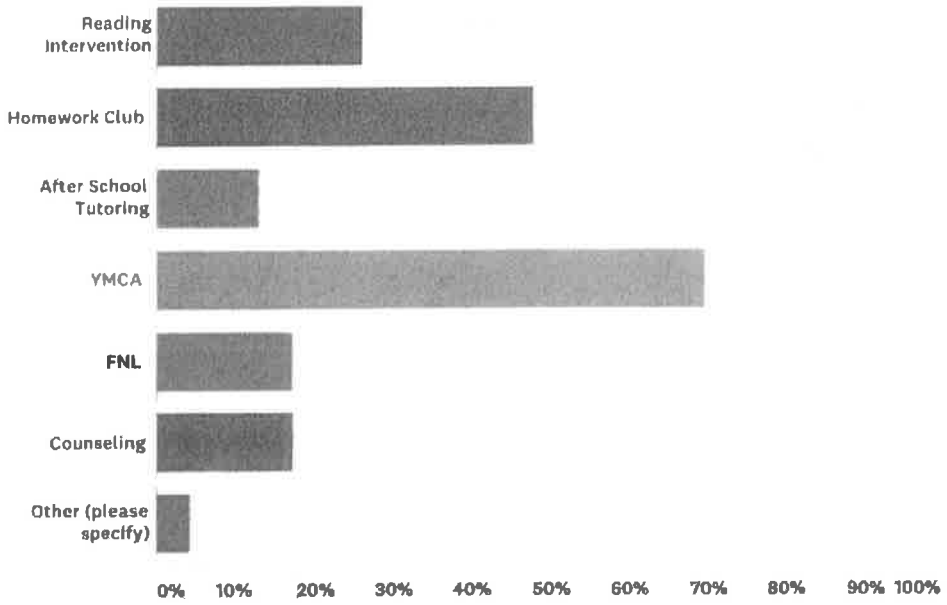
Answered: 32 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	84.38%	27
No	6.25%	2
I don't know	9.38%	3
TOTAL		32

Q14 My child has participated in the following school support programs (check all the apply):

Answered: 23 Skipped: 10

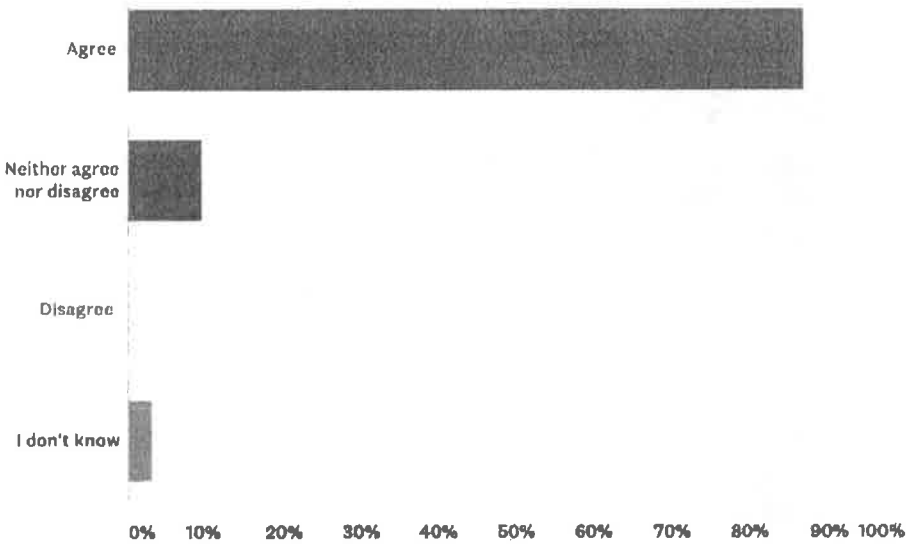


ANSWER CHOICES	RESPONSES	
Reading Intervention	26.09%	6
Homework Club	47.83%	11
After School Tutoring	13.04%	3
YMCA	69.57%	16
FNL	17.39%	4
Counseling	17.39%	4
Other (please specify)	4.35%	1

Total Respondents: 23

Q15 My child's (children) school(s) encourage parent participation.

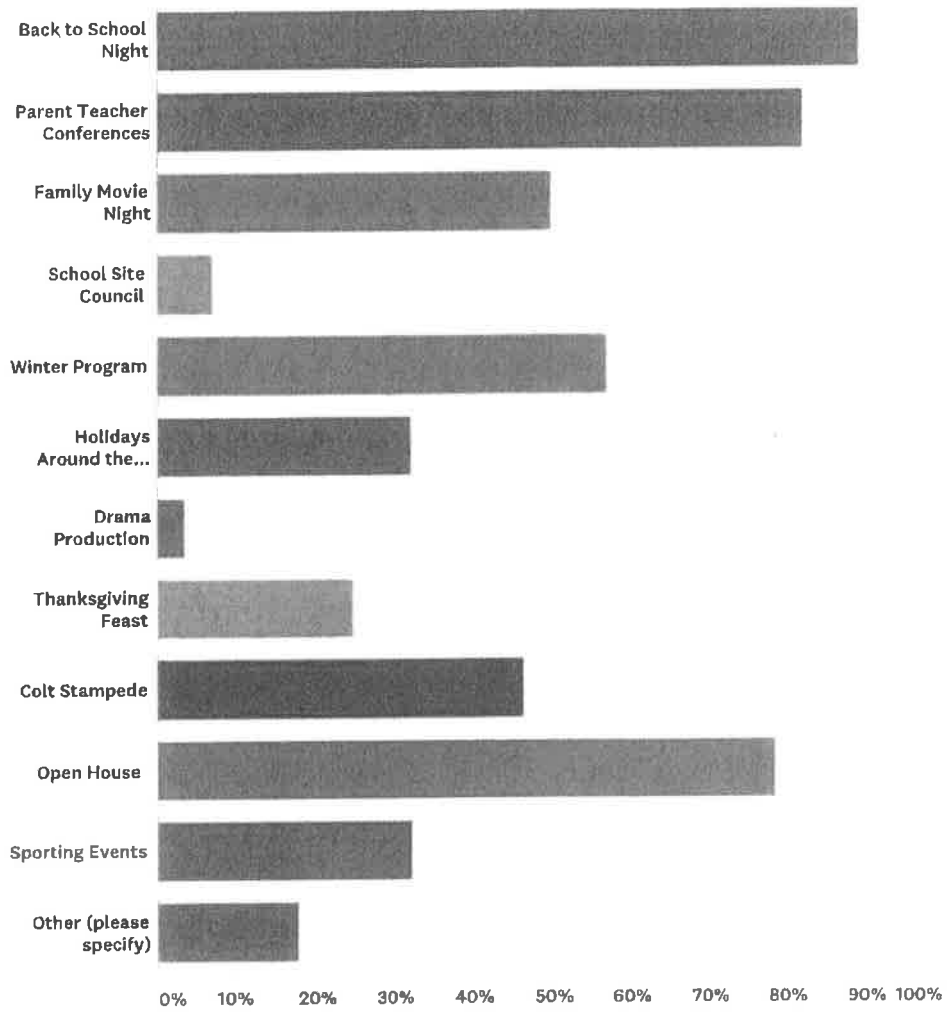
Answered: 31 Skipped: 2



ANSWER CHOICES	RESPONSES	
Agree	87.10%	27
Neither agree nor disagree	9.68%	3
Disagree	0.00%	0
I don't know	3.23%	1
TOTAL		31

Q16 I participate/attend the following school events (check all that apply):

Answered: 28 Skipped: 5



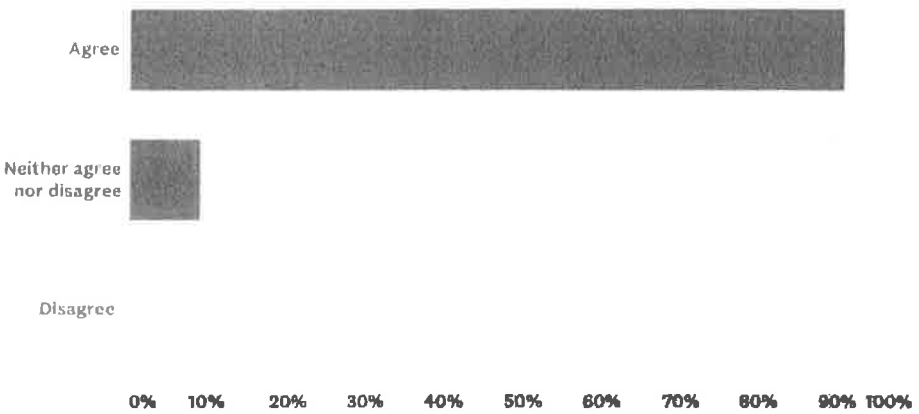
ANSWER CHOICES	RESPONSES	
Back to School Night	89.29%	25
Parent Teacher Conferences	82.14%	23
Family Movie Night	50.00%	14
School Site Council	7.14%	2
Winter Program	57.14%	16
Holidays Around the World	32.14%	9
Drama Production	3.57%	1
Thanksgiving Feast	25.00%	7

Colt Stampede	46.43%	13
Open House	78.57%	22
Sporting Events	32.14%	9
Other (please specify)	17.86%	5

Total Respondents: 28

Q17 The school facilities and grounds are clean, safe, and functional.

