

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Agenda

Tuesday, October 10, 2017

Time: 6:30 PM. – Closed Session 7:00 PM Open Session;

Location: Shandon High School- Library

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
Jennifer Moe
Robert Van Parlet
Shannon Plaisted

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, Organization: STA/CTA/NEA, CSEA, and Management /Confidential Employees Unrepresented

2.2 Conference With Legal Counsel—Anticipated Litigation Significant exposure to potential litigation pursuant to GC 54956.9(d)(2) and GC 54956(e)(1): (Eight [8] potential cases)

3.0 RECONVENE SESSION / PLEDGE OF ALLEGIANCE TO THE FLAG

4.0 REPORT ON ACTION FROM CLOSED SESSION

5.0 ADOPTION OF AGENDA

6.0 PUBLIC COMMENT /PUBLIC HEARING

6.1 PUBLIC COMMENT

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

7.0 REPORTS FROM SCHOOL RELATED GROUPS (oral)

- 7.1 Student Body Reports
- 7.2 Staff Reports
- 7.3 Bargaining Representative Reports
- 7.4 Board Reports

8.0 APPROVAL OF CONSENT AGENDA

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

- 8.1 Approval of the Minutes of September 12, 2017
- 8.2 Approval of Warrants and Payroll
- 8.3 Approval of Budget Report
- 8.4 Approval of Student Body Funds Report
- 8.5 Approval of Personnel Action Report
- 8.6 Approval of the Quarterly Report of Williams Uniform Complaint- October

9.0 ACTION ITEMS

- 9.1 Consideration and Approval to Either Order a Special Election or Make a Provisional Appointment to Fill the Vacancy on the SJUSD Board of Trustees
- 9.2 Approval of the Agreement for Consultant Services between SJUSD and Arlene Suval
- 9.3 Approval of the Sale of Surplus Items

10.0 ACTION ITEMS

BOARD BYLAWS/BOARD POLICIES/ ADMINISTRATIVE REGULATIONS

Update Board Policies & Administrative Regulations:

- 10.1 Approval of the First Reading of BP 3511 Energy And Water Management
- 10.2 Approval of the First Reading of AR 3511 Energy And Water Management
- 10.3 Approval of the First Reading of BP 3511.1 Integrated Waste Management
- 10.4 Approval of the First Reading of AR 3511.1 Integrated Waste Management
- 10.5 Approval of the First Reading of AR 3512 Equipment
- 10.6 Approval of the First Reading of E 3512 Equipment
- 10.7 Approval of the First Reading of AR 3513.1 Cellular Phone Reimbursement
- 10.8 Approval of the First Reading of BP 3514 Environmental Safety
- 10.9 Approval of the First Reading of AR 3514 Environmental Safety
- 10.10 Approval of the First Reading of BP 3514.1 Hazardous Substances
- 10.11 Approval of the First Reading of BP 3514.1 Hazardous Substances
- 10.12 Approval of the Second Reading of BP 1312.1 Complaints Concerning District Employees
- 10.13 Approval of the Second Reading of AR 1312.1 Complaints Concerning District Employees
- 10.14 Approval of the Second Reading of BP 1312.2 Complaints Concerning Instructional Materials
- 10.15 Approval of the Second Reading of AR 1312.2 Complaints Concerning Instructional Materials
- 10.16 Approval of the Second Reading of E 1312.2 Complaints Concerning Instructional Materials
- 10.17 Approval of the Second Reading of BP 1312.3 Uniform Complaint Procedures
- 10.18 Approval of the Second Reading of AR 1312.3 Uniform Complaint Procedures
- 10.19 Approval of the Second Reading of AR 1312.4 Williams Uniform Complaint Procedures
- 10.20 Approval of the Second Reading of E 1312.4 Williams Uniform Complaint Procedures

11.0 INFORMATION/DISCUSSION ITEMS

- 11.1 Measure K Bond Update
- 11.2 Stadium Funds Update
- 11.3 SJUSD Enrollment
- 11.4 District Calendar of Events
- 11.5 Special Education Report
- 11.6 Shandon Elementary School Report
- 11.7 Superintendent's Report

14.0 FUTURE AGENDA ITEM REQUESTS

15.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for November 14, 2017 at
Shandon High School Library, Closed Session at 6:30 PM, Open/Regular Session at 7:00 PM.

16.0 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

Board Meeting Agenda
October 10, 2017

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

October ASB Report

September success!

1. September Volleyball Snack bars and gates have been manned and collected.
2. 9/7/17 Retro Bill Anti Drugs and Anti Bullying assembly organized by ASB and attended by entire school district. Huge success. Letters were sent to Retro thanking him for his words of encouragement. Sheriff's department paid for his services.
3. Spirit Wear has been designed and will be here before Open House. Order forms will be made available to students, staff and the community in the office as well.
4. 9/11/17 Ceremony and remembrance. Grades 6-12 assembled at the flag and participated in the National Anthem, flag salute and a speech by Bianca Soto. Isaac Lopez led us in the pledge and helped Juliette Rodriguez with the flag raising. Only one first responder showed up, (Mark Fonteccio), however the students took the food and posters over to the fire department to thank them.
5. 9/21/17 FNL Opening Launch. Students enjoyed treats, music, and games in the Quad. The councilor and advisor brought games that revolved around safe and healthy behavior.
6. 9/30/17 Senior Carwash and FFA drive thru BBQ was successful.

October Events

1. ASB Meetings October 3rd and 17th. Class Meeting October 11th.
2. October 10, 12, 17, 24, and 26th Volleyball game snack bars-SHS.
3. October 12th Open House-22 organizations attending, community flu shots, snack bar, and dinner as well as staff opening their rooms for parents.
4. October 16-20 Spirit Week-Activities attached to this report.
5. FNL meetings October 5, 12, 19, and 26th.
6. FNL Mentoring program started with Jaime Christensen as the lead.

Report submitted by Dayna Sciocchetti

Students attending Board Meeting: Cynthia Rendon & Christian Uzeta

Spirit Week Activities 10/16/17 to 10/20/17

Seniors-10/16 Dress up day is Celebrity Dress up Day	Sophomores 10/17 Dress up day is Hat Day	Juniors 10/18 Dress up Day is Pajama Day	FNL 10/19 Dress up Day is Sports Jersey Day (not an outlaw Jersey)	Freshmen 10/20 Dress up Day is Spirit Day
Monday <ul style="list-style-type: none"> Senior Class Lunch time Activity Find the Ghost Limbo Music in quad Mini golf Friday's Football game contribution <u>(snow cones)</u> 	Tuesday <ul style="list-style-type: none"> Sophomore Class Lunch time Activity Cup Cake walk Dodge ball Music Friday's Football game contribution <u>(snack bar snacks like candy, chips, and cookies)</u> 	Wednesday <ul style="list-style-type: none"> Junior Class lunch time Activity Free throw contest Bean bag toss Music Makeup game Pie a teacher jar game Friday's Football game contribution <u>Snack Bar (Drinks)</u> 	Thursday <ul style="list-style-type: none"> FNL Lunch time Activity Music in the Quad Jenga Wheel of Fortune Twister 	Friday <ul style="list-style-type: none"> Freshmen Class Lunch time Activity Ping Pong Tournament Gummy Bear Mania Spirit costume Contest w/prizes Face Painting- spirit colors only Friday's Football game contribution <u>snack bar (hot dogs & nachos)</u>

Friday 10/20/17 Agenda

11:35-12:05 Freshmen Lunchtime Activities-(Vicki, Alex Z., Angel & Braiden clean up)

8th period take roll then pep rally in gym-all staff and students (Hungary Hippos, music, class cheer contest)

2:30-3:10 students go back to 8th any that need to help advisors set up on field for snack bar dismissed with them.

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: October 10, 2017**

AGENDA ITEM TITLE:

Approval of the Minutes of September 12, 2017

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

Provided for your approval are the Minutes for the September 12, 2017 Board Meeting.

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Minutes

Tuesday, September 12, 2017

1.0 OPEN SESSION

Board President Thomason called the meeting to order at 6:03PM.

Members present: Marlene Thomason, President; Jennifer Moe; Robert Van Parlet;
Kate Twisselman

Members Absent: Shannon Plaisted

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

1.1 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 6:04PM.

2.0 CLOSED SESSION

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

The Board adjourned closed session at 6:44PM.

3.0 RECONVENE SESSION / PLEDGE OF ALLEGIANCE TO THE FLAG

Board President Thomason reconvened the meeting to open session at 7:00PM and Board Member Parlet led the pledge of allegiance.

4.0 REPORT ON ACTION FROM CLOSED SESSION

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

5.0 ADOPTION OF AGENDA

A motion was passed to approve the agenda (Parlet/Twisselman)(4/0/1) Moe, Parlet, Thomason, and Twisselman vote aye. Board Member Plaisted was absent.

6.0 PUBLIC COMMENT /PUBLIC HEARING

6.1 PUBLIC COMMENT

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

6.2 PUBLIC HEARING

Public Hearing Regarding Sufficiency of Instructional Materials for 2017-18

There were no requests to address the Governing Board on the public hearing.

7.0 REPORTS FROM SCHOOL RELATED GROUPS (oral)

7.1 Staff Reports

- Aleks Hewitt reported on Technology. He informed the Board on the status of Measure K Bond Technology Projects. Phones and Bells are in place but he is still working on volume and bell schedules. He said that they are almost 100% done with the whole project as far networking and phones. The full handover would be done later in the week where he will have more administrative access and will be more able to fine tune what works for everyone. As far as computers high school is almost done but he is running into issues with some of the older laptops that we have due to administrative accounts not being set up properly in the past. He is trying to come up with a solution to that and may have to reboot them to factory settings. Chromebooks are halfway deployed. He has not started on chromebooks for the elementary school. He has had a few parent volunteers that have offered to help with the deployment of chromebooks.
- Aleks Hewitt also reported on sports. Shandon Outlaw Volleyball and Football Teams went to Alpaugh last Saturday. The Alpaugh football team beat Shandon 82-6. The High School Volleyball played well and won 3 sets to 1 against Alpaugh. The Middle School Volleyball had their first game today against Trinity

Lutheran, the A-Team won and the B-Team lost. There are 2 coaches Maribel Arroyo and Michelle Rodriguez. Aleks gave the Board updated game schedules.

7.2 *There were no Bargaining Representative Reports.*

7.3 *There were no Board Reports.*

7.4 *Cafeteria Report*

- *Food Service Manager, Jessie Wesch, brought banana bread and cookies for the Board and said that she is focusing on more from scratch cooking techniques and explained that the banana bread she made will also be available for breakfast for some of the students the following morning. She stated that she had been providing some of the new from scratch food with the high school and had great feedback on the food so she would be extending it to the entire district. They are also trying different recipes and are trying to be more creative to have variety for the students.*

8.0 APPROVAL OF CONSENT AGENDA

A motion passed to approve the consent agenda with the removal of item 8.1 Approval of the Minutes of August 8, 2017 (Twisselman/Moe) (4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted absent.

A motion was passed to approve item 8.1 Approval of the Minutes of August 8, 2017 with corrections (Twisselman/Moe) (4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted absent.

9.0 ACTION ITEMS

- 9.1 *A motion passed to approve the Shandon Joint Unified School District Authorized Signature Certification (Twisselman/Moe)(4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted was absent.*
- 9.2 *A motion passed to approve the Food Service Contract between Pleasant Valley and SJUSD (Moe/Parlet)(4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted was absent.*
- 9.3 *A motion passed to approve the Agreement for Educational Technology Center Services between SJUSD and SLOCOE (Moe/Parlet)(4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted was absent.*
- 9.4 *A motion passed to approve the 2017-2018 Lozano Smith Agreement for Legal Services (Moe/Twisselman)(4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted was absent.*
- 9.5 *A motion passed to approve the 2017-18 Emergency Response Plan (Moe/Parlet)(4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted was absent.*
- 9.6 *A motion passed to approve the 2017-18 Unaudited Actuals (Twisselman/Moe)(4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted was absent.*
- 9.7 *A motion passed to approve the Resolution 2017-18-1 District Appropriations Limits (Twisselman/Parlet)(4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted was absent.*
- 9.8 *A motion passed to approve the Resolution 2017-18-2 Authorization of Assignment of Teachers to Teach Outside Their Credential Area (Moe/Parlet)(4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted was absent.*
- 9.9 *A motion passed to approve the Resolution 2017-18-3 AB 923 School Bus Replacement and Retrofit Program Bus Replacement Application (Moe/Parlet)(4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted was absent.*

- 9.10 A motion passed to approve the Resolution #2017-18-4, Sufficiency of Instructional Materials (Moe/Parlet)(4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted was absent.
- 9.11 A motion passed to approve the Sale of Surplus Items (Moe/Parlet)(4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted was absent.
- 9.12 At the request of the parent of Interdistrict Transfer student 2017-18-17 Board President Thomason adjourned the meeting to closed session at 8:00PM.

Board President Thomason reconvened the meeting to open session at 8:15PM.

Board President Thomason reported that in closed session a motion passed to approve the Interdistrict Transfer Student 2017-18-17 (Moe/Parlet)(4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted was absent.

- 9.13 A motion passed to deny the Interdistrict Transfer Student 2017-18-18 (Twisselman/Parlet)(4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted was absent.
- 9.14-9.15 A motion passed to approve the Shortened Day 2017-18-1 and Shortened Day 2017-18-2 (Twisselman/Moe)(4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted was absent.
- 9.16 A motion passed to approve the addition of Luke Speer Measure K Citizens' Oversight Committee (Moe/Parlet)(4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted was absent.

10.0 ACTION ITEMS

BOARD BYLAWS/BOARD POLICIES/ ADMINISTRATIVE REGULATIONS

Update Board Policies & Administrative Regulations:

- 10.1-10.9 A motion passed to approve the First Readings of BP 1312.1 Complaints Concerning District Employees, AR 1312.1 Complaints Concerning District Employees, BP 1312.2 Complaints Concerning Instructional Materials, AR 1312.2 Complaints Concerning Instructional Materials, E 1312.2 Complaints Concerning Instructional Materials, BP 1312.3 Uniform Complaint Procedures, AR 1312.3 Uniform Complaint Procedures, AR 1312.4 Williams Uniform Complaint Procedures, and E 1312.4 Williams Uniform Complaint Procedures with corrections on 10.9 (Parlet/Moe) (4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted was absent.
- 10.10-10.21.1 A motion passed to approve the Second Readings of BP 3400 Management of District Assets/Accounts, AR 3400 Management of District Assets/Accounts, BP 3430 Investing, AR 3430 Investing, AR 3440 Inventories, AR 3451 Petty Cash, BP 3452 Student Activity Funds, BP 3460 Financial Reports and Accountability, AR 3460 Financial Reports and Accountability, BP 3510 Green School Operations, BP 5141.52 Suicide Prevention, and AR 5141.52 Suicide Prevention (Parlet/Twisselman) (4/0/1) Moe, Parlet, Thomason, and Twisselman voted aye. Board Member Plaisted was absent.

11.0 INFORMATION/DISCUSSION ITEMS

- 11.1 Superintendent Taylor provided a Measure K Bond Project Update in the Board Packet. She reported that they are finishing up the teacherage in Parkfield. John Varian and his crew have been working on the teacherage. The tree trimming is done at all sites. The architect has been out trying to get plans together for the septic. The district is trying to wind down from the busy summer with purchase

- orders and finishing up projects. The students have reported that they are very excited about the technology. President Thomason requested that the financials spent be sorted by site in the future.*
- 11.2 *First Solar sent a letter to the District to inform us that they have sold the company but would still be involved with the community.*
- 11.3 *SJUSD Checking Accounts- Heritage Oaks bank was purchased by Pacific Premier Bank and we need a signature to be able to change over the accounts in order to not incur charges.*
- 11.4 *SJUSD Enrollment- Superintendent Taylor reported that enrollment numbers are up and higher than expected.*
- 11.5 *The District Calendar of Events was provided to the Board.*
- 11.6 *Principal Kepins explained the CAASPP Test Results and informed the Board on the measures we are taking in order to improve them.*
- 11.7 *A Special Education Report was provided in the Board Packet submitted by Special Ed Coordinator, Sue Cherry.*
- 11.8 *Principal Kepins presented her Shandon Elementary School Report that was included in the Board Packet.*
- 11.9 *Superintendent Taylor presented her Superintendent's Report that was included in the Board Packet. Superintendent Taylor reported that they are trying to enter a bus in the Pioneer Day Parade in order to support Ellen Schroeder. Ellen worked for the District and they would like to support her because she was selected as Queen of the festivities.*

14.0 FUTURE AGENDA ITEM REQUESTS

The following items will be added to future agendas:

- *Middle School CDS Code*
- *Stadium Account Report*

15.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for October 10, 2017 at
Shandon High School Library, Closed Session at 6:30 PM, Open/Regular Session at 7:00 PM.

16.0 ADJOURNMENT

Board President Thomason adjourned the meeting at 9:22PM.

Marlene Thomason, President of the Board

Or

Teresa Taylor, Superintendent and Secretary to the
Board of Trustees

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: October 10, 2017

AGENDA ITEM TITLE:

Approval of Warrants and Payroll for September 2017

PREPARED BY:

Sadie Howard

AGENDA SECTION:

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

SUMMARY:

Warrant Approvals:

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

Batch #09 through #11

General Fund (01)	\$ 149,836.60
Food Service/Cafeteria Fund (13)	\$4,259.74
Bond Fund (21)	\$294,790.81

TOTAL WARRANT APPROVALS

\$448,887.15

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.

September 10 th	\$23,208.42
September 30 th	\$212,079.11

TOTAL

\$235,287.53

RECOMMENDED ACTION:

Approve Accounts Payable and Payroll warrants

VENDOR NAME	FUND : 01	GENERAL FUND	DESCRIPTION	EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
AIRGAS USA LLC	INV#9067416312,S				128.22	09/19/2017
AMERIPRIDE UNIFORM SERVICES	INV#1501978610,T		TOWELS		86.05	09/19/2017
AMERIPRIDE UNIFORM SERVICES	INV#1501968553,T		TOWELS		86.05	09/08/2017
BRIAN'S BREAD	INV#166512,144 S				300.96	09/22/2017
BURT INDUSTRIAL SUPPLY	INV#45102,SHOP S				264.66	09/19/2017
C & N TRACTORS	INV#26559P,PRKFL				122.60	09/11/2017
CIF SOUTHERN SECTION	INV#3048,VOLLEYB				50.00	09/19/2017
CIF SOUTHERN SECTION	INV#3048,FOOTBAL				50.00	09/19/2017
CIF SOUTHERN SECTION	INV#3048,BASEBAL				50.00	09/19/2017
CIF SOUTHERN SECTION	INV#3048,SOFTBAL				50.00	09/19/2017
CIF SOUTHERN SECTION	INV#3048,GIRLS B				50.00	09/19/2017
CIF SOUTHERN SECTION	INV#3048,BOYS BA				50.00	09/19/2017
COMMERCE PRINTING	INV#046177,CSU S		H.S. ENGLISH EXPOSITORY		198.41	09/19/2017
CRYSTAL SPRINGS WATER	INV#955041,DRINK		DRINKING WATER		62.85	09/19/2017
CSA 16	ACC#14096,H.S.WA		WATER BILL		278.66	09/22/2017
CSA 16	ACC#14118,ELEM S		WATER BILL		155.90	09/22/2017
CSA 16	ACC#14095,MOT OF		WATER BILL		79.66	09/22/2017
CSA 16	ACC#17453,M.S.WA		WATER BILL		69.66	09/22/2017
DAVIS, MICHAEL LEE	BUS#7,45 DAY INS		BUS REPAIRS		100.00	09/19/2017
ESGI	INV#16853,2017/1		12 MONTH LICSE		525.00	09/22/2017
ESSER, LORI	REIMB.MILEAG,FOO				456.85	09/19/2017
J.B.DEWAR INC.	INV#221023		FUEL/GAS		1,727.43	09/22/2017
J.B.DEWAR INC.	INV#220707,		FUEL/GAS		1,375.23	09/08/2017
KEPINS, SHANNON	REIMB.MEALS,7/25				161.00	09/11/2017
KNECHT'S PLUMBING & HEATING	INV#17086,INSTAL		AG SHOP FUME EXTRACTOR		10,254.00	09/19/2017
LOPEZ, LOURDES	REIMB.FFA MEETIN				100.00	09/08/2017
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,MOT SUP				250.54	09/08/2017
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,MOT SUP				117.89	09/08/2017
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,GROUND				30.67	09/08/2017
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,TOOLS				267.22	09/08/2017
MCGRAW-HILL EDUCATION	INV#99059465001,		MATH/SPANISH BOOKS		530.37	09/19/2017
MCGRAW-HILL EDUCATION	INV#99140845001,		MATH/SPANISH BOOKS		1,021.12	09/19/2017
MCGRAW-HILL EDUCATION	INV#9938001001,S				79.47	09/22/2017
MCGRAW-HILL EDUCATION	INV#99497525001,		ALEKS ONLINE MATH		3,594.00	09/22/2017
MCGRAW-HILL EDUCATION	INV#9937999001,				485.86	09/22/2017
MCGRAW-HILL EDUCATION	INV#99352541001,				485.53	09/22/2017
MCGRAW-HILL EDUCATION	INV#98210885001,		WONDERS TK-1ST		1,383.06	09/08/2017
MCGRAW-HILL EDUCATION	INV#98203347001,		WONDERS TK-1ST		6,915.05	09/08/2017
MCGRAW-HILL EDUCATION	INV#98199584001,		WONDERS TK-1ST		10,491.16	09/08/2017
MCGRAW-HILL EDUCATION	INV#98203346001,		WONDERS TK-1ST		3,490.16	09/08/2017
MCGRAW-HILL EDUCATION	INV#98199583001,		WONDERS TK-1ST		628.19	09/08/2017
MCGRAW-HILL EDUCATION	INV#98086296001,		MATH BOOKS		1,035.27	09/08/2017
MCGRAW-HILL EDUCATION	INV#98364147001,		MATH BOOKS		6,721.30	09/08/2017
MCGRAW-HILL EDUCATION	INV#98364141001,		MATH BOOKS		7,013.66	09/08/2017
MCGRAW-HILL EDUCATION	INV#98815858001,		MS READING AND WRITING BOOKS		239.72	09/08/2017
MCGRAW-HILL EDUCATION	INV#98415443001,				190.92	09/08/2017
MCGRAW-HILL EDUCATION	INV#98398461001,				1,379.94	09/11/2017
OFFICE DEPOT	INV#958102105001		ELEM SUPPLIES		22.51	09/19/2017

VENDOR NAME	FUND : 01	GENERAL FUND	DESCRIPTION	EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
OFFICE DEPOT	INV#958102042001	ELEM SUPPLIES			14.76	09/19/2017
OFFICE DEPOT	INV#960887277001	HIGH SCHOOL SUPPLIES			59.58	09/22/2017
OFFICE DEPOT	INV#960886884001	HIGH SCHOOL SUPPLIES			73.14	09/22/2017
OFFICE DEPOT	INV#958102106001	ELEM SUPPLIES			33.17	09/08/2017
OFFICE DEPOT	INV#955223403001	ELEM SUPPLIES			140.92	09/08/2017
OFFICE DEPOT	INV#955226593001	ELEM SUPPLIES			10.51	09/08/2017
OFFICE DEPOT	INV#955350714001	ELEM SUPPLIES			20.36	09/08/2017
OFFICE DEPOT	INV#955350716001	ELEM SUPPLIES			18.22	09/08/2017
OFFICE DEPOT	INV#955350717001	ELEM SUPPLIES			8.14	09/08/2017
OFFICE DEPOT	INV#955350718001	ELEM SUPPLIES			4.28	09/08/2017
OFFICE DEPOT	INV#958102108001	ELEM SUPPLIES			13.92	09/08/2017
OFFICE DEPOT	INV#957874786001	ELEM SUPPLIES			74.94	09/08/2017
OFFICE DEPOT	INV#958102107001	ELEM SUPPLIES			59.07	09/08/2017
OFFICE DEPOT	INV#955350579001	ELEM SUPPLIES			19.29	09/08/2017
OFFICE DEPOT	INV#955226592001	ELEM SUPPLIES			73.46	09/08/2017
OFFICE DEPOT	INV#955350715001	ELEM SUPPLIES			38.48	09/08/2017
OFFICE DEPOT	INV#957064582001	ELEM SUPPLIES			65.53	09/08/2017
OFFICE DEPOT	INV#957874277001	ELEM SUPPLIES			58.66	09/08/2017
OFFICE DEPOT	INV#957874735001	ELEM SUPPLIES			5.35	09/08/2017
OFFICE DEPOT	INV#957874737001	ELEM SUPPLIES			48.13	09/08/2017
OFFICE DEPOT	INV#957874736001	ELEM SUPPLIES			31.85	09/08/2017
OFFICE DEPOT	INV#958679096001	HIGH SCHOOL SUPPLIES			101.97	09/08/2017
OFFICE DEPOT	INV#958679828001	HIGH SCHOOL SUPPLIES			24.11	09/08/2017
OFFICE DEPOT	INV#957821531001	ESSER CLASSROOM SUPPLIES			61.08	09/08/2017
OFFICE DEPOT	INV#957822166001	ESSER CLASSROOM SUPPLIES			8.15	09/08/2017
OFFICE DEPOT	INV#956179255001				294.94	09/08/2017
PACIFIC GAS & ELECTRIC COMPANY	ACC#0028511953-3	PG&E			11.13	09/22/2017
PACIFIC GAS & ELECTRIC COMPANY	ACC#5762161390-0	PG&E			181.89	09/11/2017
PACIFIC GAS & ELECTRIC COMPANY	ACC#5762161390-0	PG&E			8,448.39	09/11/2017
PACIFIC TANK & CONSTRUCTION	APP#66301,AG WEL				7,500.00	09/22/2017
PASO ROBLES HEATING & AIR	INV#348682,WALK				189.00	09/19/2017
PASO ROBLES HEATING & AIR	INV#348748,RM#12				148.50	09/19/2017
PASO ROBLES SAFE & LOCK	INV#135077,KEYS				38.14	09/19/2017
PASO ROBLES SAFE & LOCK	INV#134638,KEYS				14.60	09/08/2017
PORTVIEW PREPARATORY INC	INV#1852,AUG.201	2017/2018 PORTVIEW SCHOOL			5,626.25	09/19/2017
POSTMASTER	10 ROLLS OF STAM	POSTAGE, BOX FEES			490.00	09/11/2017
RANCH WIFI	INV#3952,PRKFLD				140.00	09/19/2017
READ NATURALLY	INV#217593,SIGNS	SIGNS FOR SOUNDS			165.00	09/19/2017
RELIABLE OFFICE MACHINE REPAIR	INV#5635,SEPT.MO	MONTHLY COPIER MAINT.			50.00	09/08/2017
ROSSI AND CARR ELECTRICAL INC	INV#17288,SHOP 1				2,387.81	09/11/2017
SAFETY FIRST SEMINARS	INV#3440,AED PAD				119.34	09/11/2017
SAN LUIS OBISPO COUNTY OFFICE	S.KEPINS,10/19/1				100.00	09/22/2017
SAN LUIS OBISPO COUNTY OFFICE	INV#180203,ETC 2	SLOCOC ETC 17/18			2,135.90	09/22/2017
SAN LUIS OBISPO COUNTY OFFICE	INV#180143,17/18				225.09	09/11/2017
SAN LUIS OBISPO COUNTY SCHOOL	2017 EMPLOYEE OF				385.00	09/19/2017
SAN MIGUEL GARBAGE # 200133	ACC#318244, SEPT.	DIST. TRASH			904.11	09/19/2017
SHANDON UNIFIED SCHOOL DIST	CLEARING ACCOUNT				500.00	09/11/2017
SISC III	ID#68833,SEPT.20				51,623.40	09/08/2017

VENDOR NAME	FUND : 01		GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
	DESCRIPTION				
SMITH, JILL	RIEMB.MILEAG, 7/2			264.72	09/22/2017
Stanley Convergent Sec.Solut.	INV#14834461, SER ALARM MONITORING			454.42	09/11/2017
TURTON, KARA	AVID CONF.8/1-3/			634.07	09/19/2017
TURTON, KARA	CLASSROOM SUPPLI			150.00	09/19/2017
U.S. BANK EQUIPMENT FINANCE	INV#338337652, MO MONTHLY COPIER CONTRACT			1,441.32	09/08/2017
VAN HORN, JOHN	REIMB.PRKFELD TRA			122.60	09/22/2017
VAN HORN, JOHN	REIMB.PRKFELD TRA			677.20	09/11/2017
VERDUSCO, PAULINA	REIMB.FEA MEETIN			100.00	09/08/2017
VERIZON - 508105832-00001	INV#508105832-00 HOT SPOTS			156.38	09/19/2017
WASTE MANAGEMENT	INV#86383075002, PRKFELD TRASH			90.04	09/11/2017
WESTERN JANITOR SUPPLY # 2411	INV#145493, WOMEN			26.99	09/19/2017
WESTERN JANITOR SUPPLY # 2411	INV#145094, CUSTO			2.28	09/08/2017

TOTAL FUND 01

149,836.60

VENDOR NAME	FUND : 13	DESCRIPTION	EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
AMERIPRIDE UNIFORM SERVICES	INV#1501978610, C TOWELS			20.00	09/19/2017
AMERIPRIDE UNIFORM SERVICES	INV#1501968553, C TOWELS			20.00	09/08/2017
CRYSTAL CREAMERY	INV#620243701, CA			392.85	09/08/2017
CRYSTAL CREAMERY	INV#620250701, CA			120.70	09/08/2017
CRYSTAL CREAMERY	INV#620257701, CA			457.48	09/19/2017
CRYSTAL CREAMERY	INV#620254702, CA			194.48	09/19/2017
GOLD STAR FOODS INC.	INV#2126292, CAFE			207.30	09/08/2017
GOLD STAR FOODS INC.	INV#2126292, CAFE			1,688.67	09/08/2017
GOLD STAR FOODS INC.	INV#2115450, CAFE			600.55	09/08/2017
THE BERRY MAN INC.	INV#10336516, CAF			26.85	09/08/2017
THE BERRY MAN INC.	INV#10335274, CAF			298.15	09/08/2017
THE BERRY MAN INC.	INV#10337681, CAF			207.70	09/19/2017
WESTERN JANITOR SUPPLY # 2411	INV#145094, CAFE			25.01	09/08/2017
TOTAL FUND 13				4,259.74	

VENDOR NAME	FUND : 21	BUILDING FUND - BOND PROCEEDS	AMOUNT	INVOICE DATE
DESCRIPTION	EXTENDED DESCRIPTION			
A&M CHURCH & SCHOOL FURNITURE	H.S LIBRARY TABL HS LIBRARY TABLES	5,923.63	09/19/2017	
A&T ARBORISTIS & VEGETATION	INV#4725,HS.TREE TREE WORK	5,575.00	09/08/2017	
A&T ARBORISTIS & VEGETATION	INV#4725,ELEM TR TREE WORK	9,750.00	09/08/2017	
AVNIT, JULIE	INV#688331802,AU BOND CONTACT	300.00	09/11/2017	
CDW-GOVERNMENT	INV#LA1700501,CO PHONE,CAMERAS	11,588.00	09/19/2017	
CDW-GOVERNMENT	INV#LA1700423,DI PHONE,CAMERAS	43,261.25	09/19/2017	
CDW-GOVERNMENT	INV#LA1700418,MO PHONE,CAMERAS	86,522.50	09/19/2017	
CDW-GOVERNMENT	INV#JGP8799,IT S CHROMEBOOKS	34,658.75	09/19/2017	
FLOOR CONECTION	INV#20170523,H.S HIGH SCHOOL FLOOR	11,721.00	09/22/2017	
IMPERO SOLUTIONS INC.	INV#10000138,WIN WINDOWS/CHROME OS LICENSE	6,615.00	09/19/2017	
J N J DOORZ	INV#17-487,HS.RE RESTROOM DOORS	8,627.00	09/08/2017	
JORGENSEN LOCKERS	INV#SI37005,HS.L HIGH SCHOOL LOCKERS	7,623.15	09/08/2017	
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,LOCKER	153.81	09/08/2017	
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,ELEM FR	1,749.15	09/08/2017	
MILLER DRILLING COMPANY	INV#20661,MOT ST WATER TANK	5,314.71	09/11/2017	
PASO ROBLE'S HEATING & AIR	INV#348327,PRKFL PRAKFIELD AC	25,450.00	09/08/2017	
PMSM ARCHITECTS	INV#3,AUG.2017,B	9,752.70	09/11/2017	
RENDON, KIM	REIMB.UMERELLA F	26.93	09/08/2017	
SAWDEY'S INC.	INV#4211,PRKFELD,	270.00	09/08/2017	
SHI	INV#B07052292,SO	943.00	09/22/2017	
SHI	INV#B06802363,MI GRAPHICS LAB	15,801.48	09/08/2017	
SHI	INV#B06798494,HA GRAPHICS LAB	1,668.75	09/08/2017	
SUPER SWEEP 2 LLC	INV#1271,FUEL/DI FUEL TANK CLEAN OUT	1,495.00	09/08/2017	

TOTAL FUND 21

294,790.81

TOTAL DISTRICT

448,887.15

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: October 10, 2017**

AGENDA ITEM TITLE:

Approval of the Budget Report

PREPARED BY:

Sadie Howard

AGENDA SECTION:

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

SUMMARY:

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

RECOMMENDED ACTION:

Approve the Budget Report.

UNRESTRICTED/RESTRICTED COMBINED		FUND: 01 GENERAL FUND					
OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE LIMIT SOURCES :							
REVENUE DETAIL							
8011	REV LIMIT STATE AID-CURR YEAR	1,469,878.00		1,469,878.00	678,855.00	791,023.00	46.18
8012	Rev Limit State Aid EPA	237,069.00		237,069.00	73,860.00	163,209.00	31.15
8021	HOME OWNERS EXEMPTION	9,716.00		9,716.00	.00	9,716.00	0.00
8041	SECURED TAX ROLLS	1,603,370.00		1,603,370.00	.00	1,603,370.00	0.00
8042	UNSECURED ROLL TAXES	40,221.00		40,221.00	.00	40,221.00	0.00
8043	PRIOR YEARS TAXES	8,029.00		8,029.00	380.14	7,648.86	4.73
8044	SUPPLEMENTAL TAXES	58,881.00		58,881.00	5,285.72	53,595.28	8.97
8045	EDUC REV AUGMENTATION FUND	142,636.00		142,636.00	.00	142,636.00	0.00
8097	PROPERTY TAXES TRANSFERS	94,571.00		94,571.00	.00	94,571.00	0.00
TOTAL REVENUE LIMIT SOURCES :		3,664,371.00	.00	3,664,371.00	758,380.86	2,905,990.14	20.69
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	4,703.00	109,288.00	3,476.08	105,811.92	3.18
TOTAL FEDERAL REVENUES :		160,781.00	4,703.00	165,484.00	3,476.08	162,007.92	2.10
OTHER STATE REVENUES :							
8550	MANDATED COST REIMBURSEMENT	9,826.00	45,888.00	55,714.00	.00	55,714.00	0.00
8560	STATE LOTTERY REVENUE	58,401.00		58,401.00	.00	58,401.00	0.00
8590	ALL OTHER STATE REVENUES	195,276.00	1,896.00	197,172.00	79,396.68	117,775.32	40.26
TOTAL OTHER STATE REVENUES :		263,503.00	47,784.00	311,287.00	79,396.68	231,890.32	25.50
OTHER LOCAL REVENUES :							
8650	LEASES & RENTALS	22,500.00		22,500.00	3,125.00	19,375.00	13.88
8660	INTEREST	1,350.00		1,350.00	.00	1,350.00	0.00
8677	INTERAGENCY SERV BETWN LEA'S	46,396.00	20,890.00	67,286.00	2,659.84	64,626.16	3.95
8699	ALL OTHER LOCAL REVENUES	35,500.00	16,100.00	51,600.00	5,013.42	46,586.58	9.71
8792	TF OF APFORT FROM COE	168,190.00		168,190.00	.00	168,190.00	0.00
TOTAL OTHER LOCAL REVENUES :		273,936.00	36,990.00	310,926.00	10,798.26	300,127.74	3.47
* TOTAL YEAR TO DATE REVENUES		* * 4,362,591.00 *	89,477.00 *	4,452,068.00 *	852,051.88 *	3,600,016.12 *	19.13

UNRESTRICTED/RESTRICTED COMBINED FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/EXPENSE	BUDGET BALANCE	BUDGET & USED
CERTIFICATED SALARIES :							
1100	CERTIFICATED TEACHER	1,299,945.00	1,825.00-	1,298,120.00	151,446.39	1,146,673.61	11.66
1150	CERTIFICATED TCHER EXTRA DUTY	10,125.00	3,375.00	13,500.00	225.00	13,275.00	1.66
1160	CERTIFICATED TEACHER SUBSTITUT	30,625.00		30,625.00	.00	30,625.00	0.00
1190	CERTIFICATED TEACHER OTH ASSIG	62,167.00	2,000.00	64,167.00	5,189.76	58,977.24	8.08
1200	CERT PUPIL SUPPORT SALARY	61,899.00	1,510.00	63,409.00	6,445.21	56,963.79	10.16
1300	CERTIFICATED SUPERV & ADM SAL	30,750.00		30,750.00	9,225.00	21,525.00	30.00
1340	SCHOOL ADMINISTRATORS	180,837.00	2,658.00	183,495.00	44,336.25	139,158.75	24.16
TOTAL CERTIFICATED SALARIES :							
		1,676,348.00	7,718.00	1,684,066.00	216,867.61	1,467,198.39	12.87

CLASSIFIED SALARIES :

2100	INSTRUCTIONAL AIDE SALARIES	145,314.00	1,653.00	146,967.00	19,798.54	127,168.46	13.47
2130	INSTRUCTIONAL AIDE HOURLY	890.00		890.00	352.21	537.79	39.57
2150	INSTRUCTIONAL AIDE EXTRA DUTY	686.00	3,155.00	3,841.00	1,440.18	2,400.82	37.49
2160	INSTRUCTIONAL AIDE SUBSTITUTE	5,000.00		5,000.00	770.27	4,229.73	15.40
2170	INSTRUCTIONAL AIDE OVERTIME	.00		.00	236.76	236.76-	NO BDGT
2190	INSTRUCTIONAL AIDE STUDENTS	.00		.00	1,448.74	1,448.74-	NO BDGT
2200	CLASSIFIED SUPPORT SALARIES	296,374.00		296,374.00	59,746.52	236,627.48	20.15
2250	CLASSIFIED SUPPORT EXTRA DUTY	5,000.00		5,000.00	.00	5,000.00	0.00
2260	CLASSIFIED SUPPORT SUBSTITUTE	3,000.00		3,000.00	.00	3,000.00	0.00
2270	CLASSIFIED SUPPORT OVERTIME	10,500.00		10,500.00	1,424.88	9,075.12	13.57
2400	CLERICAL/TECHNICAL/OFFICE SAL	166,560.00		166,560.00	35,293.01	131,266.99	21.18
2460	CLERICAL & OFFICE SUBSTITUTE	.00		.00	91.07	91.07-	NO BDGT
2470	CLERICAL & OFFICE OVERTIME	4,500.00		4,500.00	642.14	3,857.86	14.26
2900	OTHER CLASSIFIED SALARIES	20,600.00		20,600.00	1,813.24	18,786.76	8.80
TOTAL CLASSIFIED SALARIES :							
		658,424.00	4,808.00	663,232.00	123,057.56	540,174.44	18.55

EMPLOYEE BENEFITS :

3101	STRS CERTIFICATED	310,669.00	242.00	310,911.00	30,673.55	280,237.45	9.86
3102	STRS CLASSIFIED	.00		.00	413.56	413.56-	NO BDGT
3201	PERS CERTIFICATED	7,371.00		7,371.00	682.14	6,688.86	9.25
3202	PERS CLASSIFIED	105,770.00	524.00	106,294.00	18,034.74	88,259.26	16.96
3301	SOCIAL SECURITY CERTIFICATED	3,033.00		3,033.00	253.16	2,779.84	8.34
3302	SOCIAL SECURITY CLASSIFIED	39,791.00	196.00	39,987.00	7,090.15	32,896.85	17.73
3311	MEDICARE - CERTIFICATED	23,148.00	28.00	23,176.00	2,983.68	20,192.32	12.87
3312	MEDICARE - CLASSIFIED	9,308.00	46.00	9,354.00	1,699.67	7,654.33	18.17
3401	HEALTH & WELFARE CERTIFICATED	244,936.00		244,936.00	24,635.02	220,300.98	10.05
3402	HEALTH & WELFARE CLASSIFIED	176,375.00		176,375.00	14,851.62	161,523.38	8.42
3501	UNEMPLOYMENT - CERTIFICATED	792.00	1.00	793.00	102.95	690.05	12.98
3502	UNEMPLOYMENT - CLASSIFIED	324.00	2.00	326.00	58.62	267.38	17.98
3601	WORKERS COMP - CERTIFICATED	39,275.00	41.00	39,316.00	5,082.42	34,233.58	12.92
3602	WORKERS COMP - CLASSIFIED	16,433.00	77.00	16,510.00	2,895.51	13,614.49	17.53
TOTAL EMPLOYEE BENEFITS :							
		977,225.00	1,157.00	978,382.00	109,456.79	868,925.21	11.18