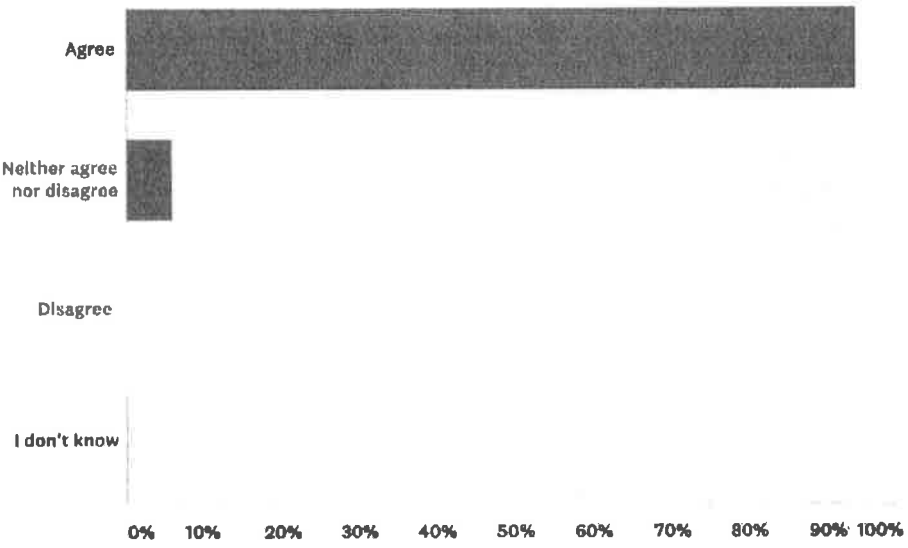
Answered 33 Skipped 0



ANSWER CHOICES	RESPONSES	
Agree	90.91%	30
Neither agree nor disagree	9.09%	3
Disagree	0.00%	0
TOTAL		33

Q18 There is adequate recognition of student successes.

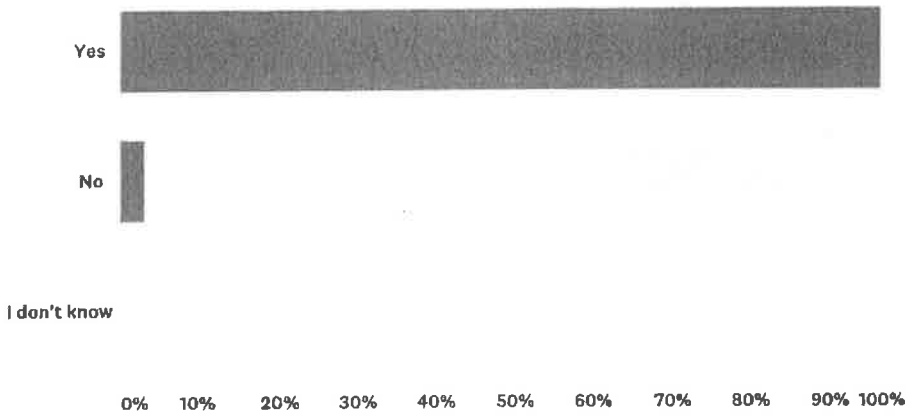
Answered: 33 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	93.94%	31
Neither agree nor disagree	6.06%	2
Disagree	0.00%	0
I don't know	0.00%	0
TOTAL		33

Q19 If I have an issue or concern with academic, school climate, or facilities, etc., I understand how to get it addressed.

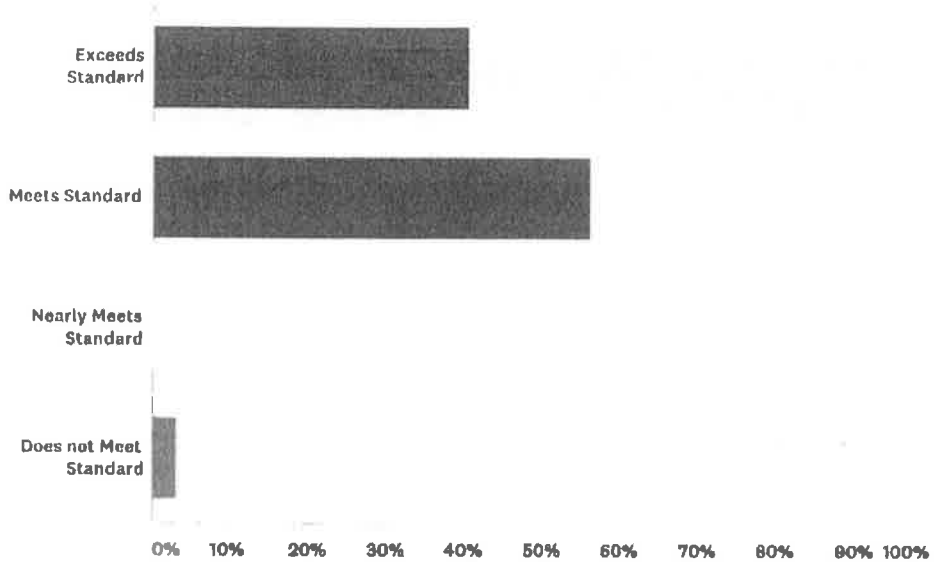
Answered: 32 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	96.88%	31
No	3.13%	1
I don't know	0.00%	0
TOTAL		32

Q20 Overall, what grade would you give Shandon Joint Unified School District.

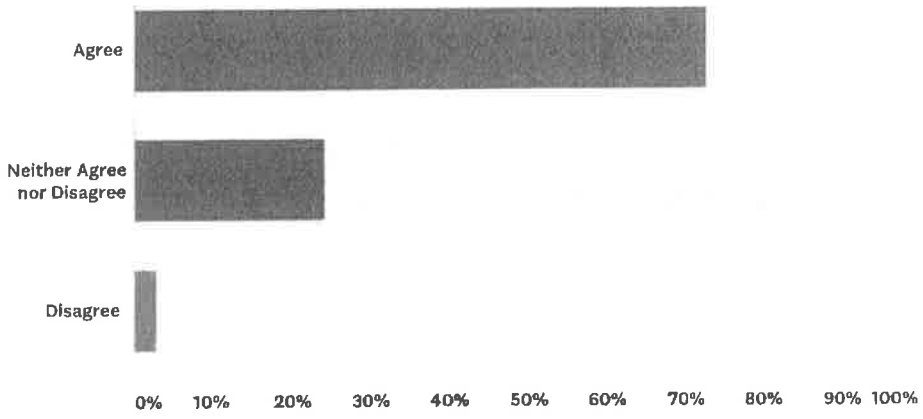
Answered: 32 Skipped: 1



ANSWER CHOICES	RESPONSES	
Exceeds Standard	40.63%	13
Meets Standard	56.25%	18
Nearly Meets Standard	0.00%	0
Does not Meet Standard	3.13%	1
TOTAL		32

Q21 Shandon Joint Unified School District seeks input from parents/guardians in school and district decision making.

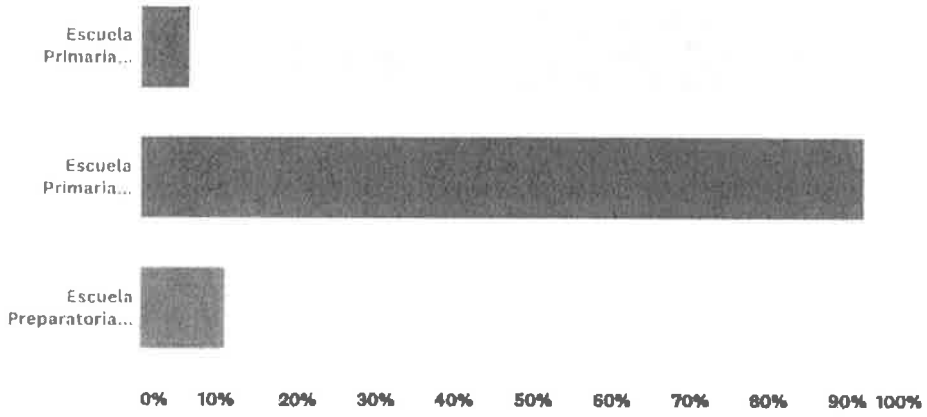
Answered: 33 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	72.73%	24
Neither Agree nor Disagree	24.24%	8
Disagree	3.03%	1
TOTAL		33

Q1 Mi/s hijo/s asiste/n a la/s siguiente/s escuela/s (Marque todo lo que corresponda):