EXPENDITURE DETAIL

UNRESTRICTED/RESTRICTED COMBINED		FUND: 01 GENERAL FUND				
OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/EXPENSE	BUDGET BALANCE
EXPENDITURE DETAIL						
BOOKS AND SUPPLIES :						
4100	APPRVD TEXTBKS/CORE CURRICULA	69,117.00	6,350.00	75,467.00	53,368.62	22,098.38
4300	MATERIALS AND SUPPLIES	151,561.00	1,132.00-	150,429.00	14,173.11	136,255.89
4310	FUEL GAS	25,000.00		25,000.00	4,374.76	20,625.24
4318	COPIER USAGE	20,340.00		20,340.00	4,323.96	16,016.04
4319	TIRES AND TUBES	3,700.00		3,700.00	.00	3,700.00
4320	GREASE & OIL	600.00		600.00	40.72	559.28
4321	CUSTODIAL SUPPLIES	7,000.00		7,000.00	2,371.89	4,628.11
4325	TOOLS	500.00	100.00	600.00	267.22	332.78
4339	REPAIR PARTS	5,300.00		5,300.00	2,120.91	3,179.09
4355	SOFTWARE	.00		.00	357.00	357.00-
4380	PAPER	4,500.00		4,500.00	442.43	4,057.57
4398	FUEL TAX	100.00		100.00	50.24	49.76
4400	NON-CAPITALIZED EQUIPMENT	22,446.00	10,173.00	32,619.00	31,652.94	966.06
TOTAL BOOKS AND SUPPLIES :		310,164.00	15,491.00	325,655.00	113,543.80	212,111.20
SERVICES, OTHER OPER. EXPENSE:						
5110	Subagimt SPD outside agency	96,795.00	22,000.00-	74,795.00	.00	74,795.00
5200	TRAVEL & CONFERENCE	31,435.00	17,795.00	49,230.00	21,381.63	27,848.37
5230	MILEAGE	1,300.00		1,300.00	77.04	1,222.96
5300	DUES & MEMBERSHIPS	9,693.00		9,693.00	6,861.00	2,832.00
5400	INSURANCE	25,883.00	5,603.00	31,486.00	31,486.30	.30-
5510	WATER	5,974.00		5,974.00	1,268.20	4,705.80
5520	GAS	7,004.00		7,004.00	.00	7,004.00
5530	ELECTRICITY	66,950.00		66,950.00	23,228.83	43,721.17
5550	DISPOSAL/GARBAGE REMOVAL	12,401.00		12,401.00	2,873.05	9,527.95
5600	RENTALS,LEASES,REPAIRS,IMPROVM	5,000.00		5,000.00	.00	5,000.00
5640	REPAIRS/MAINT OF EQUIPMENT	12,800.00		12,800.00	1,150.00	11,650.00
5650	REPAIRS/MAIN - VEHICLES	2,000.00		2,000.00	.00	2,000.00
5800	PROFES'L/CONSULTG SVCS/OP EXP	76,313.00	9,757.00	86,070.00	42,532.16	43,537.84
5810	SERVICES PROVIDED BY SLOCOE	86,417.00		86,417.00	2,360.99	84,056.01
5822	MAINTENANCE AGREEMENTS	6,075.00		6,075.00	337.50	5,737.50
5830	HAZARDOUS WASTE DISPOSAL	1,273.00		1,273.00	.00	1,273.00
5840	PHYSICAL EXAMS-FINGERPRINTING	700.00		700.00	481.00	219.00
5845	RANDOM DRUG/ALCOHOL TESTING	500.00		500.00	.00	500.00
5855	OUTSIDE PRINTING	919.00		919.00	1,033.42	114.42-
5865	IN LIEU OF TRANSPORTATION	11,200.00		11,200.00	.00	11,200.00
5872	LEGAL FEES	27,443.00		27,443.00	376.87	27,066.13
5874	AUDIT FEES	5,871.00		5,871.00	.00	5,871.00
5890	OTHER SERVICES	3,500.00		3,500.00	.00	3,500.00
5894	LICENSES AND PERMITS	300.00		300.00	.00	300.00
5896	FEES	600.00		600.00	.00	600.00
5922	COMMUNICATION - TELEPHONE SVCS	10,450.00		10,450.00	2,556.39	7,893.61
5930	COMMUNICATION - POSTAGE/METER	4,000.00		4,000.00	561.31	3,438.69
TOTAL SERVICES, OTHER OPER. EXPENSE:		512,796.00	11,155.00	523,951.00	138,565.69	385,385.31
						26.44

UNRESTRICTED/RESTRICTED COMBINED		FUND: 01 GENERAL FUND						
OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED	
EXPENDITURE DETAIL								
CAPITAL OUTLAY :								
6400	EQUIPMENT	.00	14,000.00	14,000.00	14,000.00	.00	100.00	
TOTAL CAPITAL OUTLAY :								
		.00	14,000.00	14,000.00	14,000.00	.00	100.00	
OTHER OUTGOING :								
7141	OTH TUIT,EXC CST PMT TO DIST	155,811.00		155,811.00	.00	155,811.00	0.00	
7142	OTH TUIT,EXC CST PMT TO COE	191,602.00		191,602.00	.00	191,602.00	0.00	
TOTAL OTHER OUTGOING :								
		347,413.00	.00	347,413.00	.00	347,413.00	0.00	
DIRECT SUPPORT/INDIRECT COSTS:								
7310	DIRSUP/IND CST INTERPGM	.00	30.00-	30.00-	.00	30.00-	0.00	
TOTAL DIRECT SUPPORT/INDIRECT COSTS:								
		.00	30.00-	30.00-	.00	30.00-	0.00	
* TOTAL YEAR TO DATE EXPENDITURES * *								
		4,482,370.00 *	54,299.00 *	4,536,669.00 *	715,491.45 *	3,821,177.55 *	15.77	

OTHER FINANCING SOURCES (USES)

CONTRIB.- RESTRICTED PROGRAMS:

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

UNRESTRICTED/RESTRICTED COMBINED FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
ASSETS AND LIABILITIES :				
FUND RECONCILIATION				
9110	CASH IN COUNTY TREASURY	670,301.60	179,500.08	849,801.68
9130	REVOLVING CASH ACCOUNT	1,000.00	500.00	1,500.00
9210	ACCOUNTS RECEIVABLE PRIOR YEAR	176,260.99	145,996.15-	30,264.84
9310	DUE FROM OTHER FUNDS	13,147.25	9,385.25-	3,762.00
9330	PREPAID EXPENDITURES (EXPENSES)	2,037.88	2,037.88-	.00
9508	SALES TAX PAYABLE	216.30-	.00	216.30-
9509	CURRENT LIABILITIES-NEW YEAR	9,663.00	9,663.00	9,663.00
9510	ACCOUNTS PAYABLE (CURRENT LIAB)	46,042.59-	26,563.29	19,479.30-
9515	UNEMPLOYMENT	68.18	148.22	216.40
9516	W/COMP PASS THROUGH	137,919.67-	9,245.36-	9,245.36-
9521	MEDICAL	34.00-	85,659.80	52,259.87-
9550	PAYROLL HAND WARRANTS	1,190.68-	.00	34.00-
9650	DEFERRED REVENUE	1,190.68-	1,190.68	.00
* NET YEAR TO DATE FUND BALANCE **				
		677,412.66 *	136,560.43 *	813,973.09 *
9791	FUND BAL-BEGINNING BALANCE	677,412.66-	.00	677,412.66-
* EXCESS REVENUES (EXPENDITURES) **				
		.00 *	136,560.43 *	136,560.43 *

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	4,362,591.00	89,477.00	4,452,068.00	852,051.88	3,600,016.12	19.13
B.	EXPENDITURES	4,482,370.00	54,299.00	4,536,669.00	715,491.45	3,821,177.55	15.77
C.	EXCESS REVENUES (EXPENDITURES)	119,779.00-	35,178.00	84,601.00-	136,560.43	221,161.43-	0.00
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	119,779.00-	35,178.00	84,601.00-	136,560.43	221,161.43-	0.00
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	35,178.00	592,811.66	813,973.09	221,161.43-	137.30

UNRESTRICTED/RESTRICTED COMBINED		FUND: 13 CAFETERIA FUND					
OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/EXPENSE	BUDGET BALANCE	BUDGET % USED
FEDERAL REVENUES :							
REVENUE DETAIL							
8220	CHILD NUTRITION PROGRAMS	213,062.00		213,062.00	.00	213,062.00	0.00
8290	ALL OTHER FEDERAL REVENUES	.00		.00	40,950.00	40,950.00-	NO BDGT
TOTAL FEDERAL REVENUES :		213,062.00	.00	213,062.00	40,950.00	172,112.00	19.21
OTHER STATE REVENUES :							
8520	CHILD NUTRITION	16,289.00		16,289.00	.00	16,289.00	0.00
TOTAL OTHER STATE REVENUES :		16,289.00	.00	16,289.00	.00	16,289.00	0.00
OTHER LOCAL REVENUES :							
8634	FOOD SERVICE SALES	18,129.00		18,129.00	538.94	17,590.06	2.97
8699	ALL OTHER LOCAL REVENUES	4,326.00	3,762.00	8,088.00	1,067.06	7,020.94	13.19
TOTAL OTHER LOCAL REVENUES :		22,455.00	3,762.00	26,217.00	1,606.00	24,611.00	6.12
* TOTAL YEAR TO DATE REVENUES		* * 251,806.00 *	3,762.00 *	255,568.00 *	42,556.00 *	213,012.00 *	16.65
EXPENDITURE DETAIL							
CLASSIFIED SALARIES :							
2200	CLASSIFIED SUPPORT SALARIES	58,721.00		58,721.00	5,782.85	52,938.15	9.84
2250	CLASSIFIED SUPPORT EXTRA DUTY	2,562.00		2,562.00	413.20	2,148.80	16.12
2300	CLASSIFIED SUPERV & ADMIN SAL	42,500.00		42,500.00	10,549.47	31,950.53	24.82
2900	OTHER CLASSIFIED SALARIES	.00		.00	4,821.78	4,821.78-	NO BDGT
TOTAL CLASSIFIED SALARIES :		103,783.00	.00	103,783.00	21,567.30	82,215.70	20.78
EMPLOYEE BENEFITS :							
3202	PERS CLASSIFIED	17,227.00		17,227.00	3,219.49	14,007.51	18.68
3302	SOCIAL SECURITY CLASSIFIED	6,434.00		6,434.00	1,261.66	5,172.34	19.60
3312	MEDICARE - CLASSIFIED	1,504.00		1,504.00	295.10	1,208.90	19.62
3402	HEALTH & WELFARE CLASSIFIED	33,444.00		33,444.00	3,520.58	29,923.42	10.52
3502	UNEMPLOYMENT - CLASSIFIED	51.00		51.00	10.17	40.83	19.94
3602	WORKERS COMP - CLASSIFIED	2,563.00		2,563.00	502.62	2,060.38	19.61
TOTAL EMPLOYEE BENEFITS :		61,223.00	.00	61,223.00	8,809.62	52,413.38	14.38

UNRESTRICTED/RESTRICTED COMBINED		FUND: 13 CAFETERIA FUND					
OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
BOOKS AND SUPPLIES :							
4300	MATERIALS AND SUPPLIES	6,000.00		6,000.00	1,422.12	4,577.88	23.70
4355	SOFTWARE	.00		.00	305.00	305.00	NO BDGT
4700	FOOD	80,000.00		80,000.00	6,193.69	73,806.31	7.74
TOTAL BOOKS AND SUPPLIES :		86,000.00	.00	86,000.00	7,920.81	78,079.19	9.21
SERVICES, OTHER OPER. EXPENSE:							
5800	PROFES'L/CONSULTG SVCS/OP EXP	500.00		500.00	509.50	9.50-	101.90
5894	LICENSES AND PERMITS	300.00		300.00	.00	300.00	0.00
TOTAL SERVICES, OTHER OPER. EXPENSE:		800.00	.00	800.00	509.50	290.50	63.68
* TOTAL YEAR TO DATE EXPENDITURES		251,806.00 *	.00 *	251,806.00 *	38,807.23 *	212,998.77 *	15.41

FUND: 13 CAFETERIA FUND

UNRESTRICTED/RESTRICTED COMBINED

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

ASSETS AND LIABILITIES :

9110	CASH IN COUNTY TREASURY	40,950.00	8,656.77-	32,293.23
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 *	3,748.77 *	28,493.81 *
9791	FUND BAL-BEGINNING BALANCE	24,745.04-	.00	24,745.04-
* EXCESS REVENUES (EXPENDITURES) * *		.00 *	3,748.77 *	3,748.77 *

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

A.	REVENUES	251,806.00	3,762.00	255,568.00	42,556.00	213,012.00	16.65
B.	EXPENDITURES	251,806.00	.00	251,806.00	38,807.23	212,998.77	15.41
C.	EXCESS REVENUES (EXPENDITURES)	.00	3,762.00	3,762.00	3,748.77	13.23	99.64
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	.00	3,762.00	3,762.00	3,748.77	13.23	99.64
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	3,762.00	28,507.04	28,493.81	13.23	99.95

UNRESTRICTED/RESTRICTED COMBINED		FUND: 21 BUILDING FUND - BOND PROCEEDS				
OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE
						BUDGET % USED
CLASSIFIED SALARIES :						
EXPENDITURE DETAIL						
2250	CLASSIFIED SUPPORT EXTRA DUTY	.00		.00	16,178.68	16,178.68- NO BDGT
2270	CLASSIFIED SUPPORT OVERTIME	.00		.00	175.68	175.68- NO BDGT
TOTAL CLASSIFIED SALARIES :		.00	.00	.00	16,354.36	16,354.36- NO BDGT
EMPLOYEE BENEFITS :						
3202	PERS CLASSIFIED	.00		.00	786.29	786.29- NO BDGT
3302	SOCIAL SECURITY CLASSIFIED	.00		.00	1,013.98	1,013.98- NO BDGT
3312	MEDICARE - CLASSIFIED	.00		.00	237.16	237.16- NO BDGT
3502	UNEMPLOYMENT - CLASSIFIED	.00		.00	8.17	8.17- NO BDGT
3602	WORKERS COMP - CLASSIFIED	.00		.00	403.95	403.95- NO BDGT
TOTAL EMPLOYEE BENEFITS :		.00	.00	.00	2,449.55	2,449.55- NO BDGT
SERVICES, OTHER OPER. EXPENSE:						
5630	REPAIRS/MAINT - BUILDING	.00		.00	2,430.04	2,430.04- NO BDGT
5800	PROFES'L/CONSULTG SVCS/OP EXP	.00		.00	1,500.00	1,500.00- NO BDGT
TOTAL SERVICES, OTHER OPER. EXPENSE:		.00	.00	.00	3,930.04	3,930.04- NO BDGT
CAPITAL OUTLAY :						
6170	LAND IMPROVEMENT	.00		.00	33,857.00	33,857.00- NO BDGT
6200	BUILDINGS & IMPROVEMNT OF BLDG	.00		.00	510,170.00	510,170.00- NO BDGT
6220	ARCHITECT FEES	.00		.00	13,901.53	13,901.53- NO BDGT
6423	Technology Equipment	.00		.00	598,683.28	598,683.28- NO BDGT
6500	EQUIPMENT REPLACEMENT	.00		.00	94,506.63	94,506.63- NO BDGT
TOTAL CAPITAL OUTLAY :		.00	.00	.00	1,251,118.44	1,251,118.44- NO BDGT
* TOTAL YEAR TO DATE EXPENDITURES		.00 *	.00 *	.00 *	1,273,852.39 *	1,273,852.39- * NO BDGT

UNRESTRICTED/RESTRICTED COMBINED		FUND: 21 BUILDING FUND - BOND PROCEEDS			
OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE	
ASSETS AND LIABILITIES :					
FUND RECONCILIATION					
9110	CASH IN COUNTY TREASURY	3,148,853.41	1,277,723.03-	1,871,130.38	
9510	ACCOUNTS PAYABLE (CURRENT LIAB)	3,870.64-	3,870.64	.00	
* NET YEAR TO DATE FUND BALANCE * *					
		3,144,982.77 *	1,273,852.39-*	1,871,130.38 *	
9791	FUND BAL-BEGINNING BALANCE	3,144,982.77-	.00	3,144,982.77-	
* EXCESS REVENUES (EXPENDITURES) * *					
		.00 *	1,273,852.39-*	1,273,852.39-*	

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	.00	.00	.00	.00	NO BDGT
B.	EXPENDITURES	.00	.00	.00	1,273,852.39	1,273,852.39-	NO BDGT
C.	EXCESS REVENUES (EXPENDITURES)	.00	.00	.00	1,273,852.39-	1,273,852.39	NO BDGT
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	.00	.00	.00	1,273,852.39-	1,273,852.39	NO BDGT

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	.00	3,144,982.77	1,871,130.38	1,273,852.39	59.49

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	.00	27,556.31	
* NET YEAR TO DATE FUND BALANCE	*	27,556.31 *	.00 *	27,556.31 *	
9791	FUND BAL-BEGINNING BALANCE	27,556.31-	.00	27,556.31-	
* EXCESS REVENUES (EXPENDITURES)	*	.00 *	.00 *	.00 *	

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	.00	.00	.00	.00	NO BDGT
B.	EXPENDITURES	.00	.00	.00	.00	.00	NO BDGT
C.	EXCESS REVENUES (EXPENDITURES)	.00	.00	.00	.00	.00	NO BDGT
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	.00	.00	.00	.00	.00	NO BDGT
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	.00	27,556.31	27,556.31	.00	100.00

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	.00	1,268.87
* NET YEAR TO DATE FUND BALANCE * *		1,268.87 *	.00 *	1,268.87 *
9791	FUND BAL-BEGINNING BALANCE	1,268.87-	.00	1,268.87-
* EXCESS REVENUES (EXPENDITURES) * *		.00 *	.00 *	.00 *

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

A.	REVENUES	.00	.00	.00	.00	.00	NO BDGT
B.	EXPENDITURES	.00	.00	.00	.00	.00	NO BDGT
C.	EXCESS REVENUES (EXPENDITURES)	.00	.00	.00	.00	.00	NO BDGT
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	.00	.00	.00	.00	.00	NO BDGT

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	.00	1,268.87	1,268.87	.00	100.00

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: October 10, 2017**

AGENDA ITEM TITLE:

Approval of the Student Body Funds

PREPARED BY:

Sadie Howard

AGENDA SECTION:

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

SUMMARY:

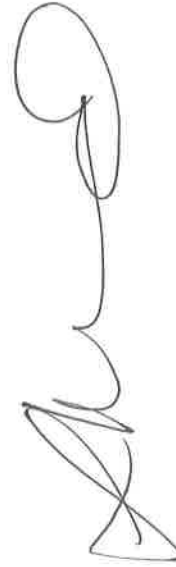
Attached for your review and approval are the Student Body Funds for Shandon Elementary School and Shandon High School for the month of August 2017.

RECOMMENDED ACTION:

Approve the Student Body Funds.

Shandon Elementary ASB Heritage Oaks Bank
August 1, 2017

CLASSES/CLUBS	BALANCE FORWARD 7/31/2017	CLUB XFERS	CASH RECEIVED	WITHDRAWALS	ENDING BALANCE 8/31/2017
SES ABS General	\$ 2,983.54			\$ 1,008.15	\$ 1,975.39
SES ASB Middle School	\$ 547.78				\$ 547.78
8th Grade	\$ 1,546.24				\$ 1,546.24
Library	\$ 249.45			\$ 94.60	\$ 154.85
Parkfield	\$ 88.45				\$ 88.45
Gate	\$ -				\$ -
TOTAL	\$ 5,415.46	\$ -	\$ -	\$ 1,102.75	\$ 4,312.71



SHANDON UNIFIED SCHOOL DISTRICT
SHANDON HIGH SCHOOL STATEMENT OF STUDENT BODY FUNDS

August-2017

CLASSES CLUBS	Authorized Advisor	ENDING BAL. 7/31/2017	BALANCE FORWARD	WITHDRAWLS	DEPOSITS	ENDING BAL. 8/31/2017
High General	D. Sciocchetti	\$ 1,134.58	\$ 1,134.58			1,134.58
Seniors	Fuller/Morton	\$ 1,975.82	\$ 1,975.82			1,975.82
Junior	Cherry/Voorheis	\$ 1,201.20	\$ 1,201.20			1,201.20
Sophomore	Carroll/Acebo	\$ 1,226.32	\$ 1,226.32			1,226.32
Freshman	D. Sciocchetti/Stuart	\$ -	\$ -			0.00
Comm. Outreach Project	D. Sciocchetti	\$ 1,156.00	\$ 1,156.00			1,156.00
FNL	D. Sciocchetti	\$ 110.15	\$ 110.15			110.15
Gate/Officials	Taylor/BUS.OFFICE	\$ -	\$ -			0.00
Ag Mechanics Class	Fuller	\$ 619.71	\$ 619.71			619.71
Art Class	Acebo	\$ 24.22	\$ 24.22			24.22
Drama Class	Carroll	\$ 522.07	\$ 522.07			522.07
CTE Class	D. Sciocchetti	\$ 87.48	\$ 87.48			87.48
F.F.A. General	Morton/Fuller	\$ 9,133.23	\$ 9,133.23			9,133.23
F.F.A. Revolving	Morton/Fuller	\$ 2,476.70	\$ 2,476.70			2,476.70
Stadium Project	Taylor	\$ 8,462.57	\$ 8,462.57			8,462.57
YearBook Class	D. Sciocchetti	\$ -	\$ -			0.00
S-BLOCK	Taylor	\$ 1,721.52	\$ 1,721.52			1,721.52
*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
TOTAL in Fund Balances/Ties to Bank Balance		\$ 30,257.23	\$ 30,257.23	\$ -	\$ -	\$ 30,257.23

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Meeting of the Board of Trustees
MEETING DATE: October 10, 2017

AGENDA ITEM TITLE:

Approval of Personnel Action Report

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☒ Consent ☐ Action ☐ First Reading ☐ Information ☐ Resolution

PERSONNEL ACTION REPORT

NEW HIRES

Doug Garrett

Amy Russell

Stephanie Huerta

Maria Sendejas

Amanda Dobberpuhl

CLASSIFICATION

Certificated Teacher

Substitute Para Educator

Substitute Teacher

Substitute Para Educator

Independent Study Teacher

EFFECTIVE DATE

Sept. 22, 2017

September 2017

September 2017

September 2017

September 2017

RESIGNATIONS

Doug Garrett

Certificated Teacher

Sept. 22, 2017

SPORT COACHES

Tim Ramírez

SES M.S. Boys Basketball Coach 2016/17

November 2017

Maribel Arroyo

SES M.S. Volleyball

September 2017

Aleks Hewitt

SES Flag Football

September 2017

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: October 10, 2017**

AGENDA ITEM TITLE:

Approval of the Quarterly Williams Uniform Complaint- October

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

Districts must submit a quarterly report to the County Superintendent and the district's Board of Trustees. The report must cover the nature and resolution of complaints addressing lack of instructional materials, teacher vacancies, and urgent facility problems. The summaries must be publicly reported on a quarterly basis at a regularly scheduled meeting of the school district's governing board. No complaints were received.

RECOMMENDED ACTION:

Approval

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: Jennifer Moe, Van Parlet, Shannon Plaisted, Marlene Thomason, Kate Twisselman

Quarterly Report on Williams Uniform Complaints (Education Code § 35186) for Shandon Joint Unified School District

Person completing this form: Teresa Taylor Title: Superintendent/Principal

Quarterly Report Submission Date: ☐ April 2017
(check one) ☐ July 2017
☒ October 2017
☐ January 2018

Date for information to be reported publicly at governing board meeting: October 10, 2017

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
CAHSEE intensive instruction	0		
TOTALS	0		

Teresa Taylor
Teresa Taylor, Superintendent

10-3-17
Date

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: October 10, 2017**

AGENDA ITEM TITLE:

Consideration and Approval to Either Order a Special Election or Make a Provisional Appointment to Fill the Vacancy on the SJUSD Board of Trustees

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

Regrettably we have received the resignation of Board Member Shannon Plaisted effective December 1, 2017. Mrs. Plaisted will be moving out of the District in December. Board Policy on replacing a Board member along DWK's legal guide for replacing a Board member have been included with this item for your information.

RECOMMENDED ACTION:

Provisional Appointment Recommended

Handling Board Vacancies and the Appointment Process

I. Creation of a Vacancy

- a. Resignation filed with County Superintendent. A resignation may be "deferred" up to 60 days, but not withdrawn. (Ed. Code, § 5090 & § 5091, subd. (a).)

→ *If resignation is deferred, the Board member may continue to act on Board matters until resignation is effective. Possible to complete appointment procedure before resignation is effective.*
- b. Acceptance of another public office, incompatible with the existing office causes official to vacate the existing office. (Govt. Code, § 1099, subd. (b).)
- c. Other events, e.g. death, removal from office (including recall), no longer eligible, forfeiture of office, etc. (Govt. Code, § 1770.)

→ *A vacancy is also created by the failure to elect, i.e. insufficient candidates. (Ed. Code, § 5090.) However, the Education Code provides specific requirements for such a vacancy. The Board must appoint an individual to fill the seat at the meeting prior to the day of the election and the individual is seated at the organizational meeting as if elected. (Ed. Code, § 5328.)*

II. Options for Filling a Vacancy

- a. Options depend on timing of the vacancy.

→ *The trigger for filling a vacancy is either the date of the vacancy or, if deferred, the date a deferred resignation is filed. (Ed. Code, § 5091, subd. (a)(1).)*
- b. Options provided by Education Code:
 - i. If the vacancy occurs between six months and 130 days before a regularly scheduled Board member election at which other Board seats are up for election, the position is filled through a special election held concurrently with the regular election. (Ed. Code, § 5093, subd. (b).)
 - ii. If vacancy occurs within the last four months of a term, the position remains vacant until a successor is elected. (Ed. Code, § 5093, subd. (a).)

→ *A "term" starts on the first Friday in December following election and ends four years later. (Ed. Code, § 5000.) Terms are not impacted by vacancies and cannot be shortened or lengthened by Board action.*
 - iii. If vacancy occurs outside time periods mentioned above, Board must choose one of two options within 60 days from date of vacancy:
 - a. Order a special election to fill the vacancy.

→ *The school district will be responsible for the cost of any special election.*

b. Make a provisional appointment to fill the vacancy.

→ *If Board fails to act within 60 days, the County Superintendent must call special election to fill vacancy. (Ed. Code, § 5091, subd. (a)(2).)*

Options Based on Date of Vacancy

Date of Vacancy	Board Options to Fill
Between beginning of term and 6 months before regularly scheduled Board election for other seats.	Vacancy filled by special election or appointment. <i>If appointed, provisional appointee serves until next election at which time election is held to fill remainder of term.</i>
Between 6 months to 130 days before regularly scheduled Board election for other seats.	Vacancy must be filled by special election held at same time as election for other Board seats. <i>Candidate elected fills remainder of term.</i>
Between 129 days before regularly scheduled Board election for other seats and last 4 months of the term.	Vacancy filled by special election or appointment. <i>If appointed, provisional appointee serves remainder of term without election (unless petition filed.)</i>
Within last 4 months of the term.	Seat remains vacant, is filled at regular election for that seat. Seated at organizational meeting.

→ *If possible, work with Board member to set date of vacancy to provide options/limit District costs. From a cost perspective, it is best for vacancies to occur no earlier than 130 days before a regularly scheduled Board election or within four months of the end of a term to allow a Board to avoid an additional election.*

III. Election Procedure

a. The Board may order a special election to fill a vacancy.

b. The election must be held on the next established election date not less than 130 days after the order of election. (Ed. Code, § 5091, subd. (b).)

→ *Established election dates are the second Tuesday of April in each even-numbered year, the first Tuesday after the first Monday in March of each odd-numbered year, the first Tuesday after the first Monday in June in each year, the first Tuesday after the first Monday in November of each year. (Elec. Code, § 1000.)*

→ *The Board should consider the timing of its order of election and its impact on the date of the election.*

- c. The election may be conducted by all-mail ballot in some cases depending on the date of the election. (Elec. Code, § 4004.)

IV. Appointment Procedure

- a. The Board may make a provisional appointment.
- b. Candidates must be eligible to serve as a Board member. (Ed. Code, § 35107.)
- c. The Education Code provides little guidance on the appointment process; however, many districts have adopted Board Policies governing the process. (See following sample CSBA Board Bylaw 9223).
- d. Best Practices/Sample Procedures (Districts should consult their current policies and ensure they comply with any such policies during the appointment procedure)
 - i. Publicize the vacancy and appointment process. Reach out to local press and community/school groups to notify potential candidates.
 - ii. Establish the process at the start. Create an application packet that includes information about timelines, the selection process, and a copy of all relevant Board Policies. Upload to website. (See Attachment 3 Frequently Asked Questions About Board Vacancies)
 - iii. Qualification Form and Application can gather personal information (necessary to determine eligibility) along with questions about the applicant's interest. (See Attachments 4 and 5)
 - *The applications may be public records subject to disclosure under the California Public Records Act ("CPRA"). However, private information may be redacted and the District can claim exemption from CPRA disclosure if there is concern that releasing the applications may inhibit the selection process. (Govt. Code, § 6255; California First Amendment Coalition v. Superior Court (1998) 67 Cal.App.4th 159, 172 [applications for county board of supervisors vacancy exempt from disclosure where disclosure would reduce applicant pool or candor of those who apply].)*
 - iv. Open process to the public where possible; however, Board may also use sub-committees to aid the process – many Board Policies specifically require sub-committee to determine which candidates are eligible for consideration by the full Board. Sub-committees also used to develop interview questions.
 - *Be careful to avoid violations of the Brown Act during this process. This process can encourage emails between a majority of Board members or serial meetings that may violate the Brown Act.*



DANNIS WOLIVER KELLEY

- *District administration and Board President can provide information or communicate about administrative matters/process with the Board outside of a meeting.*
- v. Conduct an orientation meeting for candidates during the application process to provide information about the District and the appointment process.
 - *Verify eligibility of candidates (work with county where necessary).*
- vi. Conduct interviews before full Board at a Board meeting.
 - *Board may establish time limits for candidate interviews, must be equal for all.*
 - *Sample process: opening statements, questions with rotation of which candidate answers first, closing statement.*
 - *Candidates may be asked, but cannot be forced, to wait outside the room while other candidates answer questions.*
- vii. Hold a hearing for public comment at a Board meeting following interviews.
- viii. Board discusses candidates.
 - *Begin with criteria sought in a candidate.*
 - *Ask each Board member to list pros for each candidate and/or conduct preliminary poll to determine if the Board can narrow the field.*
 - *Focus on positives of each candidate and how he or she fits criteria, avoid negative discussion regarding individuals.*
- ix. Board deliberates and votes on candidate at the same or a following meeting.
 - *If a Board member is resigning, he or she may participate in discussions, but may not vote on replacement. (Ed. Code, § 35178.)*
 - *Majority vote of the number of seats (not excluding vacant seat) is required to appoint. Tie votes do not result in appoint.*
 - *All discussions must be in open session of a Board meeting (can be at a regular or special meeting, but consider giving additional notice of special meetings involving this topic.)*
 - *Votes on appointment cannot be secret, if voting for more than one candidate at a time, system must make clear which Board member voted for which candidate (i.e., colored dots/oral announcement).*
- e. Once appointed, provisional appointee is a full Board member. (Ed. Code, § 5091, subd. (d).)
 - *Oath must be administered before taking seat. (Govt. Code, § 1360.)*

V. Petition to Require Special Election

- a. Within 10 days of the decision to provisionally appoint a Board member, the school district must provide public notice of the appointment and opportunity to file a petition for a special election. (See Attachment 8)
 - i. Notice must be posted in at least three public places in the district boundaries and in a newspaper of general circulation. (Ed. Code, § 5092.)
 - ii. Notice must include the date of the vacancy, date of appointment, full name of provisional appointee, and statement that unless a petition calling for a special election is filed within 30 days, the appointment becomes effective.
- b. Voters of the school district may submit petition within 30 days from the date of any provisional appointment to seek a special election to fill the vacancy.
 - i. The petition must contain signatures of at least 1 ½% of the number of registered voters in the school district as of the last regular election of governing board members. (Ed. Code, § 5091, subd. (c)(1).)
 - a. *Signature of 5% of similar voters required in school districts with less than 2,000 registered voters. (Ed. Code, § 5091, subd. (c)(1).)*
 - b. *If school district uses trustee areas, thresholds are calculated based on voters in the trustee area associated with the vacancy. (Ed. Code, § 5091, subd. (c)(3).)*
 - c. The County Superintendent must verify the signatures within 30 days. If sufficient, the petition terminates the provisional appointment and triggers a special election. (Ed. Code, § 5091, subd. (c)(2).)
 - d. Special election must be held no later than 130 days following the determination that the petition is sufficient or on an established election date if it falls between 130 and 150 days following the determination. (Ed. Code, § 5091, subd. (c)(2).)

VI. Service of New Member

- *The new member will serve, at most, the remainder of the term, not a full four years unless appointed as result of a failure to elect. (Ed. Code, § 5328.)*
- a. If appointed by the Board, the member serves:
 - i. Until the next regularly scheduled Board member election if that election is 130 days or more after appointment; or,
 - ii. Until the end of the term. (Ed. Code, § 5091, subd. (e).)

→ *Even though appointment of Board member in first two years of a term may require additional election for that seat at next regularly scheduled election, still likely to be less costly than a standalone special election.*
 - b. If elected at a special election or regularly scheduled election for other Board members, the member serves the remainder of the term.

Shandon Joint Unified School District Board Bylaw

BB 9223 Bylaws of the Board

Filling Vacancies

Events Causing a Vacancy

A vacancy on the Governing Board may occur for any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
3. A Board member's resignation (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)

4. A Board member's removal from office, including by recall (Elections Code 11384; Government Code 1770)
5. A Board member's ceasing to be a resident of the district (Government Code 1770)

A vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which he/she represents on the Board. (58 Ops.Cal.Atty.Gen. 888 (1975))

6. A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
 - a. Upon district business with the approval of the Board
 - b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.

c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law (Government Code 1770)

8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)

9. A Board member's refusal or neglect to file his/her required oath within the time prescribed (Government Code 1770)

(cf. 9224 - Oath or Affirmation)

10. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)

11. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

12. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)

2. When a vacancy occurs longer than four months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)

3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

Eligibility

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

(cf. 9220 - Governing Board Elections)

Provisional Appointments

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

(cf. 9130 - Board Committees)

(cf. 9323.2 - Actions by the Board)

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment

4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

(cf. 9100 - Organization)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

Legal Reference:

EDUCATION CODE

5000-5033 Elections

5090-5095 Vacancies

5200-5208 Districts governed by boards of education

5300-5304 Elections

5320-5329 Order and call of election

5340-5345 Consolidation of elections

5360-5363 Election notice

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions, elections

35107 Eligibility of board members

35178 Resignation with deferred effective date

ELECTIONS CODE

10600-10604 School district elections

11381-11386 Candidates for recall

GOVERNMENT CODE

1064 Absence from state

1770 Vacancies: definition

3000-3003 Forfeiture of office

3060-3075 Removal other than by impeachment

6061 One time notice

54950-54963 The Ralph M. Brown Act

PENAL CODE

88 Bribery, forfeiture from office

UNITED STATES CODE, TITLE 18

704 Military medals or decorations

ATTORNEY GENERAL OPINIONS

58 Ops.Cal.Atty.Gen. 888 (1975)

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. December 2010

WEB SITES

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

California State Attorney General's Office, Quo Warranto
Applications: http://ag.ca.gov/opinions/quo_warranto.php

(11/04 11/08) 11/11

SJUSD Board Approved: January 10, 2017

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: October 10, 2017**

AGENDA ITEM TITLE:

Approval of the Agreement for Consultant Services between SJUSD and Arlene Suval

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

Approval is requested to enter into an agreement with Arlene Suval. Arlene will be assisting with the Aeries student database as well as training our staff on the system.

RECOMMENDED ACTION:

Approval

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into this **10th day of October, 2017**, by and between the Superintendent of the **Shandon Joint Unified School District**, San Luis Obispo, California, hereinafter referred to as SJUSD, and **Arlene Suval**, hereinafter referred to as **Consultant**.

IT IS AGREED THAT:

- I. Consultant will provide the services as set forth in this Agreement and in Exhibit A, which is attached hereto and made a part hereof, in coordination with the County Superintendent or his designee.
- II. This Agreement shall be for a period commencing on the **10th day of October, 2017** and ending on the **30th day of June, 2018**.
- III. **Total compensation under this contract shall not exceed \$4,000, and will be subject to availability of program/project funding. Advanced notice of changes in funding, if required, will be provided to Consultant prior to beginning each program/project noted in Exhibit A.**
- IV. Upon completion of services to be performed, payments for services and reimbursement for expenses under this Agreement shall be made within 30 days **upon receipt of invoice from Consultant**. Invoice must be received by Consultant no later than the last working business day of each month.
- V. Consultant shall not assign or transfer in any way his or her interest or obligations under this Agreement without the written consent of the Superintendent or his designee. Any assignment is void.
- VI. This Agreement may be amended or modified at any time by mutual agreement of the parties in writing.
- VII. This Agreement may be terminated by SJUSD with written notification to the Consultant if work performed is unsatisfactory or scope of work cannot be met.
- VIII. In the performance of the services contemplated by this Agreement, Consultant is an independent contractor who will control and direct the method, details and means of performing the services described in Exhibit A. The services completed herein must, however, meet the approval of SJUSD and shall be subject to SJUSD's general right of inspection and supervision to ensure the satisfactory completion of said services.

Consultant understands and agrees that he and all of his employees and agents are not employees of SJUSD and are not entitled to the rights or benefits to which SJUSD employees are normally entitled, such as unemployment insurance, workers' compensation, medical insurance, sick leave, or any other employment benefits. Consultant shall assume full responsibility for payment of all federal, state, and local taxes

or contributions including, but not limited to, unemployment insurance, social security, and income taxes or contributions including, but not limited to, unemployment insurance, social security, and income taxes with respect to Consultant and Consultant's employees and agents. Consultant agrees to indemnify SJUSD for any claims, losses, fees, penalties, interest or damages suffered by SJUSD resulting from the Consultant's failure to comply with this provision.

Consultant shall furnish, at his own expense, all labor, materials, equipment, and other items necessary to carry out the terms of this Agreement, except for that provided by SJUSD.

Consultant agrees to defend, indemnify and hold harmless SJUSD, its directors, officers, employees, and agents from any and all liabilities, claims, demands, costs and damages (including reasonable attorney's fees and litigation costs) arising in any way out of Consultant's negligence or willful misconduct in the performance of this Agreement, including, but not limited to any claim due to injury and/or damage sustained by Consultant and/or the Consultant's employees or agents.

- IX. Consultant agrees to notify his/her school employer (if employed by a school district, county superintendent or other school entity) of this Agreement and the dates upon which he/she intends to perform pursuant to this Agreement. Consultant agrees that he/she will not accept any salary, other than leave, compensatory time off or vacation benefits, from his/her school employer while he/she is performing services pursuant to this Agreement.
- X. The Contractor/Consultant named in this Agreement with the SJUSD hereby certifies that the Contractor/Consultant has met the **Department of Justice Clearance Requirements**.
- XI. **Debarment and Suspension (E.O.s 12549 and 12689)** - It is understood and agreed that the Consultant is aware of the provisions regarding debarment and suspension, and by signing this Agreement confirm that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from this transaction by any Federal Department or Agency. No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.
- XII. **Equal Employment Opportunity** – It is understood and agreed that this Agreement shall comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity,"

AS
Initials

and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

- XIII. This Agreement constitutes the sole and only agreement between SJUSD and Consultant concerning the subject matter herein. Any prior or other agreements or representations between SJUSD and Consultant regarding those matters are null and void unless expressly set forth in this Agreement. No waiver of any term, condition or covenant of this Agreement shall be presumed or implied. Any such waiver must be expressly made in writing by the party waiving the term, condition or covenant. If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall remain in full force and effect. This Agreement will be governed by and construed in accordance with the laws of the State of California.

IN WITNESS THEREOF, the parties hereto have executed this Agreement the day and year first above written.

Arlene Suval
Consultant

Oct. 3, 2017
Date

Are you an employee and/or substitute of SJUSD or any school district (including Cuesta College) within San Luis Obispo County? ☐ YES ☒ NO

Teresa Taylor, Superintendent,
Shandon Joint Unified School District

Date

Consultant's Mailing Address & Telephone:
Arlene Suval
4987 Pretty Doe Ln.
Paso Robles, CA 93446
805-975-6219

FOR SJUSD USE ONLY
Program Account #:
Date:
P.O.#:

Attachment to Agreement for Consultant's Services

Exhibit A SERVICES TO BE PERFORMED

- Aeries student database training and support.

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: October 10, 2017**

AGENDA ITEM TITLE:

Approval of Sale of Surplus Items

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

Provided is a list of items that the district would like to sell. These items were donated or purchased several years ago for the athletic field.

- Approximately 150 pieces of PVC Pipe- Variety of sizes

RECOMMENDED ACTION:

Approval

10.1-10.11

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: October 10, 2017

AGENDA ITEM TITLE:

Approval of the First Reading of Board Policies, Administrative Regulations, and Exhibits

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

The following Board Policies, Administrative Regulations, and Exhibits have been provided for approval:

BP 3511 Energy And Water Management
AR 3511 Energy And Water Management
BP 3511.1 Integrated Waste Management
AR 3511.1 Integrated Waste Management
AR 3512 Equipment
E 3512 Equipment
AR 3513.1 Cellular Phone Reimbursement
BP 3514 Environmental Safety
AR 3514 Environmental Safety
BP 3514.1 Hazardous Substances
AR 3514.1 Hazardous Substances

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Board Policy
Energy And Water Management

BP 3511
Business and Noninstructional Operations

The Governing Board recognizes the importance of minimizing the district's use of natural resources, providing a high-quality environment that promotes health and productivity, and effectively managing the district's fiscal resources. To that end, the Superintendent or designee shall develop a resource management program which includes strategies for implementing effective and sustainable resource practices, exploring renewable and clean energy technologies, reducing energy and water consumption, minimizing utility costs, reducing the amount of waste of consumable materials, encouraging recycling and green procurement practices, and promoting conservation principles.

(cf. 3100 - Budget)
(cf. 3300 - Expenditures and Purchases)
(cf. 3511.1 - Integrated Waste Management)
(cf. 3512 - Equipment)
(cf. 6142.5 - Environmental Education)

The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reach its conservation and management goals.

(cf. 7110 - Facilities Master Plan)
(cf. 7111 - Evaluating Existing Buildings)

****Note: The California Energy Commission administers the Bright Schools Program pursuant to Public Resources Code 25410-25421. This program offers specific services to help districts become more energy efficient by providing design and implementation assistance, conducting energy audit and feasibility studies, providing equipment bid specifications, assisting with installation, and helping to secure loans for energy-related maintenance. ****

The Superintendent or designee shall make every effort to identify funding opportunities and cost-reducing incentive programs to help the district achieve its conservation and management goals.

The Superintendent or designee shall periodically report to the Board on the district's progress in meeting its conservation and management goals.

Storm Water Management

****Note: The following section is optional. ****

****Note: State and federal law authorize the State Water Resources Control Board (SWRCB) or a California regional water quality control board to designate a school district as an entity ("non-traditional MS4") which is required to obtain "coverage" under a "General Permit for Storm Water Discharges to Small Municipal Separate Storm Sewer Systems." A district may be so designated for any reason, including a water quality threat posed by its operation of storm drainage systems, at any district facility, which drain into a municipal storm drainage system or directly into a stream, creek, river, or the ocean. A district required to obtain coverage under this General Permit is prohibited from discharging certain pollutants, other than storm water, into the storm drainage system and must develop a storm water management plan. The General Permit requires that the Board, as the governing body of the district, adopt a resolution containing the plan and authorizing the Superintendent to implement and enforce the plan. The plan must then be submitted to the local regional water quality control board for approval. In addition, the district is required to submit annual reports to the local regional water control board describing the district's progress in implementing the plan. ****

****Note: The SWRCB anticipates that many school districts will be designated as "non-traditional MS4" over the next several years. Districts should consult with representatives of the local regional water control board and county office of education to ensure that appropriate plans are developed. Districts that have not yet been designated may revise or delete the following section as appropriate. ****

The Board desires to ensure that, to the maximum extent practicable, the district reduce the discharge of pollutants into the water system in order to minimize the threat to water quality from storm water runoff. When the district has been designated by the State Water Resources Control Board or a regional water quality control board, the Superintendent or designee shall ensure that the district complies with applicable General Permit requirements.