Answered: 64 Skipped: 2

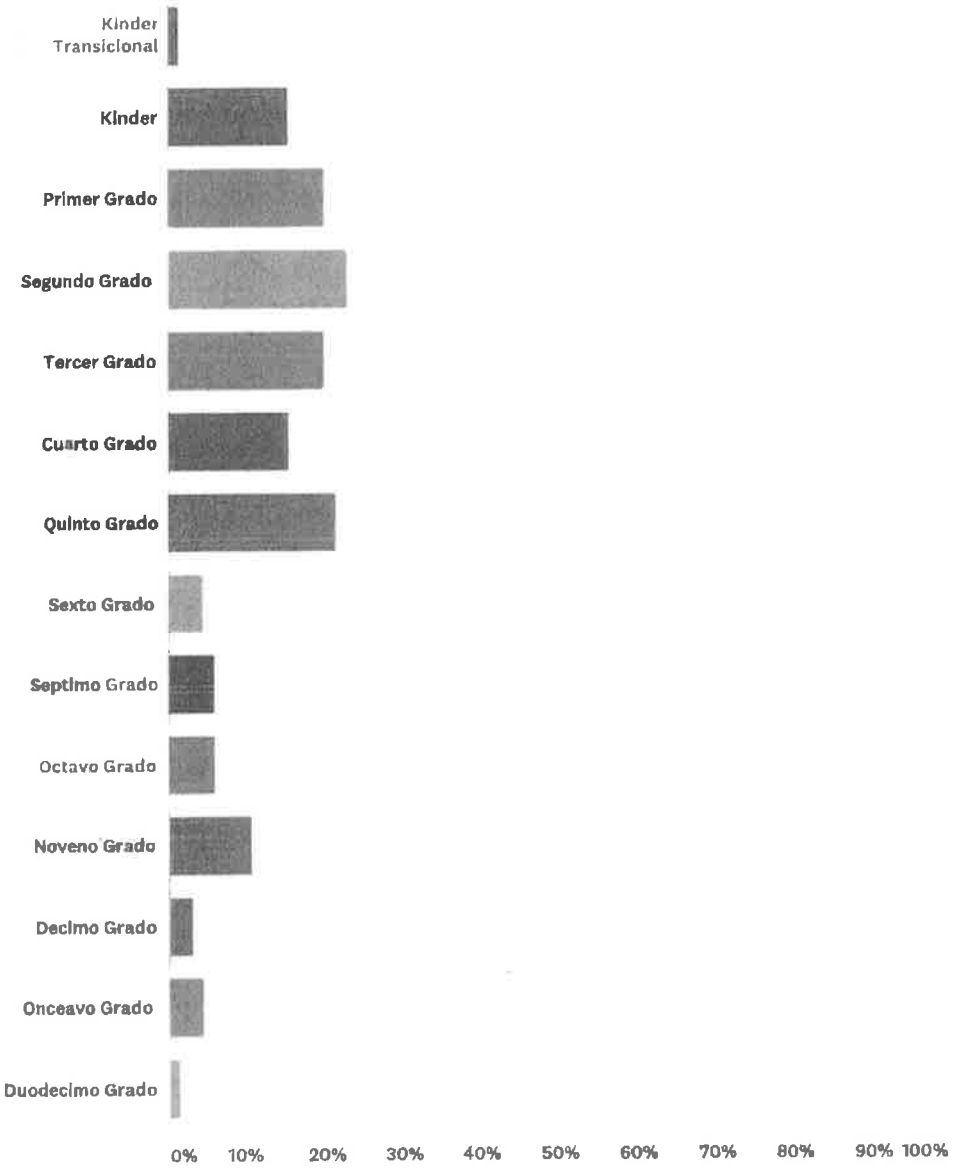


ANSWER CHOICES	RESPONSES	
Escuela Primaria Parkfield	6.25%	4
Escuela Primaria Shandon	92.19%	59
Escuela Preparatoria Shandon	10.94%	7

Total Respondents: 64

Q2 Mi hijo/s esta matriculado en el siguiente grado (marque todo lo que corresponda)

Answered: 65 Skipped: 1



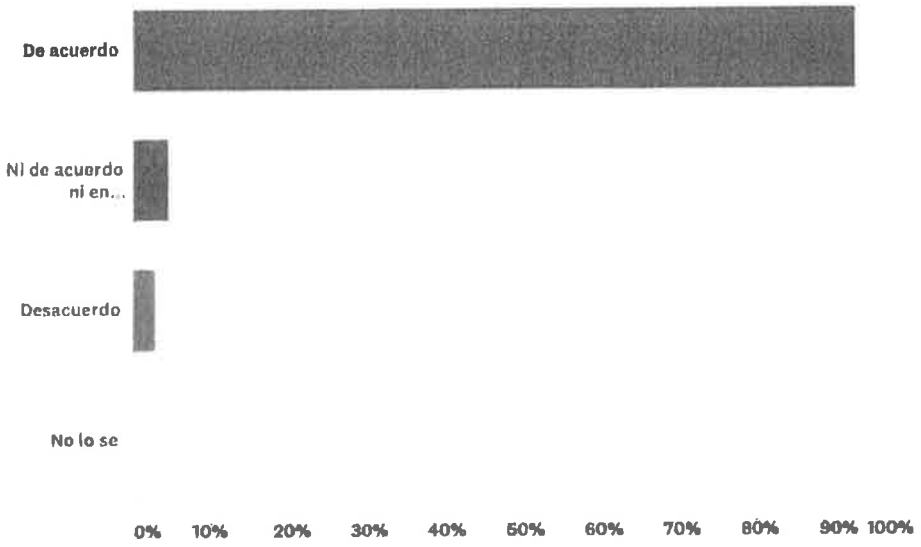
ANSWER CHOICES	RESPONSES	
Kinder Transicional	1.54%	1
Kinder	15.38%	10
Primer Grado	20.00%	13
Segundo Grado	23.08%	15

Tercer Grado	20.00%	13
Cuarto Grado	15.38%	10
Quinto Grado	21.54%	14
Sexto Grado	4.62%	3
Septimo Grado	6.15%	4
Octavo Grado	6.15%	4
Noveno Grado	10.77%	7
Decimo Grado	3.08%	2
Onceavo Grado	4.62%	3
Duodecimo Grado	1.54%	1

Total Respondents: 65

Q3 Me siento bienvenido en la escuela de mi hijo

Answered: 66 Skipped: 0

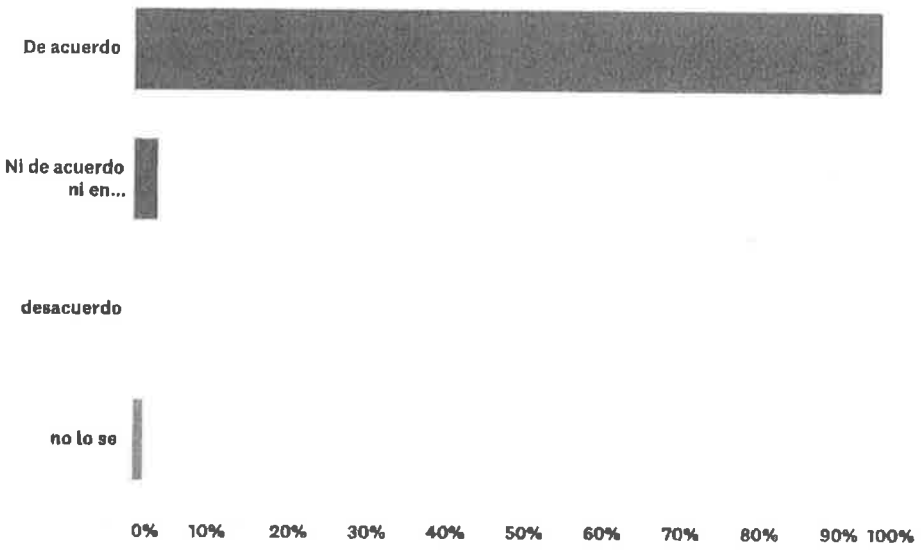


ANSWER CHOICES	RESPONSES	
De acuerdo	92.42%	61
Ni de acuerdo ni en desacuerdo	4.55%	3
Desacuerdo	3.03%	2
No lo se	0.00%	0

Total Respondents: 66

Q4 Soy informado sobre el progreso de mi hijo

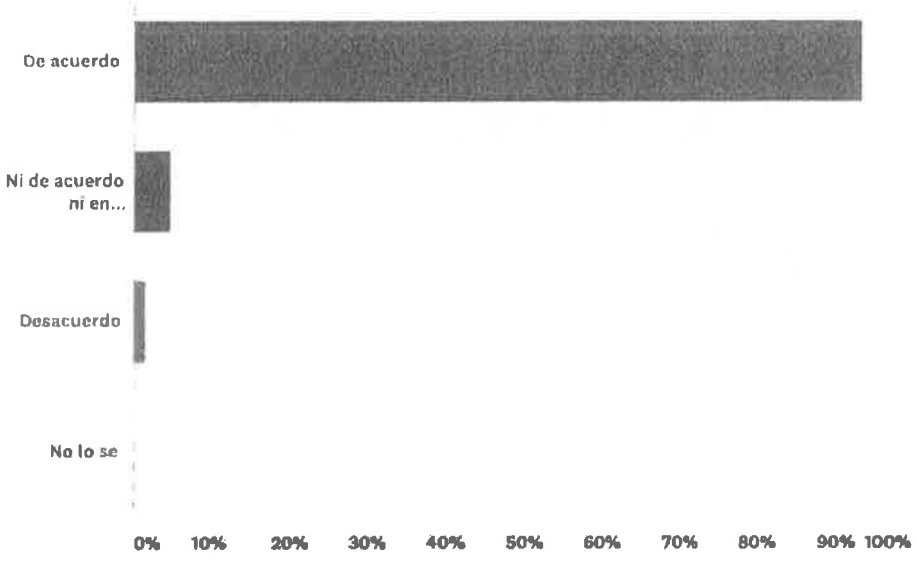
Answered: 64 Skipped: 2



ANSWER CHOICES	RESPONSES	
De acuerdo	95.31%	61
Ni de acuerdo ni en desacuerdo	3.13%	2
desacuerdo	0.00%	0
no lo se	1.56%	1
TOTAL		64

Q5 Se las expectativas que el maestro tiene de mi hijo.

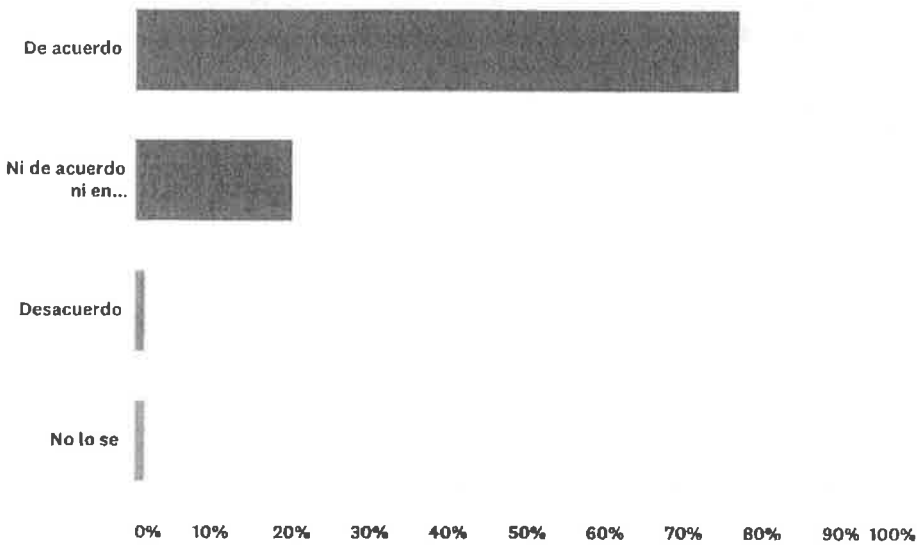
Answered: 62 Skipped: 4



ANSWER CHOICES	RESPONSES	
De acuerdo	93.55%	58
Ni de acuerdo ni en desacuerdo	4.84%	3
Desacuerdo	1.61%	1
No lo se	0.00%	0
TOTAL		62

Q6 Yo creo que mi hijo recibe educacion de alta calidad en el Distrito Unificado de Shandon.

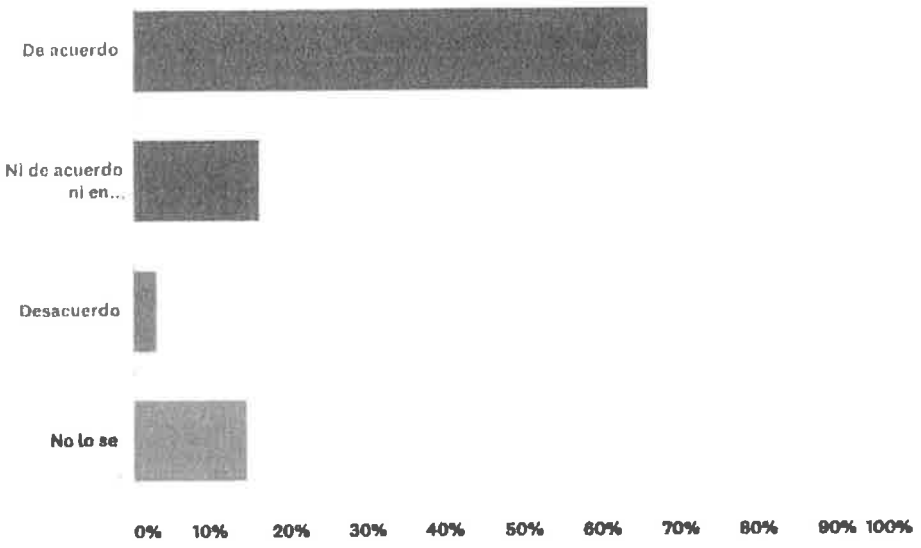
Answered: 65 Skipped: 1



ANSWER CHOICES	RESPONSES	
De acuerdo	76.92%	50
Ni de acuerdo ni en desacuerdo	20.00%	13
Desacuerdo	1.54%	1
No lo se	1.54%	1
TOTAL		65

Q7 La escuela ofrece cursos que se alinean con los intereses y futuros objetivos de profecion de mi hijo.

Answered: 62 Skipped: 4



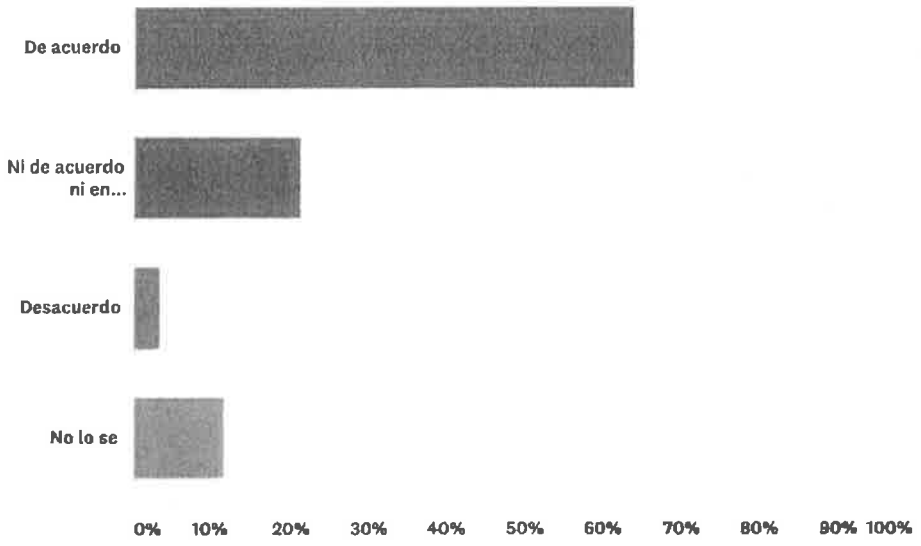
ANSWER CHOICES	RESPONSES	
De acuerdo	66.13%	41
Ni de acuerdo ni en dasacuerdo	16.13%	10
Desacuerdo	3.23%	2
No lo se	14.52%	9
TOTAL		62

Q8 Cuales cursos adicionales le gustaria ver ser ofrecidos en la escuela de su hijo.

Answered: 15 Skipped: 51

Q9 Mi hijo esta seguro en la escuela

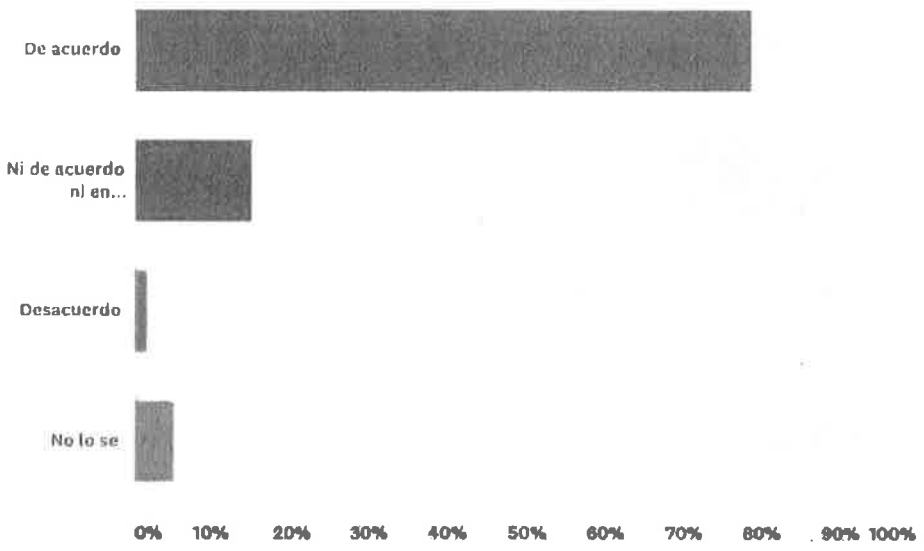
Answered: 61 Skipped: 5



ANSWER CHOICES	RESPONSES	
De acuerdo	63.93%	39
Ni de acuerdo ni en desacuerdo	21.31%	13
Desacuerdo	3.28%	2
No lo se	11.48%	7
TOTAL		61

Q10 Mi hijo esta seguro de ida y venida a la escuela

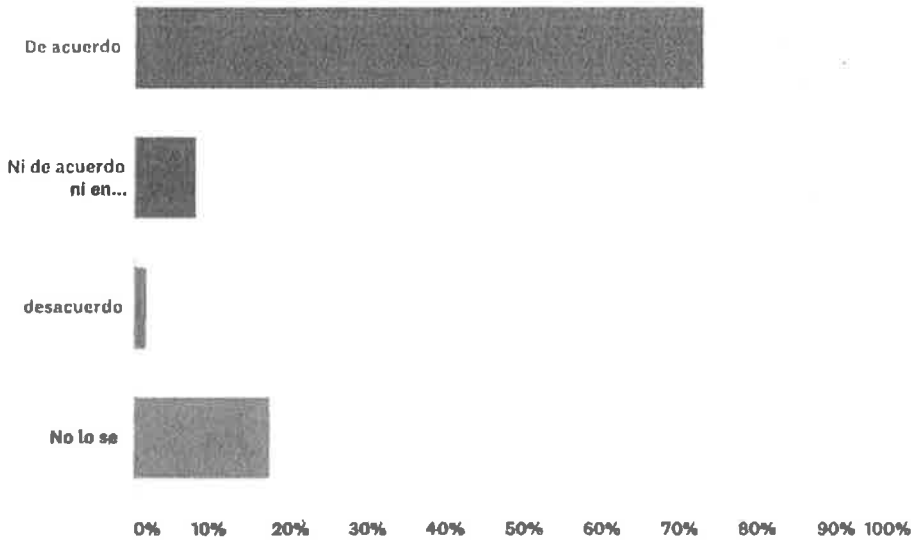
Answered: 61 Skipped: 5



ANSWER CHOICES	RESPONSES	
De acuerdo	78.69%	48
Ni de acuerdo ni en desacuerdo	14.75%	9
Desacuerdo	1.64%	1
No lo se	4.92%	3
TOTAL		61

Q11 Mi hijo tiene por lo menos un adulto de confianza en la escuela

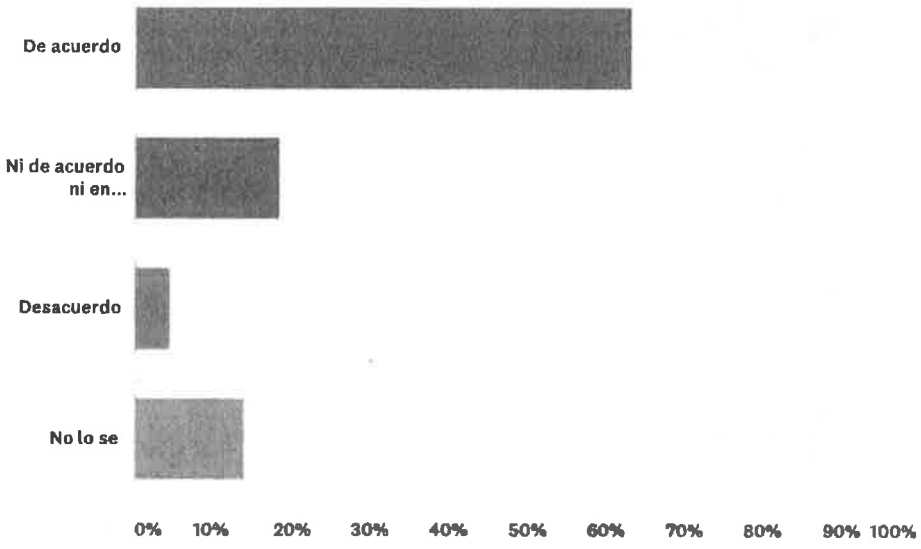
Answered: 63 Skipped: 3



ANSWER CHOICES	RESPONSES	
De acuerdo	73.02%	46
Ni de acuerdo ni en desacuerdo	7.94%	5
desacuerdo	1.59%	1
No lo se	17.46%	11
TOTAL		63

Q12 Hay suficiente supervicion en el patio de recreo.