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

****Note: The storm water management plan must describe how pollutants in storm water runoff will be controlled and must include best management practices addressing the six minimum control measures specified below, as well as measurable goals and timetables. ****

The Superintendent or designee shall develop a storm water management plan and shall submit the plan and a resolution authorizing the implementation of the plan to the Board for approval. The district's plan shall describe best management practices, measurable goals, and timetables for implementation in the following areas:

- 1. Public education and outreach on storm water impacts*
- 2. Public participation, such as participation in adoption and implementation of the plan*
- 3. Illicit discharge detection and elimination, such as maps and programs to detect and eliminate illicit non-storm water discharges*
- 4. Construction site storm water runoff control, such as reviewing construction plans, inspecting sites, and tracking construction site runoff, as well as erosion and sediment controls*

5. *Post-construction storm water management, such as developing design standards for preventing runoff and verifying proper maintenance and operation of control procedures*
6. *Pollution prevention and good housekeeping, such as evaluating waste disposal, material storage, and equipment-cleaning procedures and spill prevention, including at bus maintenance facilities*

The Superintendent or designee shall regularly report to the Board on the status of the district's implementation efforts.

Legal Reference:

EDUCATION CODE

41422 School term or session length, failure to comply due to disaster

46392 Emergency conditions; ADA estimate

PUBLIC RESOURCES CODE

25410-25421 Energy conservation assistance

WATER CODE

13383.5 Storm water discharge monitoring requirements

CODE OF REGULATIONS, TITLE 23

2200 Discharge permit fees

UNITED STATES CODE, TITLE 33

1342 National pollutant discharge elimination system

CODE OF FEDERAL REGULATIONS, TITLE 40

122.1-122.64 National pollutant discharge elimination system

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT ADVISORIES

0118.01 California's Energy Challenge

0706.90 Water Conservation Advisory, 90-09

0222.90 Average Daily Attendance Credit During Periods of Emergency 90-01

WEB SITES

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

Alliance to Save Energy: <http://www.ase.org>

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

California Energy Commission: <http://www.energy.ca.gov>

California State Water Resources Control Board: <http://www.swrcb.ca.gov>

*Department of General Resources, Green California, Sustainable Schools:
<http://www.green.ca.gov/GreenBuildings/schools>*

(12/90 3/01) 7/07

No Current Policy

***SHANDON JOINT UNIFIED SCHOOL DISTRICT
Administrative Regulation
Energy And Water Management***

***AR 3511
Business and Noninstructional Operations***

Note: The following optional administrative regulation should be revised to reflect district practice.

Resource Management Program

In the development of the district's resource management program, the Superintendent or designee shall analyze and review the lighting; heating, ventilation, and air conditioning systems; water heaters; electrical equipment and appliances; water use and irrigation; and solid waste and recycling systems. The following district operations shall be incorporated into the district's resource management program:

- 1. Educational programs***
- 2. Classroom and building management and maintenance***
- 3. Food services and equipment maintenance***

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

- 4. Landscaping***
- 5. Transportation services and maintenance***

(cf. 3540 - Transportation)

- 6. New construction***
- (cf. 7110 - Facilities Master Plan)***

- 7. Administrative operations***
- 8. Use of facilities by outside groups***

***(cf. 1330 - Use of School Facilities)
(cf. 3512 - Equipment)
(cf. 7111 - Evaluating Existing Buildings)***

The Superintendent or designee may solicit input from staff, students, and parents/guardians about the district's program. The Superintendent or designee shall provide staff and students with training and

guidance on best practices to achieve the district's goals, such as a reward program to recognize outstanding accomplishments.

Emergency Interruption of Services

****Note: The following optional section requires the development of an emergency action plan which identifies action to be taken in the event of an emergency interruption of power, water, or other services. This plan may be incorporated into the district's Emergency and Disaster Preparedness Plan. See BP/AR 3516 - Emergencies and Disaster Preparedness Plan. ****

****Note: In the event that instructional time is lost as a result of a power outage resulting from an emergency, such as a fire, flood, earthquake, or epidemic and as specified in Education Code 46392, districts may request credit for the loss of Average Daily Attendance funding, as detailed in the California Department of Education's Management Advisory 90-01. See BP 3516.5 - Emergency Schedules for policy regarding changes in schedules due to an emergency and procedures for compensating for lost instructional time. ****

The Superintendent or designee shall develop a plan to address actions to be taken in the event of power outages or other emergency interruption of utility services, both during and after school operations. The plan shall address procedures to help ensure student and staff safety, administrative control of operations, protection of equipment, effective communications, and coordination with local fire, police, and utility service providers.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.5 - Emergency Schedules)

(12/90 3/01) 7/07

No Current Policy

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Board Policy
Integrated Waste Management

BP 3511.1
Business and Noninstructional Operations

****Note: The following optional policy may be revised to reflect district practice. Pursuant to Public Resources Code 42630, schools are encouraged to assist cities and counties in meeting the solid waste diversion goals set by Public Resources Code 41780. In addition, pursuant to Public Resources Code 42649.2, as added by AB 341 (Ch. 476, Statutes of 2011), businesses, including schools, that generate more than four cubic yards of solid waste per week are required to arrange for recycling services in accordance with law. Useful resources such as specific waste management strategies, available funding sources, and other publications, including resources for developing and implementing integrated education programs that link instruction on integrated waste management and environmental concepts with student action projects at school sites, may be obtained from the California Department of Resources Recycling and Recovery (CalRecycle). ****

The Governing Board believes that the conservation of natural resources and the protection of the environment are connected to the district's educational mission and are essential to the health and well-being of the community. The Superintendent or designee shall develop and/or implement a cost-effective, integrated waste management program that incorporates the principles of green school operations.

*(cf. 0100 - Philosophy)
 (cf. 3510 - Green School Operations)
 (cf. 3511 - Energy and Water Management)
 (cf. 3514 - Environmental Safety)
 (cf. 3514.2 - Integrated Pest Management)*

The district's program shall include strategies designed to help the district reduce solid and hazardous waste generation, improve efficiency in its use of natural resources, and minimize the impact of such use on the environment. The program shall address all areas of the district's operations, including, but not limited to, procurement, resource utilization, and facilities management practices.

*(cf. 3300 - Expenditures and Purchases)
 (cf. 3517 - Facilities Inspection)*

The Superintendent or designee may collaborate with city, county, and state agencies and other public or private agencies in developing and implementing the district's integrated waste management program.

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
 (cf. 7131 - Relations with Local Agencies)*

****Note: CalRecycle provides grants and related information to eligible schools for developing and implementing integrated waste management programs. For more information, see CalRecycle's web site. ****

The Superintendent or designee shall make every effort to identify funding opportunities for the district's integrated waste management program including applying for available grants or other cost-reduction incentives.

To the extent that funding permits, the Superintendent or designee shall provide appropriate educational and training opportunities to students and staff regarding the benefits and methods of conserving natural resources and protecting the environment.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6142.5 - Environmental Education)

(cf. 6142.93 - Science Instruction)

The Superintendent or designee shall regularly monitor all aspects of the district's integrated waste management program and shall provide an update to the Board on its effectiveness as necessary.

Legal Reference:

EDUCATION CODE

8700-8707 Environmental education

17070.96 Leroy F. Greene School Facilities Act of 1996, consideration of high performance standards

17072.35 New construction grants; use for designs and materials for high performance schools

32370-32376 Recycling paper

33541 Environmental education

PUBLIC RESOURCES CODE

25410-25421 Energy conservation assistance

40050-40063 Waste management; integrated waste management

41780 Waste diversion

42620-42622 Source reduction and recycling programs

42630-42647 School site source reduction and recycling

42649-42649.7 Recycling of commercial solid waste

CODE OF REGULATIONS, TITLE 14

17225.12 Commercial solid waste

Management Resources:

WEB SITES

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

California Department of Resources Recycling and Recovery:

<http://www.calrecycle.ca.gov/ReduceWaste/Schools>

California Division of State Architect: <http://www.dgs.ca.gov/dsa>

California Energy Commission: <http://www.energy.ca.gov>

California Environmental Protection Agency: <http://www.calepa.ca.gov>

U.S. Environmental Protection Agency: <http://www.epa.gov>

(11/01) 7/12

No Current Policy

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Administrative Regulation
Integrated Waste Management

AR 3511.1
Business and Noninstructional Operations

*****Note:** *The following administrative regulation is optional and may be revised to reflect district practice. ****

For all applicable areas of district operations, the Superintendent or designee shall design an integrated waste management program that minimizes the generation of waste, encourages the recovery and diversion of reusable materials from the waste stream, improves efficiency in the utilization of natural and material resources, and protects the environment. The program shall implement measures and/or practices to:

1. Reduce the consumption of disposable materials, increase the composting of organic materials, and fully utilize all materials prior to disposal

(cf. 3510 - Green School Operations)

2. Recycle materials such as paper, glass, plastic, and aluminum

*****Note:** *Pursuant to Public Resources Code 42649.2, as added by AB 341 (Ch. 476, Statutes of 2011), any business, including a school, which generates more than four cubic yards of commercial solid waste per week (approximately the size of a 72-inch length, 51-inch width, and 56-inch rear height dumpster) is required to arrange for recycling services, to the extent that such services are available from a local provider, as stated in items a and b below. Commercial solid waste, as defined in 14 CCR 17225.12, means any type of solid waste generated by stores, offices, or other commercial sources. ****

Any school site or district facility which generates more than four cubic yards of commercial solid waste per week shall take at least one of the following actions: (Public Resources Code 42649.2; 14 CCR 17225.12)

a. Source separate recyclable materials from solid waste and subscribe to a basic level of recycling service that may include collection, self-hauling, or other arrangement for the pickup of the recyclable materials

b. Subscribe to a recycling service that may include mixed waste processing that yields diversion results comparable to source separation

*****Note:** *Pursuant to Public Resources Code 42642, the California Department of Resources Recycling and Recovery maintains on its web site a list of recycled and environmentally preferable products that may be used in the construction and modernization of school facilities. ****

3. Prefer recycled and other environmentally preferable products when procuring materials for use in district schools and buildings or contracting for the construction or modernization of any district building

(cf. 3300 - Expenditures and Purchases)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

(cf. 7110 - Facilities Master Plan)

4. Work with city, county, or other government agencies to locate markets for the district's reusable and recyclable materials

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 7131 - Relations with Local Agencies)

5. Minimize the use of nonbiodegradable materials and work with vendors and contractors to use packaging and delivery materials that generate less waste

(11/01) 7/12

No Current Policy

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Administrative Regulation

AR 3512

Business and Noninstructional Operations

Equipment

****Note: The California School Accounting Manual distinguishes between "equipment" and "supplies" and defines equipment as having relatively permanent value (e.g., is serviceable for more than one year) and substantially increasing the value of the district's physical assets. Equipment is generally not of an expendable nature and does not easily deteriorate in use. Examples include computer systems, machinery, vehicles, and playground equipment. ****

~~The district shall provide comparable basic equipment and supplies for all classes. When equipment cannot be supplied to every class, the Superintendent or designee shall ensure that it will be shared within and among the schools.~~

District equipment shall be used primarily for educational purposes and/or to conduct district business. The Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate use of district equipment and that any misuse may be cause for disciplinary action or loss of user privilege.

(cf. 0440 - District Technology Plan)

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 3540 - Transportation)

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

(cf. 4040 - Employee Use of Technology)

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

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

(cf. 5142 - Safety)

(cf. 5144 - Discipline)

(cf. 6000 - Concepts and Roles)

(cf. 6163.4 - Student Use of Technology)

(cf. 6171 - Title I Programs)

School-connected organizations may be granted reasonable use of the equipment for school-related matters as long as it does not interfere with the use by students or employees or otherwise disrupt district operations.

(cf. 1230 - School-Connected Organizations)

(cf. 1330 - Use of School Facilities)

****Note: The following paragraph is optional. It is recommended that the district check its liability coverage for off-site use of district equipment and materials. Whenever an individual is authorized to borrow district equipment, he/she could be required to complete a form identifying the equipment and the intended use and indicating that the individual will assume responsibility for any loss or damage to the equipment. See the accompanying Exhibit for a sample form that may be used for this purpose. ****

~~When school equipment is not being used by students or employees, school-connected organizations may be granted reasonable use of the equipment for school-related matters.~~

~~The principal shall approve the removal of district-owned equipment from the school site. When any equipment is taken off site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.~~

The Superintendent or designee shall approve the transfer of any district equipment from one work site to another and the removal of any district equipment for off-site use. When any equipment is taken off site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

Employees transferred to another work site shall take with them only those personal items that have been purchased with their own funds unless otherwise authorized by the Superintendent or designee or applicable Board policy.

****Note: Education Code 35168 requires the district to maintain an inventory containing specified information for all equipment currently valued in excess of \$500. For equipment purchased with federal funds, 2 CFR 200.313-200.314 only require districts to maintain inventory records of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit, but the state's Federal Program Monitoring process reviews whether the district maintains an inventory record for every item of equipment with an acquisition cost of \$500 or more per unit that is purchased with state and/or federal categorical funds. CSBA recommends an inventory of all equipment currently valued in excess of \$500 in order to simplify the district's inventory procedures and to comply with law. Also see AR 3440 - Inventories. ****

The Superintendent or designee shall maintain an inventory of all equipment currently valued in excess of \$500. (Education Code 35168; 5 CCR 3946)

(cf. 3440 - Inventories)

When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or 2 CFR 200.313, as applicable.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

Transfer of Equipment to a New Site

~~Employees transferred to another school shall take with them only those personal items that have been purchased with their own funds. Items paid for by the district, school-connected organizations or grants shall remain at the initial location unless the principals of both schools make special arrangements that serve the best interests of the districtwide instructional program;~~

~~Equipment and materials unique to a special program being moved to the another site may be moved to the new location upon the approval of both principals.~~

Equipment Acquired by ~~by~~ with Federal Funds

****Note: 2 CFR 200.313 and 200.439 require a district receiving federal grant funds to obtain prior written approval from its awarding agency before incurring the cost of a capital expenditure including general purpose equipment; see AR 3230 - Federal Grant Funds. ****

~~Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or~~

~~not the program continues to be supported by federal funds. When no longer needed for the original program, the equipment may be used in other activities currently or previously supported by a federal agency. (34 CFR 80.32)~~

The Superintendent or designee shall obtain prior written approval from the California Department of Education or other awarding agency before purchasing equipment with federal funds. (2 CFR 200.48, 200.313, 200.439)

(cf. 3230 - Federal Grant Funds)

(cf. 3300 - Expenditures and Purchases)

~~All equipment purchased with Consolidated Application funds shall be labeled with the name of the project, identification number and name of the district, (5 CCR3946)~~

All equipment purchased for federal programs funded through the consolidated application pursuant to Education Code 64000-64001 shall be labeled with the name of the project, identification number, and name of the district. (2 CFR 200.313; 5 CCR 3946)

For any equipment acquired in whole or in part with federal funds, the Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. He/she shall also develop adequate safeguards to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft. (2 CFR 200.313)

(cf. 3530 - Risk Management/Insurance)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. The equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally acquired or when use of the equipment is no longer needed for the original program. (2 CFR 200.313)

~~Each principal or designee shall ensure that the following management provisions are established and maintained for equipment acquired in whole or in part with federal funds until such property is disposed: (34 CFR 80.32)~~

- ~~1. A control system shall be developed to ensure adequate safeguards to prevent loss, damage or theft of the property. Any loss, damage or theft shall be investigated.~~
- ~~2. Adequate maintenance procedures shall be developed to keep the property in good condition.~~

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

17605 Delegation of authority to purchase supplies and equipment

35160 Authority of governing boards

35168 Inventory of equipment

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3946 Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds

4424 Comparability of services

16023 Class 1 - Permanent records

UNITED STATES CODE, TITLE 20

6321 Fiscal requirements

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 Federal uniform grant guidance

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

WEB SITES

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

Office of Management and Budget: <https://www.whitehouse.gov/omb>

(6/98 10/15) 9/16

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

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Exhibit
Equipment

E 3512
Business and Noninstructional Operations

EQUIPMENT LOAN FORM

I assume the responsibility for the following district equipment:
Description ID Number

School-related purpose: (Note: items are not for personal use)

I will return the above equipment to _____ (administrator or designee) no later than _____.
In borrowing the items listed above, I assume responsibility for any loss of or damage to the equipment or materials. If any items are damaged or lost, I will pay the cost of repairs or replacement.

Signed: _____

Date: _____

Approved: _____

Date: _____

(9/88) 6/98
No Current Policy

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Administrative Regulation
Cellular Phone Reimbursement

AR 3513.1
Business and Noninstructional Operations

****Note: The following optional administrative regulation is applicable to any district that provides cell phones or other mobile communications devices to its employees and may be revised to reflect district practice. Pursuant to 26 USC 280F, as amended by the Small Business Jobs Act of 2010 (P.L.111-240) cell phones have been removed from U.S. Internal Revenue Service's definition of listed property, thereby eliminating the extensive documentation and substantiation requirements placed on employers that provide cell phones for their employees' business use. For language relative to the appropriate use of cell phones by employees or students, see BP/E 4040 - Employee Use of Technology and BP 5131 - Conduct. ****

****Note: Items #1-3 below list criteria for determining whether an employee should be provided with an allowance or a district-owned cell phone or mobile communications device and may be modified to reflect district practice. ****

When a district employee's position requires frequent use of a cell phone, the Superintendent or designee shall provide either a cell phone for the employee's use or an allowance to the employee for the business use of his/her personally owned cell phone, whichever is the most cost-effective. In determining whether an employee's position requires frequent use of a cell phone, the factors to be considered shall include, but not be limited to, whether the job responsibilities require:

- 1. An ability to communicate frequently but access to a district landline is not readily available*
- 2. An ability to communicate immediately to ensure the safety of district staff and students or the security of district property*
- 3. A level of accessibility which is impossible because of the employee's frequent job-related absence from the worksite*

(cf. 3542 - School Bus Drivers)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

When an employee is paid an allowance for the use of his/her personally owned cell phone for district business, the Superintendent or designee shall, from time to time, verify that the employee's cell phone contract is active.

The Superintendent or designee shall develop a system for reviewing employees' use of district-owned cell phones and the reimbursement of costs for employees' business-related use of their personal cell phones. Employees shall be responsible for fees and charges associated with any misuse or overuse not attributable to district business.

If the Superintendent or designee determines that an employee no longer needs a cell phone or other mobile communications device to perform his/her job responsibilities, any fees or charges associated with cancellation of the service contract shall be the responsibility of the district.

****Note: The following paragraph provides a method for reimbursing employees for one-time or occasional use of personally owned cell phones. ****

Any employee who is not provided an allowance or a district-owned cell phone may be reimbursed for the actual expenses of business-related calls made on his/her personally owned cell phone, in accordance with the district's expense reimbursement procedures.

Legal Reference:

EDUCATION CODE

35213 Reimbursement for loss or damage of personal property

44032 Travel expense payment

48901.5 Electronic signaling devices

VEHICLE CODE

23123 Wireless telephones in vehicles

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 26

280F Limitation on depreciation for luxury automobiles, etc.

CODE OF FEDERAL REGULATIONS, TITLE 26

1.132-5 Working conditions fringe benefit

Management Resources:

WEB SITES

Internal Revenue Service: <http://www.irs.gov>

(7/07) 11/11

No Current Policy

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Policy

BP 3514

Business and Noninstructional Operations

Environmental Safety

~~The Governing Board believes that students and employees have the right to learn and work in a safe, clean and healthy environment. The district has an obligation to locate and reduce or eliminate potential risks to health and the environment, to use environmental resources in a responsible way, and to educate students and staff about environmental issues.~~

~~The Superintendent or designee shall establish regulations to guard against environmental hazards. Students and staff are encouraged to report any unsafe conditions they may observe.~~

Air Quality

~~The Board recognizes that clean air contributes to a favorable learning environment for students, productivity for staff, and the health of all school occupants. Adequate ventilation, appropriate housekeeping and maintenance procedures, and the removal of pollution sources are all necessary to achieve good indoor air quality. The Superintendent or designee shall ensure that staff implement measures that will maintain good air quality in classrooms and offices.~~

~~Air quality shall be considered in the siting and architectural design of new or remodeled facilities and in the selection of building materials and furnishings.~~

Pest Management

~~Sanitary measures shall be enforced and buildings regularly cleaned and repaired in order to prevent infestations, minimize the use of pesticides, and eliminate routine spraying.~~

~~The Superintendent or designee shall ensure that the district follows integrated pest management procedures so as to use the most appropriate and least toxic method of control.~~

Lead Exposure Reduction

~~The Board recognizes that exposure to lead is especially damaging to young children and that hazardous levels of lead may sometimes be present in paint, soil or drinking water. In order to minimize any harmful exposure, the district shall follow guidelines recommended by the Department of Health Services and specified in administrative regulations.~~

~~In accordance with law, the Superintendent or designee shall inform school staff and parents/guardians of the results of any lead survey conducted by the Department of Health Services.~~

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

****Note: Education Code 17070.75 requires any district participating in the state's School Facility Program or Deferred Maintenance Program to have a facility inspection system in place to ensure that facilities are kept in "good repair," as defined in Education Code 17002 and determined according to the Facility Inspection Tool developed by the Office of Public School Construction. This tool includes a number of environmental safety conditions; see BP 3517 - Facilities Inspection. In addition, the U.S. Environmental Protection Agency (EPA)*

has developed the Healthy School Environments Assessment Tool (HealthySEAT), a software program designed to be customized by districts to conduct voluntary self-assessments of environmental conditions, such as chemical management, hazardous materials and waste, indoor and outdoor air quality, moisture/mold control, pest control, ultraviolet radiation, and construction/renovation of school facilities. For further information, see the EPA's web site. ***

The Governing Board recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks. He/she shall establish a comprehensive plan to prevent and/or mitigate environmental hazards based on a consideration of the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff attendance, student attendance, and student achievement.