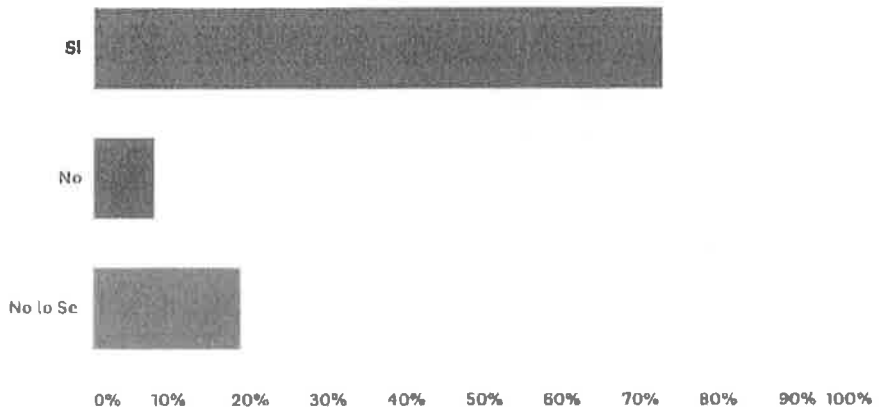
Answered: 65 Skipped: 1



ANSWER CHOICES	RESPONSES	
De acuerdo	63.08%	41
Ni de acuerdo ni en desacuerdo	18.46%	12
Desacuerdo	4.62%	3
No lo se	13.85%	9
TOTAL		65

Q13 Mi hijo usa tecnologia en un dia escolar regular

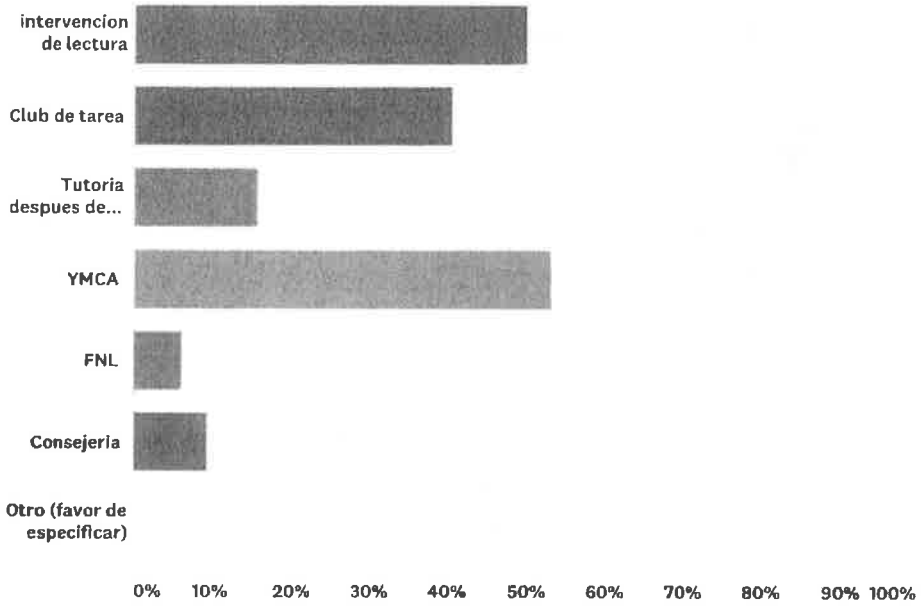
Answered: 63 Skipped: 3



ANSWER CHOICES	RESPONSES	
Si	73.02%	46
No	7.94%	5
No lo Se	19.05%	12
TOTAL		63

Q14 Mi hijo a participado en los siguientes programas de apoyo (Marque todo lo que corresponda):

Answered: 32 Skipped: 34

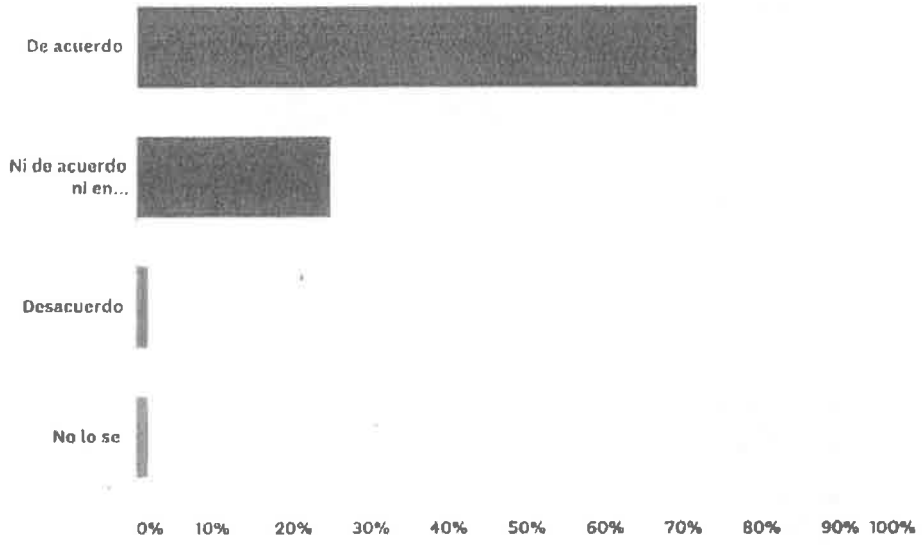


ANSWER CHOICES	RESPONSES	
intervencion de lectura	50.00%	16
Club de tarea	40.63%	13
Tutoria despues de escuela	15.63%	5
YMCA	53.13%	17
FNL	6.25%	2
Consejeria	9.38%	3
Otro (favor de especificar)	0.00%	0

Total Respondents: 32

Q15 La escuela de mi hijo anima la participacion de los padres

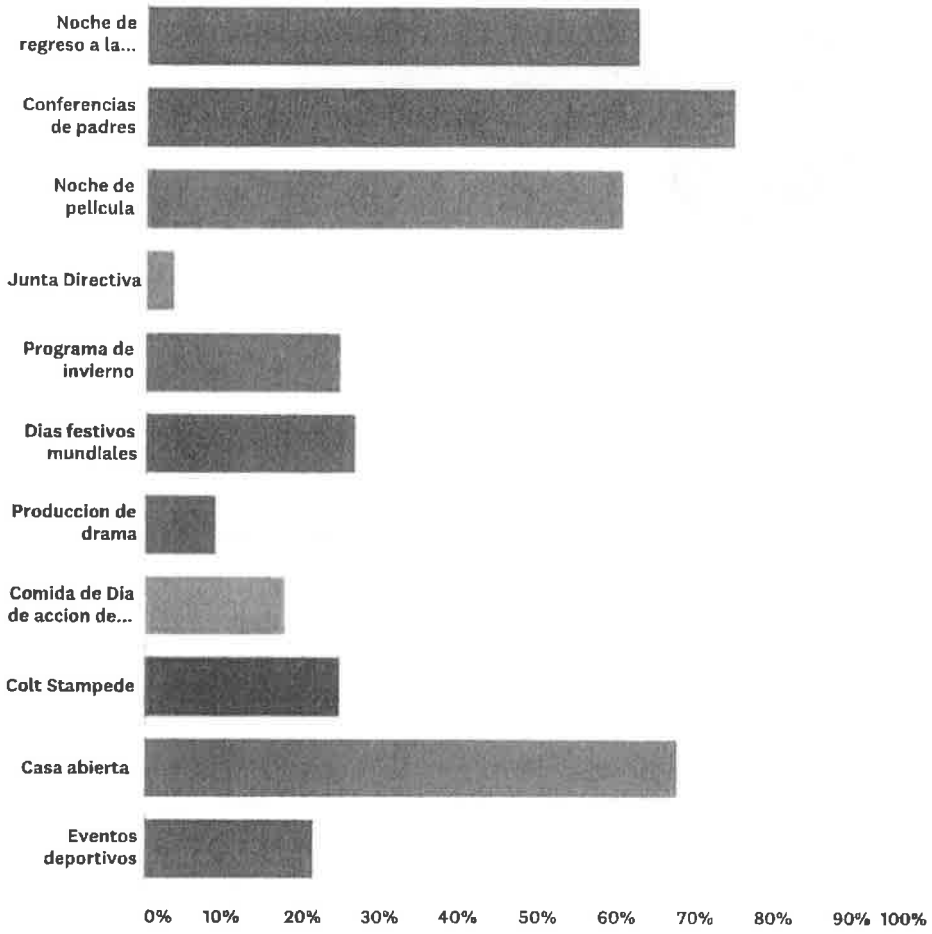
Answered: 60 Skipped: 6



ANSWER CHOICES	RESPONSES	
De acuerdo	71.67%	43
Ni de acuerdo ni en desacuerdo	25.00%	15
Desacuerdo	1.67%	1
No lo se	1.67%	1
TOTAL		60

Q16 Yo participe/asisti con los siguentes eventos escolares

Answered: 56 Skipped: 10



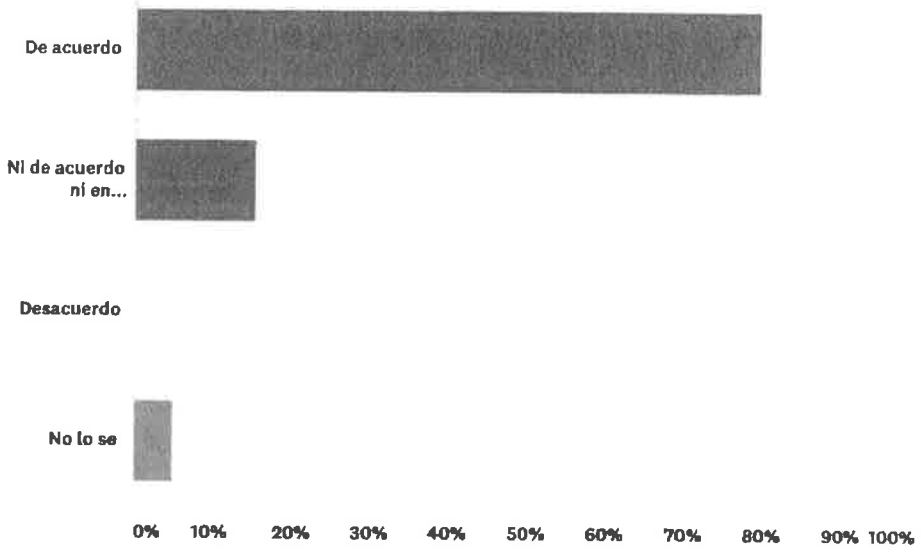
ANSWER CHOICES	RESPONSES	
Noche de regreso a la escuela	62.50%	35
Conferencias de padres	75.00%	42
Noche de pelicula	60.71%	34
Junta Directiva	3.57%	2
Programa de invierno	25.00%	14
Dias festivos mundiales	26.79%	15
Produccion de drama	8.93%	5
Comida de Dia de accion de gracias	17.86%	10
Colt Stampede	25.00%	14
Casa abierta	67.86%	38

Eventos deportivos	21.43%	12

Total Respondents: 56

Q17 Las instalaciones de la escuela estan limpias, seguras, y funcionales.

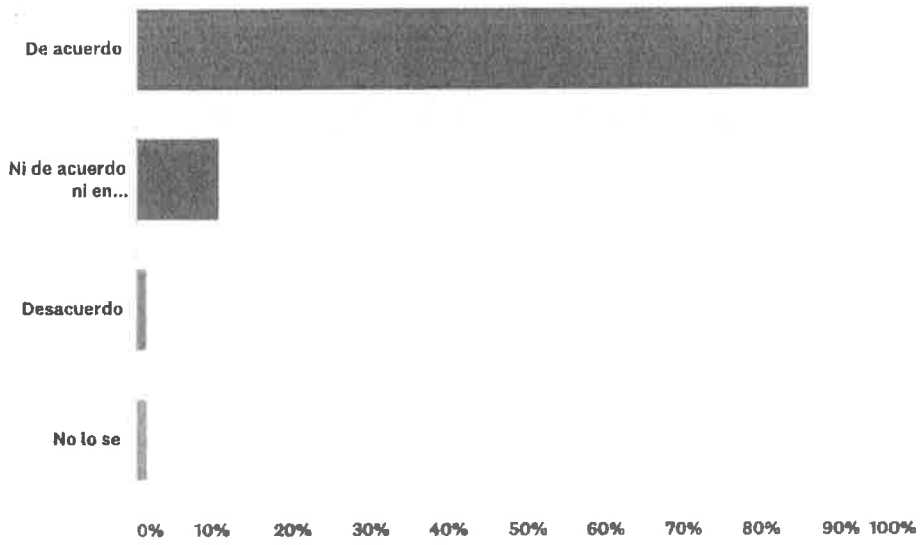
Answered: 59 Skipped: 7



ANSWER CHOICES	RESPONSES	
De acuerdo	79.66%	47
Ni de acuerdo ni en desacuerdo	15.25%	9
Desacuerdo	0.00%	0
No lo se	5.08%	3
TOTAL		59

Q18 Hay reconocimiento adecuado para los exitos de los estudiantes

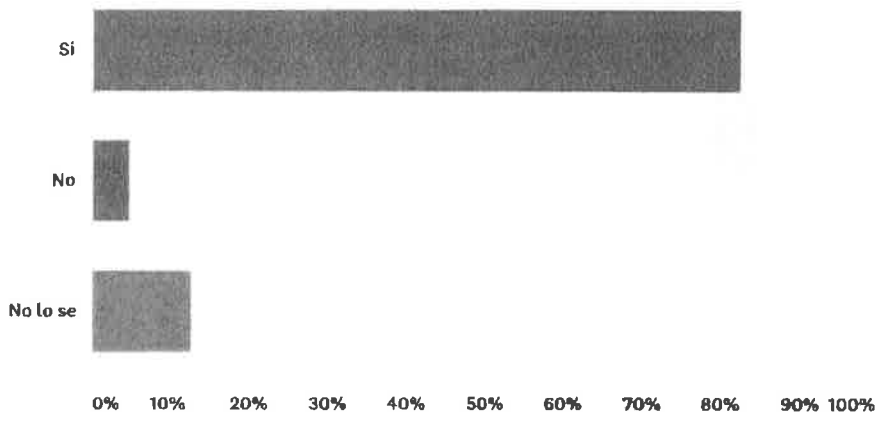
Answered: 65 Skipped: 1



ANSWER CHOICES	RESPONSES	
De acuerdo	86.15%	56
Ni de acuerdo ni en desacuerdo	10.77%	7
Desacuerdo	1.54%	1
No lo se	1.54%	1
TOTAL		65

Q19 Si tengo cualquier problema o preocupacion con academicos, climas escolares, o instalaciones, etc., entiendo como conseguirlo dirigido

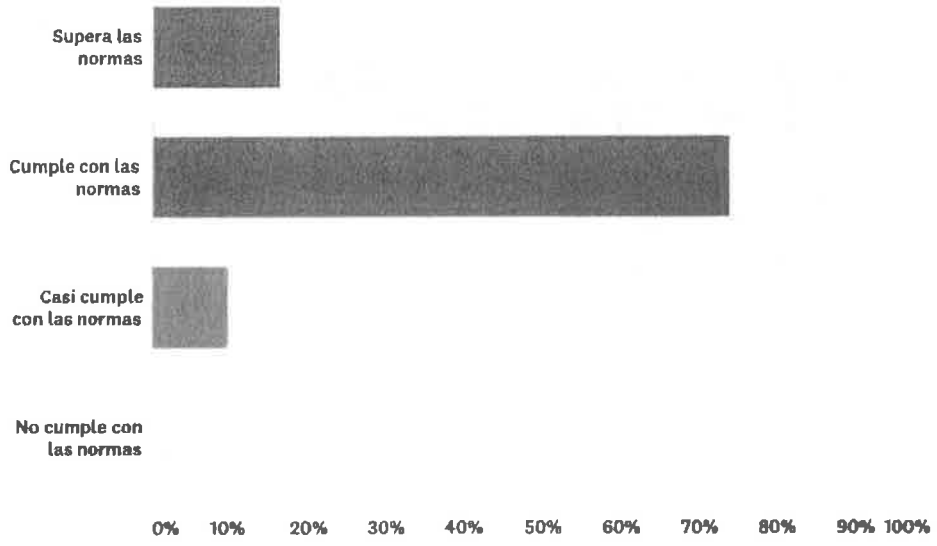
Answered: 63 Skipped: 3



ANSWER CHOICES	RESPONSES	
Si	82.54%	52
No	4.76%	3
No lo se	12.70%	8
TOTAL		63

Q20 En general, que grado le daria al Distrito Unificado de Shandon?

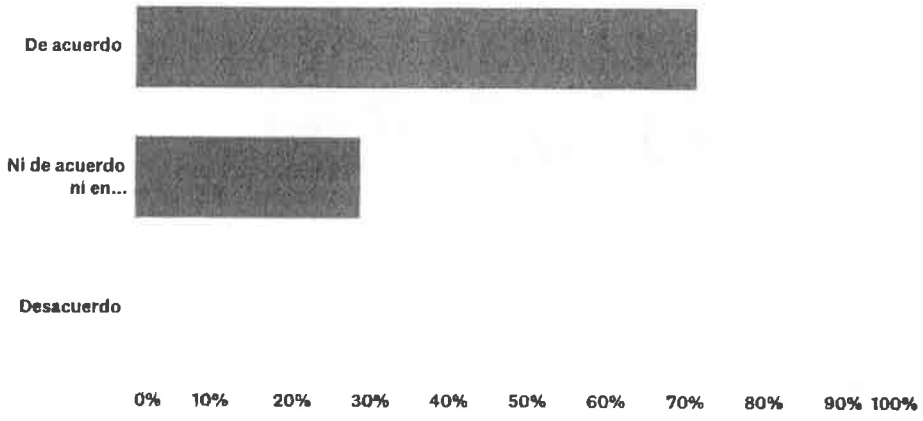
Answered: 61 Skipped: 5



ANSWER CHOICES	RESPONSES	
Supera las normas	16.39%	10
Cumple con las normas	73.77%	45
Casi cumple con las normas	9.84%	6
No cumple con las normas	0.00%	0
TOTAL		61

Q21 El Distrito Conjunto Unificado de Shandon busca aportaciones de los padres/tutores en la toma de decisiones de la escuela y el distrito.