(cf. 0200 - Goals for the School District)
 (cf. 1312.4 - Williams Uniform Complaint Procedures)
 (cf. 3516 - Emergencies and Disaster Preparedness Plan)
 (cf. 3516.3 - Earthquake Emergency Procedure System)
 (cf. 3517 - Facilities Inspection)
 (cf. 4157/4257/4357 - Employee Safety)
 (cf. 5030 - Student Wellness)
 (cf. 5142 - Safety)
 (cf. 7111 - Evaluating Existing Buildings)

Strategies addressed in the district's plan shall include, but not necessarily be limited to, the following:

Note: Districts that select optional item #1 below to require strategies for indoor air quality are encouraged to review CSBA's policy briefs on Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments and Asthma Management in the Schools. Also see the accompanying administrative regulation.

1. Ensuring good indoor air quality by maintaining adequate ventilation; using effective maintenance operations to reduce dust, mold, mildew, and other indoor air contaminants; and considering air quality in the site selection, design, and furnishing of new or remodeled facilities

(cf. 3513.3 - Tobacco-Free Schools)
 (cf. 5141.23 - Asthma Management)
 (cf. 6163.2 - Animals at School)
 (cf. 7150 - Site Selection and Development)

Note: In order to determine when poor outdoor air quality necessitates limiting outdoor activities, as provided in optional item #2 below, districts may use local or online resources to obtain forecasts of air quality and ultraviolet radiation. See the accompanying administrative regulation, BP 5141.7 - Sun Safety, and CSBA's policy brief on Sun Safety in Schools.

2. Limiting outdoor activities when necessary due to poor outdoor air quality, including excessive smog, smoke, or ozone, or when ultraviolet radiation levels indicate a high risk of harm

(cf. 3516.5 - Emergency Schedules)
 (cf. 5141.7 - Sun Safety)
 (cf. 6142.7 - Physical Education)

*****Note:** 13 CCR 2480 establishes requirements for limiting idling by school buses and other commercial motor vehicles in order to reduce exposure to diesel exhaust and other air contaminants as provided in optional item #3 below; see the accompanying administrative regulation. ***

3. Reducing exposure to diesel exhaust and other air contaminants by limiting unnecessary idling of school buses and other commercial motor vehicles

(cf. 3540 - Transportation)

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

(cf. 3542 - School Bus Drivers)

*****Note:** According to the EPA and the Centers for Disease Control and Prevention, exposure to lead, which may be particularly hazardous for young children, can occur through multiple means as described in optional item #4 below and in the accompanying administrative regulation. ***

4. Minimizing exposure to lead in paint, soil, and drinking water

*****Note:** Education Code 49410.5 requires districts to comply with EPA guidelines for inspection and management of asbestos-containing materials, as provided in optional item #5 below and the accompanying administrative regulation. Naturally occurring asbestos may be found in rocks or soil and released into the air by routine human activities or weathering processes. According to the EPA, asbestos-containing materials and naturally occurring asbestos that are intact generally do not pose a health risk, but these materials may become hazardous if they are disturbed and thereby released into the air. ***

5. Inspecting facilities for naturally occurring asbestos and asbestos-containing building materials that pose a health hazard due to damage or deterioration and safely removing, encapsulating, enclosing, or repairing such materials

*****Note:** 8 CCR 5194 requires that a written hazard communication program be developed and implemented by employers whose employees may have potential exposure to hazardous substances, as provided in optional item #6 below; see BP/AR 3514.1 - Hazardous Substances for further information. ***

6. Ensuring the proper storage, use, and disposal of potentially hazardous substances

(cf. 3514.1 - Hazardous Substances)

(cf. 6161.3 - Toxic Art Supplies)

*****Note:** Education Code 17608-17613 require the use of effective least toxic pest management practices for the management of pests at school sites, as provided in optional item #7 below; see AR 3514.2 - Integrated Pest Management for further information. ***

7. Ensuring the use of effective least toxic pest management practices

(cf. 3514.2 - Integrated Pest Management)

*****Note:** State and federal law (Health and Safety Code 113700-114437 and 42 USC 1758) establish sanitation and safety requirements for food services, as provided in optional item #8 below; see BP/AR 3550 - Food Service/Child Nutrition Program and CSBA's fact sheet on Food Safety Requirements. ***

8. *Instituting a food safety program for the storage, preparation, delivery, and service of school meals in order to reduce the risk of foodborne illnesses*

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

In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with local environmental protection agencies, health agencies, and other community organizations.

(cf. 1020 - Youth Services)

The Superintendent or designee shall provide the district's maintenance and facilities staff, bus drivers, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmental safety at the schools.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions to remedy the hazard and may recommend health screening of staff and students.

(cf. 5141.6 - School Health Services)

Legal Reference:

EDUCATION CODE

17002 Definition of "good repair"

17070.75 Facilities inspection

17582 Deferred maintenance fund

17590 Asbestos abatement fund

17608-17613 Healthy Schools Act of 2000, least toxic pest management practices

32080-32081 Carbon monoxide devices

32240-32245 Lead-Safe Schools Protection Act

48980.3 Notification of pesticides

49410-49410.7 Asbestos materials containment or removal

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000, least toxic pest management practices

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

HEALTH AND SAFETY CODE

105400-105430 Indoor environmental quality

113700-114437 California Retail Food Code, sanitation and safety requirements

CODE OF REGULATIONS, TITLE 5

14010 Standards for school site selection

CODE OF REGULATIONS, TITLE 8

337-339 *Hazardous substances list*
 340-340.2 *Occupational safety and health, rights of employees*
 1528-1533 *Construction safety orders; exposure to hazards*
 5139-5223 *Control of hazardous substances*
CODE OF REGULATIONS, TITLE 13
 2025 *Retrofitting of diesel school buses*
 2480 *Vehicle idling*
CODE OF REGULATIONS, TITLE 17
 35001-36100 *Lead abatement services*
CODE OF REGULATIONS, TITLE 22
 64670-64679 *Lead and copper in drinking water*
UNITED STATES CODE, TITLE 7
 136-136y *Use of pesticides*
UNITED STATES CODE, TITLE 15
 2601-2629 *Control of toxic substances*
 2641-2656 *Asbestos Hazard Emergency Response Act*
UNITED STATES CODE, TITLE 42
 1758 *Food safety and inspections*
CODE OF FEDERAL REGULATIONS, TITLE 40
 141.1-141.723 *Drinking water standards*
 745.61-745.339 *Lead-based paint standards*
 763.80-763.99 *Asbestos-containing materials in schools*
 763.120-763.123 *Asbestos worker protections*

Management Resources:

CSBA PUBLICATIONS

Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments, Policy Brief, July 2008

Asthma Management in the Schools, Policy Brief, March 2008

Food Safety Requirements, Fact Sheet, October 2007

Sun Safety in Schools, Policy Brief, July 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Site Selection and Approval Guide, 2000

Indoor Air Quality, A Guide for Educators, 1995

CALIFORNIA DEPARTMENT OF HEALTH SERVICES PUBLICATIONS

Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child Care Facilities, April 1998

U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

Indoor Air Quality Tools for Schools, rev. 2007

Healthy School Environments Assessment Tool, 2007

The ABCs of Asbestos in Schools, rev. August 2003

Mold Remediation in Schools and Commercial Buildings, March 2001

How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide, 1996

WEB SITES

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

AirNow: <http://www.airnow.gov>

American Association of School Administrators: <http://www.aasa.org>

California Air Resources Board: <http://www.arb.ca.gov>

California Department of Education, Health and Safety: <http://www.cde.ca.gov/ls/fa/hs>
California Department of Pesticide Regulation: <http://www.cdpr.ca.gov>
California Department of Public Health: <http://www.cdph.ca.gov>
California Indoor Air Quality Program: <http://www.cal-iaq.org>
Centers for Disease Control and Prevention: <http://www.cdc.gov>
Consumer Product Safety Commission: <http://www.cpsc.gov>
National Center for Environmental Health: <http://www.cdc.gov/nceh>
Occupational Safety and Health Administration: <http://www.osha.gov>
U.S. Environmental Protection Agency: <http://www.epa.gov>

(6/95 7/01) 7/08

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

SHANDON UNIFIED SCHOOL DISTRICT

Administrative Regulation

AR 3514

Business and Noninstructional Operations

Environmental Safety

Air Quality

The Superintendent or designee shall ensure that the following measures are taken in order to reduce indoor air contaminants:

1. Heating, ventilating and air conditioning systems shall be operated, inspected and maintained in accordance with law. School buildings shall be inspected annually to ensure they have adequate ventilation systems, properly maintained so as to preclude the buildup of mold, mildew, and air contaminants. Filters shall be changed frequently.
2. Indoor painting of school buildings shall be limited to those weeks when school is not in session.
3. Low emission cleaning products shall be used whenever possible, and custodial duties that require polluting products shall be performed after classes are dismissed for weekends or vacations.
4. Paints, adhesives and solvents shall be used and stored in well-ventilated areas; these items shall be purchased in small quantities to avoid storage exposure.
5. Exterior wall and foundation cracks and openings shall be sealed to control exposure to radon.
6. Water damaged ceiling tiles, carpet, and other building materials shall be removed.
7. Plain water or soap and water shall be used as cleaning agents; aerosols, including air fresheners, shall be avoided.

Pest Management

In determining when to control pests and whether to use mechanical, physical, chemical, cultural or biological means, the district shall follow the principles of integrated pest management. Procedures shall include the following:

1. The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or not feasible. The full range of alternatives, including no action, will be considered.
2. Selected nonchemical pest management methods will be used whenever possible to provide the desired control. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents.
3. The pest and the site of infestation shall be carefully identified. Strategies for managing the pest will be influenced by the pest species and whether that species poses a threat to people, property or the environment.
4. When it is determined that a pesticide must be used, the least hazardous material will be chosen and applied in accordance with law;

5. Staff, students and parents/guardians shall receive information about the district's integrated pest procedures and notification of any upcoming pesticide treatments. Notice of upcoming pesticide treatments shall also be posted in areas designated by the Superintendent or designee.

6. The following records shall be maintained at each school site:

a. Records of pesticide use at the site

b. Pest surveillance data sheets that record the number of pests or other indicators of pest populations that verify the need for treatments

7. Pesticide purchases shall be limited to amounts authorized by the Superintendent or designee for use during the year. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff; they shall be stored and disposed of in accordance with EPA-registered label directions and state regulations.

8. Persons applying pesticides shall follow label precautions and shall be trained in the principles and practices of integrated pest management.

Lead Exposure Reduction

The following steps shall be taken to minimize potential exposure to lead:

1. Painted surfaces shall not be disturbed during normal maintenance operations. To minimize lead dust when students are present, floors and painted surfaces shall be mopped with detergent rather than being swept. Paint shall not be sanded, burned or scraped unless it is known that the paint contains no lead.

2. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment dust within the construction area.

3. School drinking water fountains shall be monitored for the amount of lead in the water, and corrective action shall be taken when necessary.

4. The district shall provide parents/guardians and students with information about the prevention of lead poisoning and may refer parents/guardians to their children's health care providers or local health department for blood lead testing of children six months through six years of age.

5. Remedial action to abate existing lead hazards shall be taken only by personnel qualified in accordance with law.

Asbestos Testing and Abatement

Maintenance staff shall be trained in the location, identification, proper cleaning and ongoing maintenance of asbestoscontaining materials and in the removal and decontamination of small amounts of such materials when needed to repair pipes or perform similar duties. Any more extensive asbestos abatement work shall be done by state-certified asbestos

abatement contractors in compliance with state and federal standards.

The district's complete, updated management plan for material containing asbestos in school buildings shall be available for inspection in district and school offices during normal business hours. Parent, teacher and employee organizations shall annually be informed of the availability of this plan. (40 CFR 763.93)

Other Environmental Safety Precautions

~~Principals or their designees shall enforce school rules designed to:~~

~~1. Prevent the accumulation of flammable, noxious or otherwise dangerous materials unless adequate safeguards are provided~~

~~2. Keep all school facilities free of debris~~

~~3. Keep walkways at all times open to pedestrian traffic and clear of obstructions~~

****Note: The following optional administrative regulation may be revised to reflect district practice.****

****Note: The following paragraph may be revised to reflect the job position(s) designated to coordinate the district's environmental safety programs.****

The Superintendent may designate and train one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but are not limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

(cf. 3510 - Green School Operations)

(cf. 3511 - Energy and Water Management)

(cf. 3517 - Facilities Inspection)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5030 - Student Wellness)

(cf. 5142 - Safety)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7150 - Site Selection and Development)

Indoor Air Quality

****Note: The following optional section addresses strategies for maintaining healthy indoor air quality and may be revised to reflect district practice. For further information, see the U.S. Environmental Protection Agency's (EPA) Indoor Air Quality Tools for Schools and CSBA's policy briefs on Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments and Asthma Management in the Schools.****

In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the Superintendent or designee shall ensure that the following strategies are implemented:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

(cf. 3580 - District Records)

Staff shall ensure that airflow is not obstructed by the blocking of ventilators with posters, furniture, books,

or other obstacles.

2. School facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.

3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.

4. Least toxic pest management practices shall be used to control and manage pests at school sites.

(cf. 3514.2 - Integrated Pest Management)

****Note: Pursuant to Education Code 32080-32081, as added by AB 56 (ch. 475, Statutes of 2013), the California Building Code scheduled to be adopted in 2016 and effective January 1, 2017 must require carbon monoxide devices to be installed in school buildings constructed after that date which contain fossil fuel burning furnace. School buildings built prior to that date are encouraged, but not required, to install carbon monoxide devices.****

5. In any new school construction, and in all existing schools when feasible, the Superintendent or designee shall install a carbon monoxide detector in each school building that contains a fossil fuel burning furnace. The device shall be placed in close proximity to the furnace in order to accurately detect any leakage of carbon monoxide.

6. Schedules and practices for routine housekeeping and maintenance shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

(cf. 5141.23 - Asthma Management)

7. Painting of school facilities and maintenance or repair duties that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.

8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

(cf. 3514.1 - Hazardous Substances)

(cf. 6161.3 - Toxic Art Supplies)

9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are well ventilated and not frequented by students and staff.

10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

(cf. 3513.3 - Tobacco-Free Schools)

11. Staff and students shall be asked to refrain from bringing common irritants such as furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms or other enclosed areas or buildings.

(cf. 6163.2 - Animals at School)

Outdoor Air Quality

*****Note: The following optional section may be revised to reflect district practice. Forecasts of ozone levels and particle pollution are available through the federal AirNow web site and may be printed in local newspapers. The district may monitor ultraviolet radiation levels through the EPA's UV Index web site; see BP 5141.7 - Sun Safety and CSBA's policy brief on Sun Safety in Schools. *****

The Superintendent or designee may monitor local health advisories and outdoor air quality alerts, including forecasts of ozone levels, particle pollution, and/or ultraviolet radiation levels.

Whenever these measures indicate a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly susceptible to the health risk involved.

(cf. 5141.7 - Sun Safety)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Vehicle Emissions

*****Note: 13 CCR 2480 prohibits idling of school buses, student activity buses, and other commercial motor vehicles within 100 feet of a school except under specified conditions; see AR 3542 - School Bus Drivers for additional language reflecting these requirements. *****

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480.

(cf. 3540 - Transportation)

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

(cf. 3542 - School Bus Drivers)

*****Note: Pursuant to 13 CCR 2025, any district that owns, operates, leases, or rents a diesel-fueled school bus with a gross vehicle weight rating over 14,000 pounds that was manufactured on or after April 1, 1977 is required to install a particulate filter in the bus that reduces diesel particulate matter emissions by 85 percent. The district must ensure that 100 percent of its fleet complies with this requirement by January 1, 2014. An exception exists for any school bus that operates fewer than 1,000 miles per year. In the event that the filter cannot be installed (i.e., if doing so would void the engine warranty, if no appropriate filter is commercially**

available, or if the manufacturer or installer does not deem the filter to be technologically feasible for the school bus), the district may receive an extension until January 1, 2018 by providing specified information to the Air Resources Board each year. Any school bus manufactured before April 1, 1977 must be retired. ***

Any diesel-fueled school bus with a gross vehicle weight rating over 14,000 pounds manufactured on or after April 1, 1977 shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

Drinking Water

Note: The following optional section addresses the quality of tap water available in schools. See AR 3550 - Food Service/Child Nutrition Program for information about requirements to make fresh drinking water available during mealtimes.

The quality and safety of the district's drinking water sources shall be regularly assessed.

Note: State and federal law require public water systems, including any schools and child care facilities that are nontransient noncommunity water systems as defined in 40 CFR 141.2, to regularly test water samples for lead. Pursuant to the standards established in 40 CFR 141.80 and 22 CCR 64678, the district may need to take action whenever notified by the public water system, or by its own testing, that lead concentrations exceed .015 milligrams per liter.

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards in 40 CFR 141.80 and 22 CCR 64678, water outlets shall be flushed thoroughly each day before use or made inoperable until a plan for remediation can be implemented.

Whenever levels of arsenic, bacteria, or other contaminants in the drinking water are determined to be a concern, the Superintendent or designee may recommend basic filtration or pipe flushing when feasible.

Until drinking water is assured to be safe, the Superintendent or designee may explore alternatives, such as bottled water, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day. As needed, he/she also may encourage appropriate governmental agencies to conduct regular testing of the water quality in district schools and to implement strategies to improve water quality in the community.

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

Drinking fountains in district schools shall be regularly cleaned and maintained to avoid the presence of dirt, mold, or other impurities or health concerns.

Lead Exposure

Note: The following optional section reflects recommendations of the EPA. For further information, the district may contact its city or county lead poisoning prevention program.

In addition to keeping school facilities as dust-free and clean as possible, the following steps shall be taken to minimize potential exposure to lead in school facilities:

- 1. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing**

school facility. (Education Code 32244)

2. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.

****Note: 17 CCR 35001-36100 contain state standards for lead abatement services. In addition, 40 CFR 745.61-745.339 extend federal standards for renovations involving lead-based paint to child-occupied facilities, which include preschools and elementary schools.****

3. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.

4. Soil with high lead content may be covered with grass, other plantings, concrete, or asphalt.

5. Drinking water shall be regularly tested for lead and remediated as provided in the section "Drinking Water" above.

Any action to abate existing lead hazards, excluding containment or cleaning, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

Mercury Exposure

****Note: The following optional section may be revised to reflect district practice. Mercury may exist in schools in thermometers, barometers, switches, thermostats, flowmeters, lamps, and other sources. Although devices containing mercury are considered safe as long as the mercury is sealed, if a device is broken and mercury spills, the health of students and staff may be endangered.****

The Superintendent or designee shall identify any products containing mercury that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

****Note: The EPA's web site contains detailed procedures for cleaning up a small mercury spill, actions that should never be taken in the event of a spill, and items that should be assembled in a mercury spill kit.****

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

Asbestos Management

Note: The following section is optional. Education Code 49410-49410.7 and the federal Asbestos Hazard Emergency Response Act (AHERA) (15 USC 2641-2656; 40 CFR 763.80-763.99) contain requirements for asbestos inspection and abatement which are applicable to school districts. For further information, consult the local air quality management district or air pollution control district.

Note: 40 CFR 763.84 requires the district to designate a person who will be responsible for ensuring that federal and state requirements are properly implemented. According to the EPA, this designated person is not required to be a licensed asbestos consultant, but the district must verify that he/she has received proper training. The specific knowledge that the designated person must have is described in the EPA's publication *How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide*. The following section may be revised to reflect the position designated to fulfill this responsibility, who may be the same person designated above to coordinate all of the district's environmental safety programs.

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, training on the health effects of asbestos; detection, identification, and assessment of asbestos-containing materials; options for controlling asbestos-containing building materials; and relevant federal and state regulations. (40 CFR 763.84)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing materials as necessary in accordance with the following:

a. Any school building that is leased or acquired by the district shall be inspected for asbestos-containing materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)

b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)

c. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)

2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)

3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these plans. (40 CFR 763.84)

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)*

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)

5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (Education Code 49410.5; 40 CFR 763.84)

Asbestos inspection and abatement work and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)

8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

(7/01 7/08) 8/13

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

SHANDON JOINT UNIFIED SCHOOL DISTRICT BOARD POLICY

BP 3514.1

Business and Noninstructional Operations

Hazardous Substances

The Governing Board recognizes that potentially hazardous substances are used in the daily operations of our schools. The Superintendent or designee shall ensure these substances are inventoried, used, stored and regularly disposed of in a safe and legal manner

Insofar as possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored on school property and shall substitute less dangerous materials for hazardous substances.

Hazard Communication Program

The Superintendent or designee shall develop, implement and monitor a written hazard communication program in accordance with state law. As part of this program, he/she shall ensure that employees are fully informed about the properties and potential hazards of substances to which they may be exposed and that material safety data sheets are readily accessible to them.

Teachers shall instruct students about the importance of proper handling, storage, disposal and protection when using any potentially hazardous substance.

(cf. 3514—Environmental Safety)

(cf. 4157/4257/4357—Employee Safety)

(cf. 5141.23—Infectious Disease Prevention)

(cf. 6161.3—Toxic Art Supplies)

Legal Reference:

EDUCATION CODE

49341 Legislative findings

494.01.5 Legislative intent, consultation services

49411 Chemical listing, compounds used in school programs, determination of shelf life, disposal

FOOD AND AGRICULTURE CODE

12981 Regulations pesticides and worker safety

HEALTH AND SAFETY CODE

25163 Transportation of hazardous wastes, registration, exemptions; inspection 25500-25520 Hazardous materials release response plans, inventory

LABOR CODE

6360-6363 Hazardous Substances Information and Training Act CODE OF REGULATIONS, TITLE 8

5194 Hazard Communication

(9/88-12/89) 2/97

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

The Governing Board desires to provide a safe school environment that protects students and employees

from exposure to potentially hazardous substances that may be used in the district's educational program and in the maintenance and operation of district facilities and equipment.