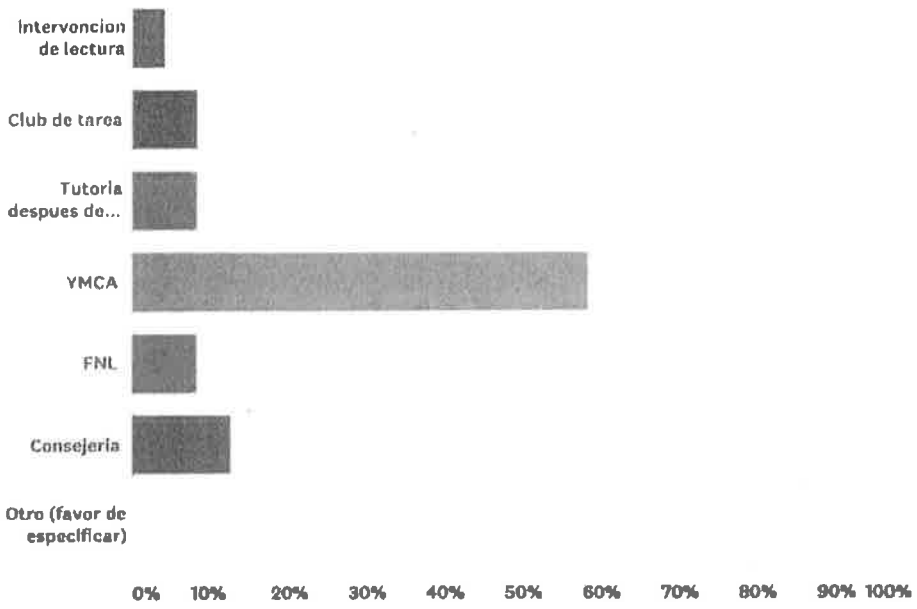
Answered: 63 Skipped: 3



ANSWER CHOICES	RESPONSES	
De acuerdo	71.43%	45
Ni de acuerdo ni en desacuerdo	28.57%	18
Desacuerdo	0.00%	0
TOTAL		63

Q22 no de respuesta

Answered: 24 Skipped: 42



ANSWER CHOICES	RESPONSES	
intervencion de lectura	4.17%	1
Club de tarea	8.33%	2
Tutoria despues de escuela	8.33%	2
YMCA	58.33%	14
FNL	8.33%	2
Consejeria	12.50%	3
Otro (favor de especificar)	0.00%	0
TOTAL		24

Summer Program Dates

Shandon High School Summer School

Grades: 6th-12th

Dates: June 18- July 2

Days of the Week: Monday- Friday

Time: 8:00AM-1:30PM

Hours: 5.5

Extended School Year

Grades: K-5th

Dates: July 2- August 2

Days of the Week: Monday- Thursday

Time: 8:30AM-12:30PM

Hours: 4

SHANDON JOINT UNIFIED SCHOOL DISTRICT

101 South First Street Box 79, Shandon, CA 93461

Teresa Taylor, Superintendent TELEPHONE: (805) 238-0286 FAX: (805) 238-077

Board of Trustees: Holly Furness-Osorio, Jennifer Moe, Van Parlet, Marlene Thomason, Kate Twisselman

May 1, 2018

Dear Parents and Community Members,

As you may have heard, I informed the Shandon Board of Trustees at the April 17, 2018 Board Meeting that I would not be renewing my contract with the District that expires June 30, 2018. This was a very hard decision for me as being the Superintendent/Principal of Shandon has been an honor and truly my "dream job." I enjoy the positive relationship that I have with the Shandon Board of Trustees, the community, the staff and especially the students. However after 30 years in education I have come to conclusion that it is time for me to retire.

The Shandon Board of Trustees has asked Dr. James Brescia, Superintendent of the San Luis Obispo County Office of Education, to help conduct the search for my replacement. The selection of the new Superintendent will solely be the decision of the members of the Shandon Board of Trustees, although the Board has asked that community members, parents, and staff members be involved in the process by giving their input on the selection.

The Shandon Board of Trustees is seeking your input on the criteria for the selection of the new Superintendent. I have enclosed a copy of the Shandon Superintendent search criteria that was put together based on community input in 2014. The Board is seeking suggestions for changes or additions to those criteria. If you have any suggestion please make those on the sheet provided and return it to the Shandon District Office, Board President Thomason, or directly to Dr. Brescia.

The deadline for applicants to apply for the position is May 18, 2018 with the Shandon Board Members meeting on May 25th in closed session to select candidates to interview. Interviews will be conducted by the Shandon Board of Trustees on June 6th with representatives of the community, staff, and parents serving on the interview panel and giving input to Board Members on the candidates. The Board hopes to have a final decision and offer a contract by June 11th or further interviews will be conducted. The goal is to have the new Superintendent start July 2, 2018.

Shandon is a special place that offers an excellent environment for student learning and personal growth. The District has made tremendous progress in the last few years. The Board and I are committed to making sure that a Superintendent is selected to replace me that will lead the District to even greater heights.

Thank you for your support and for allowing me to be a part of your student's life. It has been a real pleasure.

Sincerely,

Teresa Taylor

SAN LUIS OBISPO COUNTY
OFFICE OF EDUCATION
LEADERSHIP • COMMUNITY • SERVICE
JAMES J. BRESCIA, ED. D., SUPERINTENDENT

PRIMARY CRITERIA FOR SELECTION OF SUPERINTENDENT
SHANDON JOINT UNIFIED SCHOOL DISTRICT
April 2018

1. **Identify With the District as Its Advocate and Champion.** The district serves a community that is primarily agricultural and with a small resident population. The Superintendent needs to be involved, visible and connected with the community and seen as a strong advocate for the needs of the district as well as a positive representative for its strengths.

2. **Present a Strong Vision for Student Success.** The ability to present and deliver a compelling vision for student learning and achievement is important. The Superintendent should have a strong instructional background and preferably experience at all levels. As a site administrator (Principal), the person needs to be student-centered, visible and enjoy being a part of the students' school life.

3. **Demonstrate the Ability to Provide Clear Leadership While Empowering Employees to do Superior Work.** There is a strong desire for the Superintendent to present a plan for achieving the goals of the District/Board, to implement that plan, to keep the Board regularly informed regarding progress and to be able to problem-solve challenges in a collaborative manner.

4. **Possess Effective Communication Skills.** The Superintendent is expected to possess effective communication skills and to represent the District in a constructive and positive manner. Communication with the Board is expected to be clear, timely and comprehensive.

5. **Possess Strong Leadership and Management Skills.** The Superintendent should possess management and leadership skills such as listening to input from others to solve problems, setting a clear direction for staff, enforcing agreed upon rules, mediation of conflicts, solving problems and following through on commitments.

6. **Foster and Develop Relationships.** The Superintendent should have strong interpersonal skills, specifically listening and communicating effectively. The person should have the ability to bring together both the staff and the community, while maintaining his/her convictions about how to achieve the goals of the District. There is a desire to have a Superintendent with the vision to expand upon what is working well and being open to innovative programs that would expand the appeal of the District to both residents and non-residents. Maintain long-standing community traditions.

7. **Demonstrate Comprehensive Knowledge of California School District Administration**
This position in a small school district requires the involvement of the Superintendent in all aspects of managing the District. The need is for someone with knowledge and experience in all aspects of district administration (i.e., business, human resources, special education, facilities, maintenance, technology, transportation, bond oversight, etc.) as well as a comprehensive knowledge of the K-12 instructional program.

Shandon Superintendent Search Input

Please list any criteria that you would like to see added or taken away from the Draft Superintendent Search Criteria.

_____

_____

_____

_____

_____

_____

_____

_____

Please return your suggestions to the District Office by May 18th. You may also email or call with suggestions or questions to any of the following:

Teresa Taylor	ttaylor@shandonschools.org	805-238-0286
Shannon Kepins	skepins@shandonschools.org	805-238- 1782
Marlene Thomason	mthomason@shandonschools.org	805- 463-2343
Karen Woodruff	kwoodruff@slocoe.org	805-782-7235

You may also comment at the Regular Board Meeting May 8th at 7:00PM at Parkfield Elementary, the Special Board Meeting May 25th at 1:30PM at Shandon High School, or the Regular Board Meeting June 5th at 7:00PM at Shandon High School.

Your input is valued and much appreciated.

SHANDON JOINT UNIFIED SCHOOL DISTRICT

101 South First Street Box 79, Shandon, CA 93461
Teresa Taylor, Superintendent/Principal **TELEPHONE: (805) 238-0286** **FAX: (805) 238-0777**

Board of Trustees: Holly Furness-Osorio, Jennifer Moe, Van Parlet, Marlene Thomason, Kate Twisselman

Shandon Joint Unified School District
Superintendent Search 2018
Timeline

April 24	Special Board Meeting to approve recruitment process.
April 26	Open Recruitment (3 weeks) –SLOCOE posts the position on Edjoin and other recruitment sites. Candidates are encouraged to contact the current Superintendent with questions and to arrange site visit.
May 8th - 7PM	Regular Board Meeting at Parkfield Elementary – Board Members will discuss the interview process including choosing stakeholder groups to be represented on the interview panel.
May 18	Deadline for Applications to be submitted to SLOCOE.
May 21 - 22	SLOCOE Staff Reviews and Comments on Applications
May 23 - 24 8:00AM – 4PM	Board Members, Superintendent, and SES Principal review all of the applications. Each Board member will select a time frame to review the applications during those two days.
May 25 1:30PM	Special Board Meeting at Shandon High School Library – Board Members will select candidates to interview.
June 5th 7PM	Regular Board Meeting at Shandon High School – Board Members will discuss any needed changes to hiring process.
June 6th 8:30AM – 5:00PM	Selected Candidate Interview by Board and selected stakeholder representatives.
June 11th Time TBA - if needed	Special Board Meeting at Shandon High School Library –Board Members finalizes selection and offer a contract. Further interviews will be conducted on this date if necessary.
June 19th – 7PM	Regular Board Meeting at Shandon High School Library – Board Members will ratify the Superintendent contract and announce final selection.
July 2	New Superintendent Starts