(cf. 3514 - Environmental Safety)

(cf. 4119.42/4219.42/4219.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5141.22 - Infectious Diseases)

(cf. 5142 - Safety)

(cf. 6161.3 - Toxic Art Supplies)

Insofar as reasonably possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored and used on school property. When hazardous substances must be used, the Superintendent or designee shall give preference to materials that cause the least risk to people and the environment.

(cf. 3510 - Green School Operations)

(cf. 3514.2 - Integrated Pest Management)

****Note: Pursuant to Education Code 49401.5, districts may request consultation services from the Department of Industrial Relations, Division of Occupational Safety and Health, to ensure that hazardous materials are being used and stored safely in schools. See the accompanying administrative regulation for legal requirements related to storage and disposal of hazardous substances.****

The Superintendent or designee shall ensure that all potentially hazardous substances on district properties are inventoried, used, stored, and regularly disposed of in a safe and legal manner.

****Note: 8 CCR 5194 requires that employers develop and implement a written hazard communication program to inform and train employees who may be exposed to hazardous substances. See the accompanying administrative regulation for required program components. The following paragraph also requires communication with students and others as necessary and may be revised to reflect district practice.****

The Superintendent or designee shall develop, implement, and maintain a written hazard communication program in accordance with 8 CCR 5194 and shall ensure that employees, students, and others as necessary are fully informed about the properties and potential hazards of substances to which they may be exposed.

(cf. 1240 - Volunteer Assistance)

****Note: The following paragraph is for use by districts that offer science laboratory classes, at any grade level, that expose employees to hazardous substances. Pursuant to 8 CCR 5191, any employer that maintains a workplace where there is laboratory use of hazardous chemicals (i.e., where relatively small quantities of hazardous chemicals are used but not produced) is required to have a written chemical hygiene plan to protect employees. See the accompanying administrative regulation for required program components.****

****Note: In addition, Education Code 49340-49341 encourage educational efforts to increase awareness of students and staff dealing with hazardous materials in school laboratories in order to minimize injuries, loss of property, and classroom disruptions. For further information about safe handling of potentially hazardous substances in science laboratory classes, see the California Department of Education's Science Safety Handbook for California Public Schools.****

The Superintendent or designee shall develop specific measures to ensure the safety of students and staff in

school laboratories where hazardous chemicals are used. Such measures shall include the development and implementation of a chemical hygiene plan in accordance with 8 CCR 5191 and instruction to students about proper handling of hazardous substances.

(cf. 6142.93 - Science Instruction)

Legal Reference:

EDUCATION CODE

49340-49341 Hazardous substances education

49401.5 Legislative intent; consultation services

49411 Chemical listing; compounds used in school programs; determination of shelf life; disposal

FOOD AND AGRICULTURAL CODE

12981 Regulations re pesticides and worker safety

HEALTH AND SAFETY CODE

25163 Transportation of hazardous wastes; registration; exemptions; inspection

25500-25520 Hazardous materials release response plans; inventory

LABOR CODE

6360-6363 Hazardous Substances Information and Training Act

6380-6386 List of hazardous substances

CODE OF REGULATIONS, TITLE 8

339 List of hazardous substances

3203 Illness and injury prevention program

3204 Records of employee exposure to toxic or harmful substances

5139-5230 Control of hazardous substances, especially

5154.1-5154.2 Ventilation

5161 Definitions

5162 Emergency eyewash and shower equipment

5163 Control of spills

5164 Storage of hazardous substances

5191 Occupational exposure to hazardous chemicals in laboratories; chemical hygiene plan

5194 Hazard communication

CODE OF REGULATIONS, TITLE 22

67450.40-67450.49 School hazardous waste collection, consolidation, and accumulation facilities

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Science Safety Handbook for California Public Schools, 2012

WEB SITES

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

California Department of Education: <http://cde.ca.gov>

Department of Industrial Relations, Cal/OSHA: <http://www.dir.ca.gov/dosh>

(12/89 2/97) 4/13

Adopted by Shandon Joint Unified Board of Trustees: 11/9/04

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Administrative Regulation

AR 3514.1

Business and Noninstructional Operations

Hazardous Substances

~~The disposal of chemicals may be accomplished in accordance with removal and disposal systems established by the County Office of Education or by permission of the County Superintendent of Schools. (Education Code 49411)~~

~~Hazard Communication Program~~

~~The written hazard communication program shall be available upon request to all employees and their designated representatives. (8 CCR 5194)~~

~~The following materials are exempted from the hazard communication program and this district regulation: hazardous wastes, tobacco products, wood and wood products, manufactured articles, food, drugs and cosmetics intended for personal consumption by employees while in the workplace, and substances used in compliance with regulations issued by the Department of Pesticide Regulation pursuant to Food and Agriculture Code 12981.~~

~~1. Container Labeling~~

~~Except for consumer products, pesticides, alcoholic beverages, and food, drug and additive products which are already labeled in compliance with federal law, no container of hazardous substance shall be accepted by schools or the district unless labeled by the supplier with the following information:~~

- ~~a. Identity of the hazardous substance(s)~~
- ~~b. Hazard warning statements~~
- ~~c. Name and address of the chemical manufacturer or importer~~

~~Whenever hazardous substances are transferred from their original containers to other containers, the secondary containers shall likewise be labeled with the identity and hazard warning statement.~~

~~2. Material Safety Data Sheets~~

~~Upon receiving a hazardous substance or mixture, the Superintendent or designee shall ensure that the manufacturer has also furnished a Material Safety Data Sheet (MSDS) as required by law. If the MSDS is missing or obviously incomplete, the Superintendent or designee shall request a new MSDS from the manufacturer and shall notify the California Occupational Safety and Health Division (Cal/OSHA) if a complete MSDS is not received.~~

~~OPTION 1: The Superintendent or designee shall maintain copies of the MSDS for all hazardous substances and ensure that they are kept up to date and available to all affected employees during working hours. He/she shall review each incoming MSDS for new and significant health or safety information and shall disseminate this information to affected employees.~~

~~OPTION 2: The Superintendent or designee shall employ a computerized or fax-on-demand program to ensure that up-to-date copies of the MSDS for all hazardous substances are available to all affected employees during working hours.~~

~~3. Employee Information and Training~~

~~Employees shall receive inservice training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. This training shall include but is not limited to: (8 CCR 5194)~~

- ~~a. An overview of the requirements of California's Hazard Communication Regulation (8 CCR 5194), including employee rights described therein~~
- ~~b. The location, availability and content of the district's written hazard communication program~~
- ~~c. Information as to any operations in the employees' work area where hazardous substances are present~~
- ~~d. The physical and health effects of the hazardous substances in the work area~~
- ~~e. Techniques and methods of observation that may determine the presence or release of hazardous substances in the work area~~
- ~~f. Methods by which employees can lessen or prevent exposure to these hazardous substances, such as appropriate work practices, use of personal protective equipment and engineering controls~~
- ~~g. Steps the district has taken to lessen or prevent exposure to these substances~~
- ~~h. Instruction on how to read labels and review the MSDS for appropriate information~~
- ~~i. Emergency and first aid procedures to follow if exposed to the hazardous substance(s)~~

~~In addition, employees shall receive training on how to operate the computers or fax machines that provide access to MSDS files~~

~~4. List of Hazardous Substances~~

~~For specific information about the hazardous substances known to be present in the district and schools, employees may consult the MSDS.~~

~~5. Hazardous Nonroutine Tasks~~

~~When employees are required to perform hazardous nonroutine tasks, they shall first receive information about the specific hazards to which they may be exposed during this activity and the protective/safety measures which must be used. They shall also receive information about emergency procedures and the measures the district has taken to lessen the hazards, including ventilation, respirators, and the presence of another employee.~~

~~6. Hazardous Substances in Unlabeled Pipes~~

~~Before starting to work on unlabeled pipes, employees shall contact their supervisors for information as to the hazardous substance(s) contained in the pipes, the potential hazards, and safety precautions which must be taken.~~

~~(cf 3514—Environmental Safety)~~

~~7. Informing Contractors~~

To ensure that outside contractors and their employees work safely in district buildings and schools, the Superintendent or designee shall inform these contractors of hazardous substances which are present on the site and precautions that employees may take to lessen the possibility of exposure. It shall be the contractor's responsibility to disseminate this information to his/her employees and subcontractors.

(12/89) 2/97

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

****Note: Education Code 49411 requires the California Department of Education (CDE), in cooperation with the Department of Industrial Relations (DIR), to develop a list of chemical compounds used in school programs, including the potential hazards and estimated shelf life of each compound. The applicable list is the list prepared by DIR pursuant to Labor Code 6382 and provided in 8 CCR 339.****

Hazardous substance means a substance, material, or mixture which is likely to cause illness or injury by reason of being explosive, flammable, poisonous, corrosive, oxidizing, an irritant, or otherwise harmful. Hazardous substances, as identified by the Department of Industrial Relations, are listed in 8 CCR 339. (8 CCR 339, 5161)

Storage and Disposal of Chemicals

The Superintendent or designee shall adopt measures to ensure that hazardous substances on any district property are stored and disposed of properly in accordance with law. Such measures shall include, but are not limited to, the following: (8 CCR 5164)

- 1. Substances which react violently or evolve toxic vapors or gases when mixed, or which in combination become toxic, flammable, explosive, or otherwise hazardous, shall be separated from each other in storage by distance, partitions, secondary containment, or otherwise so as to preclude accidental contact between them.*
- 2. Hazardous substances shall be stored in containers which are chemically inert to and appropriate for the type and quantity of the hazardous substance.*
- 3. Containers of hazardous substances shall not be stored in such locations or manner as to result in physical damage to or deterioration of the container or where they are exposed to heat sufficient to rupture the container or to cause leakage.*
- 4. Containers used to package a substance which gives off toxic, poisonous, corrosive, asphyxiant, suffocant, or anesthetic fumes, gases, or vapors in hazardous amounts, excluding small quantities of such materials kept in closed containers or materials kept in tank cars or trucks, shall not be stored in locations where it could be reasonably anticipated that persons would be exposed.*

(cf. 3514 - Environmental Safety)

*****Note:** Pursuant to Education Code 49411, the County Superintendent of Schools may implement a system for disposing of chemicals from schools within the county or may allow districts to arrange for the disposal of chemicals. The following paragraph may be revised to reflect local practice. ***

The Superintendent or designee shall regularly remove and dispose of all chemicals whose estimated shelf life has elapsed. (Education Code 49411)

Hazard Communication Program

*****Note:** Districts are required to have a written hazard communication program that addresses the categories specified in items #1-7 below. Optional language provided below within each category may be revised to reflect district practice. For assistance complying with legal requirements, districts may consult CSBA's HazMat Communications Program. ***

The district's written hazard communication program shall include at least the components listed below and shall be available upon request to all employees and their designated representatives. The program shall apply to any hazardous substance which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a reasonably foreseeable emergency resulting from workplace operations. (8 CCR 5194)

1. Container Labeling

No container of hazardous substance, unless exempted by law, shall be accepted by the district or any district school unless labeled, tagged, or marked by the supplier with the identity of the hazardous substance, hazard warning statements, and the name and address of the chemical manufacturer or importer. No label on an incoming container shall be removed or intentionally defaced unless the container is immediately marked with the required information.

Whenever hazardous substances are transferred from their original containers to other containers, the secondary containers shall likewise be labeled with the identity and hazard warning statement, unless the substances are intended only for the immediate use of the employee who performs the transfer.

2. Safety Data Sheets

*****Note:** Pursuant to 8 CCR 5194, districts are required to maintain a safety data sheet (SDS) (formerly called a "material safety data sheet") for each hazardous substance they use. The SDS is generally prepared by the manufacturer or importer and must include the types of information specified in 8 CCR 5194. ***

Upon receiving a hazardous substance or mixture, the Superintendent or designee shall ensure that the manufacturer or importer has furnished a safety data sheet (SDS) as required by law. If the SDS is missing or obviously incomplete, the Superintendent or designee shall, within seven working days of noting the missing or incomplete information, request a new SDS from the manufacturer or importer. If a response is not received within 25 working days, the Superintendent or designee shall send a copy of the district's written inquiry to the California Occupational Safety and Health Division (Cal/OSHA). (8 CCR 5194)

*****Note:** Pursuant to 8 CCR 5194, districts must ensure that all SDS are readily accessible. Alternatives to paper copies are allowable as long as no barrier to immediate access in each workplace is created by such options. Online and SDS-on-demand programs for this purpose are available through CSBA. ***

The Superintendent or designee shall maintain the required SDS for each hazardous substance in the workplace and shall ensure that it is readily accessible to employees in their work area during working hours. The SDS may be maintained in paper copy, electronically, or through other means, provided that employees have immediate access and understand how to use the alternative system.

3. Employee Information and Training

****Note: The information and training required pursuant to 8 CCR 5194, as described below, must be provided to employees who could be exposed to hazardous substances under normal conditions of use or in a reasonably foreseeable emergency. The district should make an assessment for each employee as to whether he/she is expected to use any chemicals in the performance of his/her job duties or if there is the potential for exposure because of the existence of chemicals in the workplace.****

Employees shall receive information and training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. The information and training shall include, but are not limited to, the following topics: (8 CCR 5194)

- a. The requirements of 8 CCR 5194, including employee rights described therein*
- b. The location and availability of the district's written hazard communication program, including the list of hazardous materials and all SDS*
- c. Any operations in the work area where hazardous substances are present*
- d. The physical and health effects of the hazardous substances in the work area*
- e. Methods and observations that may be used to detect the presence or release of hazardous substances in the work area*
- f. Measures that employees can take to protect themselves from exposure to hazardous substances, including specific procedures the district has implemented to protect employees, such as appropriate work practices, emergency procedures, and personal protective equipment to be used*
- g. How to read and use the labels and SDS*

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

4. List of Hazardous Substances

****Note: 8 CCR 5194 requires that a complete list of hazardous substances be provided within the written hazard communication program, preferably with an indication of the work area(s) where the substances are found. This list may also be provided here.****

The written hazard communication program shall include a list of the hazardous substances known to be

present in the workplace as a whole or for individual work areas. (8 CCR 5194)

5. Hazardous Nonroutine Tasks

****Note: Pursuant to 8 CCR 5194, the written hazard communication program must include methods the employer will use to inform employees of the hazards of nonroutine tasks and the hazards associated with substances contained in unlabeled pipes in their work areas. The following paragraph may be revised to reflect district practice.****

When employees are required to perform hazardous nonroutine tasks or to work on unlabeled pipes that contain hazards, they shall first receive information about the specific hazards to which they may be exposed during this activity and the protective/safety measures which must be used, such as ventilation, respirators, other personal protective equipment, and/or the presence of another employee. They shall also receive information about emergency procedures to follow if accidentally exposed to the hazardous substance.

6. Information to Contractors

To ensure that outside contractors and their employees work safely in district facilities, the Superintendent or designee shall inform contractors of hazardous substances which are present on the site and precautions that they may take to lessen the possibility of exposure. It shall be the contractor's responsibility to disseminate this information to his/her employees and subcontractors.

Chemical Hygiene Plan

****Note: The following section is for use by districts that offer science laboratory classes, at any grade level, that expose employees to hazardous chemicals. Pursuant to 8 CCR 5191, any employer maintaining workplaces where there is laboratory use of hazardous chemicals is required to have a written chemical hygiene plan with the components listed below.****

The district's chemical hygiene plan shall address exposure to hazardous chemicals in school laboratories and shall include the following components: (8 CCR 5191)

- 1. Standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals*
- 2. Criteria that the district will use to determine and implement control measures to reduce exposure to hazardous chemicals, including engineering controls, the use of personal protective equipment, and hygiene practices*
- 3. A requirement that protective equipment comply with state regulations and that specific measures be taken to ensure proper and adequate performance of such equipment*

****Note: 8 CCR 5191 requires that the chemical hygiene plan include the provision of specified information and training to employees working in laboratories, as provided in items #4 and 5 below. Many of these topics are the same as those required to be included in the hazard communication program pursuant to 8 CCR 5194 (see item #3 of the section "Hazard Communication Program" above). The district may combine the training and information required by 8 CCR 5191 and 5194 provided that all required topics are addressed.****

4. Provision of specified information at the time of an employee's initial assignment to a work area where hazardous chemicals are present and prior to assignments involving new exposure situations

****Note: Pursuant to 8 CCR 5191, the district has discretion to determine the frequency of the employee training described in item #5 below. The following item may be revised to reflect district practice.****

5. Provision of specified employee training in accordance with the schedule determined by the Superintendent or designee

6. The circumstances under which a particular laboratory operation, procedure, or activity shall require prior approval of the Superintendent or designee before implementation

7. Provisions for medical consultations and examinations whenever there is evidence, as specified, that the employee may have been exposed to a hazardous chemical

8. Designation of an employee, who is qualified by training or experience, to serve as the district's chemical hygiene officer to provide technical guidance in the development and implementation of the chemical hygiene plan

9. Provisions for additional employee protection for work with particularly hazardous substances, as specified

The plan shall be readily available to employees and employee representatives, and, upon request, to Cal/OSHA. (8 CCR 5191)

The Superintendent or designee shall review and evaluate the effectiveness of the chemical hygiene plan at least annually and shall update it as necessary. (8 CCR 5191)

(12/89 2/97) 4/13

Regulation adopted by Shandon Joint Unified Board of Trustees: 11/9/04

10.12-10.20

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: October 10, 2017

AGENDA ITEM TITLE:

Approval of the Second Reading of Board Policies, Administrative Regulations, and Exhibits

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

The following Board Policies, Administrative Regulations, and Exhibits have been provided for approval:

BP 1312.1 Complaints Concerning District Employees
AR 1312.1 Complaints Concerning District Employees
BP 1312.2 Complaints Concerning Instructional Materials
AR 1312.2 Complaints Concerning Instructional Materials
E 1312.2 Complaints Concerning Instructional Materials
BP 1312.3 Uniform Complaint Procedures
AR 1312.3 Uniform Complaint Procedures
AR 1312.4 Williams Uniform Complaint Procedures
E 1312.4 Williams Uniform Complaint Procedures

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Administrative Regulation

BP 1312.1 Community Relations

Complaints Concerning District Employees

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Superintendent or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

(cf. 1312.2 - Complaints Concerning Instructional Material)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3515.2 - Disruptions)

The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints unless it so desires.

Legal Reference:

EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints

35146 Closed sessions

44031 Personnel file contents and inspection

44811 Disruption of public school activities

44932-44949 Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)

48987 Child abuse guidelines

GOVERNMENT CODE

54957 Closed session; complaints re employees

54957.6 Closed session; salaries or fringe benefits

PENAL CODE

273 Cruelty or unjustifiable punishment of child

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

300 Minors subject to jurisdiction of juvenile court

Management Resources:

CDE LEGAL ADVISORIES

0910.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site (LO:4-93)

(6/92 6/93) 6/94

Errata changes 10/96

Policy adopted by Shandon Board of Education: December 14, 1999 Revised:

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Administrative Regulation
Complaints Concerning District Employees

AR 1312.1
Community Relations

The Superintendent or designee shall determine whether a complaint should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4144/4244/4344 - Complaints)

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against district employees:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.
2. If a complainant is unable or unwilling to resolve the complaint directly with the employee involved, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.
3. All complaints related to district personnel other than administrators shall be submitted in writing to the principal or immediate supervisor. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Complaints related to a principal or central office administrator shall be initially filed in writing with the Superintendent or designee. Complaints related to the Superintendent shall be initially filed in writing with the Board.
4. When a written complaint is received, the employee shall be notified within five days or in accordance with collective bargaining agreements.
5. A written complaint shall include:
 - a. The full name of each employee involved
 - b. A brief but specific summary of the complaint and the facts surrounding it
 - c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter
6. Staff responsible for investigating complaints shall attempt to resolve the complaint to the satisfaction of the parties involved within 30 days.

7. Both the complainant and the employee against whom the complaint was made may appeal a decision by the principal or immediate supervisor to the Superintendent or designee, who shall attempt to resolve the complaint to the satisfaction of the person involved within 30 days. Parties should consider and accept the Superintendent or designee's decision as final. However, the complainant, the employee, or the Superintendent or designee may ask to address the Board regarding the complaint.
 8. Before any Board consideration of a complaint, the Superintendent or designee shall submit to the Board a written report concerning the complaint, including but not limited to:
 - a. The full name of each employee involved
 - b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a
 - c. A copy of the signed original complaint
 - d. A summary of the action taken by the Superintendent or designee, together with his/her specific finding that the problem has not been resolved and the reasons
 9. The Board may uphold the Superintendent's decision without hearing the complaint.
 10. All parties to a complaint may be asked to attend a Board meeting in order to clarify the issue and present all available evidence
 11. A closed session may be held to hear the complaint in accordance with law.
- (cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9323 - Meeting Conduct)
12. The decision of the Board shall be final.

Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law, Board policy and administrative regulation.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(12/88 6/94) 3/01

Policy adopted by Shandon Board of Education: December 14, 1999
Revised

**Shandon Joint Unified School District
Board Policy
Complaints Concerning Instructional Materials**

BP 1312.2

Community Relations

The Governing Board uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school.

When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.

(cf. 9322 - Agenda/Meeting Materials)

The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.

(cf. 6144 - Controversial Issues)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

When any challenged instructional material is reviewed by the district, it shall not be subject to further reconsideration for 12 months, unless the Superintendent determines that reconsideration is warranted.