First American Title Company

★899 PACIFIC STREET (P.O. BOX 1147), SAN LUIS OBISPO, CA 93401 • (805) 543-8900

March 21, 2018

Shandon Unified School District
101 S. 1St Street
Shandon, CA 93461

Attn: Business Manager/Superintendent

Re: Department of Real Estate Disclosure for: Tract 2451

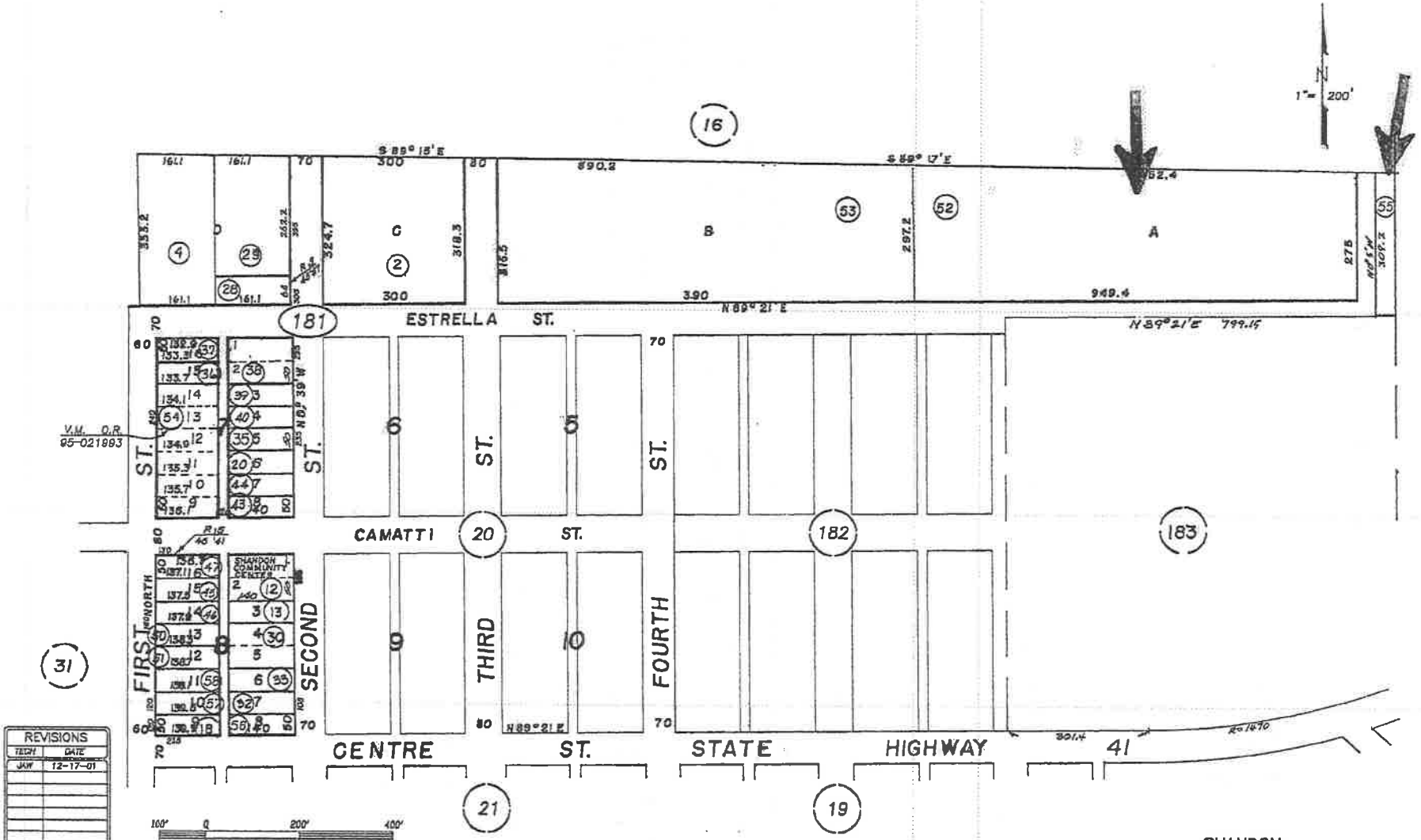
I am in the process of obtaining a Bureau of Real Estate Public Report for the above mentioned subdivision located at Highway 41 and Tobey Way in Shandon. This new project will have 16 lots. One of the requirements of the Bureau of Real Estate is a letter from the school district listing the names and locations of each high school, junior high and elementary school serving this project. If you could please forward a letter with this information at your earliest convenience, it would be greatly appreciated.

If you have any questions, please give me a call at (805) 786-2042.

Sincerely,

Lisa Irot
Subdivision Manager

017-181

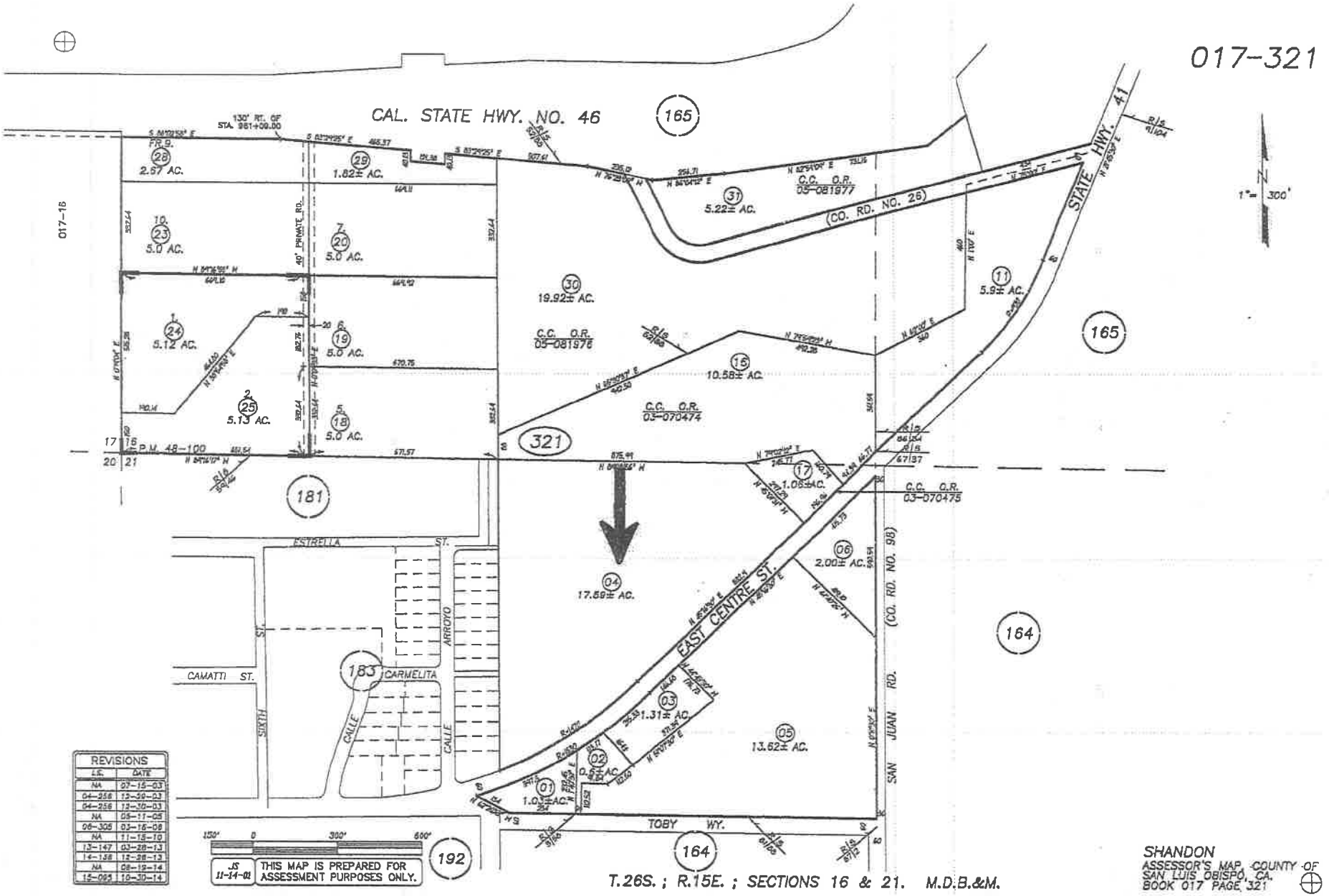


REVISIONS	
TECH	DATE
JAW	12-17-01

JAW 12-17-01 THIS MAP IS PREPARED FOR ASSESSMENT PURPOSES ONLY.

TOWN OF SHANDON, R.M. Bk. A, Pg. 107.

SHANDON
ASSESSOR'S MAP, COUNTY OF SAN LUIS OBISPO, CA.
BOOK 017 PAGE 181



REVISIONS	
I.S.	DATE
NA	07-15-03
04-256	12-29-03
04-256	12-30-03
NA	05-11-05
06-305	03-16-08
NA	11-15-10
13-147	03-28-13
14-158	12-28-13
NA	08-19-14
15-095	10-30-14

CLARKE (SHANDON) PARK

MONDAY - MAY 28, 2018

SPONSORED BY SHANDON HIGH SCHOOL STUDENTS

Ceremony Honoring Veterans

With Special Recognition of Shandon Veteran

11:30 AM - 12:00 PM

Classic Car Show

11:30 AM - 2:00 PM

TRI-TIP BBQ ($10.00) - HOT DOGS ($2.00)

Taco's (2 for $5.00) - Snow Cones, drinks, & more

12:00 PM - 1:30 PM

Activities

Face Painting, Swimming & Petting Zoo (Free)

Raffle Items $1, $3, and $5 tickets

For more information call (805)238-0286

SJUSD

Teresa Taylor <ttaylor@shandonschools.org>

Student Success Library Cards - Shandon Library

2 messages

Margaret Kensinger-Klopfer <mkensingerklopfer@slolibrary.org> Tue, Apr 24, 2018 at 1:06 PM
To: ttaylor@shandonschools.org
Cc: Jackie Kinsey <jkinsey@slolibrary.org>, mvestal@slolibrary.org

Ms. Taylor,

I just wanted to check in with you and let you know that the Shandon Library has finished creating library cards for all of the students in Shandon Unified whose parents "opted in" to our partnership this year. The library created 167 cards for Shandon students, spanning grades K-12. We just got our stats for the month of March, the first full month students had their new library cards, and I am thrilled to share that these kids checked out over 400 items from the Shandon Library in March alone!

To give you some perspective, we created 2 youth cards in all of the 2016-2017 school year, and checked out 1300 items in the whole year.

We are so excited about continuing this partnership, and were wondering when you might be available to meet and discuss continuing the program into the next year.

Please let me know what date and time works best for you.

Thank you,

Margaret Kensinger-Klopfer

Coordinating Librarian, Youth Services

County of San Luis Obispo Public Libraries

805-781-4796

mkensingerklopfer@slolibrary.org

http://www.slolibrary.org

COUNTY OF SAN LUIS OBISPO | County of SLO Public Libraries

Teresa Taylor <ttaylor@shandonschools.org> Tue, Apr 24, 2018 at 6:00 PM
To: Margaret Kensinger-Klopfer <mkensingerklopfer@slolibrary.org>
Cc: All Employees <all_employees@shandonschools.org>, All Board Members <all_board@shandonschools.org>