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's Williams uniform complaint procedure at AR 1312.4.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

18111 Exclusion of books by governing board
35010 Control of district; prescription and enforcement of rules
35186 Williams Uniform Complaint Procedures
44805 Enforcement of course of studies; use of textbooks, rules and regulations
51501 Subject matter reflecting on race, color, etc.
60000-60005 Instructional materials, legislative intent
60040-60048 Instructional requirements and materials
60119 Public hearing on sufficiency of materials
60200-60206 Elementary school materials
60226 Requirements for publishers and manufacturers
60400-60411 High school textbooks
60510-60511 Donation or sale of obsolete instructional materials

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1002.90 Selection of Instructional Materials, CIL: 90/91-02

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Evaluation of Instructional Materials with Respect to Social Content, 1986 edition, revised 2001

WEB SITES

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

California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ci>

(9/88 12/90) 3/06

**Shandon Joint Unified School District
Administrative Regulation
Complaints Concerning Instructional Materials**

AR 1312.2

Community Relations

Step 1: Informal Complaint

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, he/she shall informally discuss the material in question with the principal.

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, he/she shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection shall be given. Complainants shall sign all complaints and provide identifying information so that the district is able to make a proper reply. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall acknowledge its receipt and answer any questions regarding procedure. The principal then shall notify the Superintendent or designee and the teacher(s) involved of the complaint.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.

Step 3: Superintendent Determination

The Superintendent or designee shall determine whether a review committee should be convened to review the complaint.

If the Superintendent or designee determines that a review committee is not necessary, he/she shall issue a decision regarding the complaint.

Step 4: Review Committee

If the Superintendent or designee determines that a review committee is necessary, he/she shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint

community members to serve on the committee.

The review committee shall review the criteria specified in Board policy and shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant of the committee's decision within 15 days of receiving the committee's report.

Step 5: Appeal to the Governing Board

If the complainant remains unsatisfied, he/she may appeal the Superintendent's or the review committee's decision to the Board. The Board's decision shall be final.

(cf. 9322 - Agenda/Meeting Materials)

(12/90) 3/06

Shandon Joint Unified School District
Exhibit
Complaints Concerning Instructional Materials

E 1312.2
Community Relations

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

This form is for use only by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of an instructional material. For complaints regarding sufficiency of instructional materials, please use the Williams Uniform Complaint Procedure complaint form.

Date: _____

Name of person filing complaint: _____
Anonymous complaints will not be accepted.

Group represented (if any): _____

Phone: _____ E-mail address, if any: _____

Address: _____

Material Being Challenged:

Title: _____

Author: _____

Publisher: _____ Date of Edition: _____

Name of school/classroom material was used: _____

1. Please specifically state the nature of your concern or objection and identify your objection by page, tape sequence, video frame, or words, as appropriate. You may use additional pages if necessary.

2. Did you read/view the entire selection?

3. For what age group would you recommend this material?

4. If not, what percentage did you read/view, or what parts?
5. What do you feel might be the result if a student reads/views this material?
6. What would you like the school to do about this material?
Do not assign it to my child
Withdraw it from all students
Reconsider it

Signature of complainant

For District Use:

Request received by: Date:

Title: _____

Action taken: Date:

(12/90) 3/06

Shandon Joint Unified School District
Board Policy
Uniform Complaint Procedures

BP 1312.3

Community Relations

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610)

(cf. 3553 - Free and Reduced Price Meals)
 (cf. 3555 - Nutrition Program Compliance)
 (cf. 5141.4 - Child Abuse Prevention and Reporting)
 (cf. 5148 - Child Care and Development)
 (cf. 5148.2 - Before/After School Programs)
 (cf. 6159 - Individualized Education Program)
 (cf. 6171 - Title I Programs)
 (cf. 6174 - Education for English Learners)
 (cf. 6175 - Migrant Education Program)
 (cf. 6178 - Career Technical Education)
 (cf. 6178.1 - Work-Based Learning)
 (cf. 6178.2 - Regional Occupational Center/Program)
 (cf. 6200 - Adult Education)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital,

pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 - Married/Pregnant/Parenting Students)

4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)

5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

8. Any complaint, by or on behalf of a former juvenile court school student who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in the juvenile court school or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173.3 - Education for Juvenile Court School Students)

9. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

10. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

11. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

12. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if he/she is different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
 222 Reasonable accommodations; lactating students
 8200-8498 Child care and development programs
 8500-8538 Adult basic education
 18100-18203 School libraries
 32289 School safety plan, uniform complaint procedures
 35186 Williams uniform complaint procedures
 48853-48853.5 Foster youth
 48985 Notices in language other than English
 49010-49013 Student fees
 49060-49079 Student records
 49069.5 Rights of parents
 49490-49590 Child nutrition programs
 51210 Courses of study grades 1-6
 51223 Physical education, elementary schools
 51225.1-51225.2 Foster youth, homeless children, and former juvenile court school students;
 course credits; graduation requirements
 51228.1-51228.3 Course periods without educational content
 52060-52077 Local control and accountability plan, especially:
 52075 Complaint for lack of compliance with local control and accountability plan
 requirements
 52160-52178 Bilingual education programs
 52300-52490 Career technical education
 52500-52616.24 Adult schools
 54400-54425 Compensatory education programs
 54440-54445 Migrant education
 54460-54529 Compensatory education programs
 56000-56867 Special education programs
 59000-59300 Special schools and centers
 64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state
 12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition
 422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

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

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6577 Title I basic programs

6801-7014 Title III language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act

7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title V rural and low-income school programs

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

CODE OF FEDERAL REGULATIONS, TITLE 34

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

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

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

Family Policy Compliance Office: <http://familypolicy.ed.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

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Shandon Joint Unified School District
Administrative Regulation
Uniform Complaint Procedures

AR 1312.3

Community Relations

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)
 (cf. 1312.2 - Complaints Concerning Instructional Materials)
 (cf. 1312.4 - Williams Uniform Complaint Procedures)
 (cf. 4030 - Nondiscrimination in Employment)

Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee(s) to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
 (cf. 5145.7 - Sexual Harassment)

 (title or position)

 (address)

 (telephone number)

 (email)

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the

complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth, homeless students, and former juvenile court school students to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 0460 - Local Control and Accountability Plan)

- (cf. 1220 - Citizen Advisory Committees)
- (cf. 3260 - Fees and Charges)
- (cf. 4112.9/4212.9/4312.9 - Employee Notifications)
- (cf. 5145.6 - Parental Notifications)
- (cf. 6173 - Education for Homeless Children)
- (cf. 6173.1 - Education for Foster Youth)
- (cf. 6173.3 - Education for Juvenile Court School Students)

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

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

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt

of the complaint unless the complainant agrees in writing to an extension of the timeline.

c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation confirms that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.

i. A foster youth, homeless student, or former juvenile court school student who transfers into a district high school or between district high schools as applicable shall be notified of the district's responsibility to:

- (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
- (2) Not require the student to retake any course or a portion of a course which he/she has

satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency

(3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1

j. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.

k. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

l. Copies of the district's UCP are available free of charge.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

OPTION 1:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant, and respondent if there is one, a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

OPTION 2:

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board

meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the district's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct

- e. Past instances of similar conduct by any alleged offenders
- f. Past false allegations made by the complainant
- 2. The conclusion(s) of law
- 3. Disposition of the complaint
- 4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The relationship between the alleged victim(s) and offender(s)
- d. The number of persons engaged in the conduct and at whom the conduct was directed
- e. The size of the school, location of the incidents, and context in which they occurred
- f. Other incidents at the school involving different individuals
- 5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
- b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6. Notice of the complainant's and respondent's right to appeal the district's decision to the CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim

7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall

attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant or respondent has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

(3/16 9/16) 5/17

**Shandon Joint Unified School District
Administrative Regulation
Williams Uniform Complaint Procedures**

AR 1312.4

Community Relations

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following: (Education Code 35186; 5 CCR 4680-4683)

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that:

a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that:

a. A semester begins and a teacher vacancy exists.

b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

(cf. 4112.22 - Staff Teaching English Learners)

c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not

been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Complaints regarding the condition of school facilities, including any complaint alleging that:

a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

(cf. 3514 - Environmental Safety)
(cf. 3517 - Facilities Inspection)

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her at the mailing address indicated on the complaint form within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

(cf. 1340 - Access to District Records)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

Legal Reference:

EDUCATION CODE

234.1 Prohibition of discrimination, harassment, intimidation, and bullying
 1240 County superintendent of schools, duties
 17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account
 33126 School accountability report card
 35186 Williams uniform complaint procedures
 35292.5 Restrooms, maintenance and cleanliness
 48985 Notice to parents in language other than English
 60119 Hearing on sufficiency of instructional materials
 CODE OF REGULATIONS, TITLE 5
 4600-4670 Uniform complaint procedures
 4680-4687 Williams uniform complaint procedures

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
 California County Superintendents Educational Services Association: <http://www.ccsesa.org>
 California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

(11/07 11/10) 8/14

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Exhibit
Williams Uniform Complaint Procedures

E 1312.4
Community Relations

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

(11/05 11/07) 8/14

WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? _____ Yes _____ No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5; 5 CCR 4683)

A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Please file this complaint at the following location:

Shandon Elementary or Parkfield Elementary School

Mrs. Shannon Kepins, Principal

301 South 1st Street Box 49

Shandon, CA 93461

Shandon Elementary, Parkfield Elementary, Shandon High School or Shandon Community Day School

Mrs. Teresa Taylor, Principal/ Superintendent

101 South 1st Street Box 79

Shandon, CA 93461

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)

(Date)

Adopted by Shandon Board of Trustees: December 9, 2008

(11/07 11/10) 8/14

Bond Projects Update – October 1, 2017

Asbestos Removal – Asbestos removal projects in the District are complete with the exception of the ceiling tiles in one small room in the Library(scheduled for Dec 17), Parkfield Floor Tile (scheduled for Summer '18) and window glue SES and *Parkfield windows (scheduled for Summer '18)*. Bids on those projects are now being sought.

Painting – We are evaluating both inside and outside painting needs for the District and will seek bids on those projects (scheduled Summer 18).

Air Conditioning/Heating Upgrades – The gym coolers and SES Cafeteria AC both need upgrades. We will seek bids on those projects.

Roofing –All District roofing repairs and replacements are complete except for the teacherage in Parkfield. The roofers are supposed to complete the Parkfield Teacherage by October 15th.

Tree Trimming and Removal – District Tree trimming and removal has taken longer than expected. Trimming should be completed by October 15th.

Technology Wiring/Cameras/Intercom/Telephone – All systems are in place. Aleks is working getting all of the phones and intercom working properly and everyone trained to use them properly. He is also working out all of the “bugs” on the internet and new computers. It is a huge task but well worth the effort.

Classroom Equipment – The SES student tables and SHS Library tables were delivered and set up. We are evaluating what other furniture is needed District wide.

Septic – Architect Stephen King is working on the specifications so that the projects can be bid. We expect to start the projects next Spring or Summer '18.

Flooring – Flooring in SHS room 4 has been installed. We should be serving lunch in there soon. SHS classrooms, Parkfield School, SES main building and other classroom flooring as needed will be completed in Summer of '18.

SES Café – We have received initial drawings for the café remodel. We are reviewing and amending those drawings.

MOT Yard Fencing – Replacing the fencing and installing automatic gates at the MOT yard has been delayed for further analysis of the bids. The contractor was chosen this week and should start the project soon to be completed by Dec 17.

Windows - Window replacement at SES, Parkfield and SHS will occur in the summer of '18. The project is so large that it will have to go out for formal bidding. Stephen King is working on the bid specification. Those bids will be brought to the Board for approval before the project begins.

Solar – We are working to gather information for options for Solar installation so that we can develop specs for soliciting bids. Those bids will be brought to the Board for approval before the project begins.

BOND REPORT, 07/01/17-09/30/17				
	VENDOR WARRANT NUMBER	ACCOUNT CODE/DESCRIPTION	AMOUNT	SITE
5630 REPAIRS/MAINT - BALANCE FORWARD	BUILDING 07/01/2017			
8/14/2017	PV-180031 PASO ROBLES HEATING & AIR	21-0000-0-5630-0000-8500-050-0000-5600 INV#346947,REPAIR AC UNIT,ELEM	2,430.04	SES
TOTAL ACTIVITY			2,430.04	
ENDING BALANCE	9/30/2017		2,430.04	
	VENDOR WARRANT NUMBER	ACCOUNT CODE/DESCRIPTION	AMOUNT	SITE
5800 PROFES'L/CONSULTG BALANCE FORWARD	SVCS/OP EXP 07/01/2017			
8/7/2017	PO-180031 AVNIT, JULIE	21-0000-0-5800-0000-8500-050-0000-0000 INV#688331801,JULY 17 TIME	1,200.00	DIST
9/13/2017	PO-180031 3589 4213556 AVNIT, JULIE	21-0000-0-5800-0000-8500-050-0000-0000 INV#688331802,AUG.2017 TIME	300	DIST
TOTAL ACTIVITY			1,500.00	
ENDING BALANCE	9/30/2017		1,500.00	
	VENDOR WARRANT NUMBER	ACCOUNT CODE/DESCRIPTION	AMOUNT	SITE
6170 LAND IMPROVEMENT BALANCE FORWARD	7/1/2017			
8/7/2017	PV-180015 3526 4210446 INGRAM & GREENE SANITATION	21-0000-0-6170-0000-8500-050-0000-5602 INV#17433,HS.PREP SEPTIC TANK	2,730.00	SHS
8/7/2017	PV-180015 3526 4210446 INGRAM & GREENE SANITATION	21-0000-0-6170-0000-8500-050-0000-5602 INV#17461,HOUSE,AG,BUS BARN	1,470.00	SHS
9/13/2017	PO-180090 3422 4213554 A&T ARBORISTIS & VEGETATION	21-0000-0-6170-0000-8500-050-0000-5600 INV#4725,ELEM TREE TRIMMING	9,750.00	SHS
9/13/2017	PO-180090 3422 4213554 A&T ARBORISTIS & VEGETATION	21-0000-0-6170-0000-8500-050-0000-5600 INV#4725,HS.TREE TRIMING FRONT	5,575.00	SHS
9/13/2017	PO-180096 3606 4213560 J N J DOORZ	21-0000-0-6170-0000-8500-050-0000-5600 INV#17-487,HS.RESTROOM DOORS	8,627.00	SHS
8/7/2017	PV-180015 3526 4210446 INGRAM & GREENE SANITATION	21-0000-0-6170-0000-8500-050-0000-5602 INV#17464,ELEM,PREP SEPTIC TAN	1,470.00	SES
8/7/2017	PV-180015 3526 4210446 INGRAM & GREENE SANITATION	21-0000-0-6170-0000-8500-050-0000-5602 INV#17472,MOT.PREPSEPIC TANK	450	MOT
9/13/2017	PO-180112 3612 4213583 SUPER SWEEP 2 LLC	21-0000-0-6170-0000-8500-050-0000-5600 INV#1271,FUEL/DIESEL TANK CLEA	1,495.00	MOT
8/7/2017	PV-180015 3526 4210446 INGRAM & GREENE SANITATION	21-0000-0-6170-0000-8500-050-0000-5602 INV#17467,PRKFLD,SCHOOL,HOUSE	1,570.00	PRKFLD
8/21/2017	PV-180050 3526 4211532 INGRAM & GREENE SANITATION	21-0000-0-6170-0000-8500-050-0000-5602 INV#17468,PRKFLD SCHOOL SEPTIC	450	PRKFLD
9/13/2017	PV-180069 2188 4213579 SAWDEY'S INC.	21-0000-0-6170-0000-8500-050-0000-5600 INV#4211,PRKFLD,PUMP,REPAIR	270	PRKFLD
TOTAL ACTIVITY			33,857.00	
ENDING BALANCE	9/30/2017		33,857.00	
	VENDOR WARRANT NUMBER	ACCOUNT CODE/DESCRIPTION	AMOUNT	SITE
6200 BUILDINGS & IMPROVEMNT OF BLDG BALANCE FORWARD	07/01/2017			
8/7/2017	PV-180026 2174 4210457 SIPE	21-0000-0-6200-0000-8500-050-0000-5600 INV#205,ASBESTOS LAB SERV.	999	DIST
7/17/2017	PV-180008 3006 4209103 PORTNEY ENVIRONMENTAL &	21-0000-0-6200-0000-8500-050-0000-5600 INV#17-023,H.S.ASBESTOS REMVAL	45,070.00	SHS
8/14/2017	PO-180010 3598 4211034 QUAGLINO ROOFING	21-0000-0-6200-0000-8500-050-0000-5600 INV#6749,SHS,WEIGHT RM ROOF	6,245.00	SHS
8/14/2017	PO-180082 3602 4211037 SANTA MARIA ACOUSTICAL CO I	21-0000-0-6200-0000-8500-050-0000-5600 NC INV#3570,CEILING TILES INSTALL	6,292.00	SHS
8/14/2017	PO-180082 3602 4211037 SANTA MARIA ACOUSTICAL CO I	21-0000-0-6200-0000-8500-050-0000-5600 NC INV#3570,CEILING TILES	8,610.00	SHS
8/14/2017	PO-180083 3602 4211037 SANTA MARIA ACOUSTICAL CO I	21-0000-0-6200-0000-8500-050-0000-5600 NC INV#3571,ISULATION,LABROR	8,457.00	SHS
8/21/2017	PO-180023 3437 4211531	21-0000-0-6200-0000-8500-050-0000-5600	12,377.00	SHS

8/21/2017	FLOOR CONECTION PO-180026 3437 4211531	INV#20170438,HS.RM#12 FLOOR 21-0000-0-6200-0000-8500-050-0000-5600	17,095.00	SHS
8/21/2017	FLOOR CONECTION PO-180020 3598 4211537	INV#20170436,HS.RM#14 FLOOR 21-0000-0-6200-0000-8500-050-0000-5600	70,725.00	SHS
8/30/2017	QUAGLINO ROOFING PO-180028 3437 4212397	INV#6751,SHS MAIN BLD.ROOFS 21-0000-0-6200-0000-8500-050-0000-5600	10,816.00	SHS
8/30/2017	FLOOR CONECTION PO-180078 3599 4212405	INV#20170450,SHS RM#3 FLOORS 21-0000-0-6200-0000-8500-050-0000-5600	16,348.00	SHS
8/30/2017	PRO COATINGS PO-180103 3599 4212405	INV#8253,HS.INTERIOR PAINT 21-0000-0-6200-0000-8500-050-0000-5600	19,046.00	SHS
7/17/2017	PRO COATINGS PO-180015 3599 4209104	INV#8245,AG SHOP,PAINT,FLOOR 21-0000-0-6200-0000-8500-050-0000-5600	36,432.50	SHS
8/30/2017	QUAGLINO ROOFING PO-180009 3598 4212408	INV#8214,H.S.PAINTING 21-0000-0-6200-0000-8500-050-0000-5600	3,250.00	SHS
9/25/2017	FLOOR CONECTION PO-180027 3437 4214579	INV#6752,HS.LOOCKER ROOFS 21-0000-0-6200-0000-8500-050-0000-5600	11,721.00	SHS
8/7/2017	CUSTODIAL PLUS SERVICES PO-180085 3001 4210438	INV#20170523,H.S.RM#4 FLOOR 21-0000-0-6200-0000-8500-050-0000-5600	7,950.00	SHS
8/7/2017	RSH CONSTRUCTION INC. PV-180017 3382 4210455	INV#SNS1701,AG SHOP 21-0000-0-6200-0000-8500-050-0000-5600	10,213.00	SHS
8/14/2017	FLOOR CONECTION PO-180025 3437 4211024	INV#604,DRYROT REPAIRS 21-0000-0-6200-0000-8500-050-0000-5600	3,869.00	SHS
8/14/2017	PRO COATINGS PO-180015 3599 4211032	INV#20170410,HS.RM#16 FLOOR 21-0000-0-6200-0000-8500-050-0000-5600	44,161.50	SHS
8/14/2017	QUAGLINO ROOFING PV-180039 3598 4211034	INV#8230,SHS MAIN.GYM,AG,WEIGH 21-0000-0-6200-0000-8500-050-0000-5600	971	SHS
8/14/2017	QUAGLINO ROOFING PO-180008 3598 4211034	INV#17-C-6755,AG ROOF,ROTTEN 21-0000-0-6200-0000-8500-050-0000-5600	2,150.00	SHS
8/14/2017	QUAGLINO ROOFING PO-180007 3598 4211034	INV#17-C-6755,AG LOWER ROOF 21-0000-0-6200-0000-8500-050-0000-5600	3,500.00	SHS
7/17/2017	PRO COATINGS PO-180018 3599 4209104	INV#6753,SHS MAIN,RM 8,9,10 RO 21-0000-0-6200-0000-8500-050-0000-5600	32,925.00	SES
8/14/2017	PRO COATINGS PO-180018 3599 4211032	INV#8213,ELEM PAINTING 21-0000-0-6200-0000-8500-050-0000-5600	43,940.00	SES
8/21/2017	FLOOR CONECTION PO-180024 3437 4211531	INV#8229,ELEM,MAIN,RM,11,12,13 21-0000-0-6200-0000-8500-050-0000-5600	3,019.00	SES
8/21/2017	QUAGLINO ROOFING PO-180011 3598 4211537	INV#20170437,SES RM#12B FLOOR 21-0000-0-6200-0000-8500-050-0000-5600	8,755.00	SES
8/14/2017	PRO COATINGS PO-180017 3599 4211032	INV#6748,SES.WALKWAY ROOFS 21-0000-0-6200-0000-8500-050-0000-5600	12,633.00	MOT
8/14/2017	PORTNEY ENVIRONMENTAL & PO-180079 3006 4211031	INV#8212,MOT OFFICE,PAINTING 21-0000-0-6200-0000-8500-050-0000-5600	8,430.00	PRKFLD
8/30/2017	PRO COATINGS PO-180077 3599 4212405	INV#17-133,PRFKLD ASBESTOS 21-0000-0-6200-0000-8500-050-0000-5600	20,858.00	PRKFLD
8/30/2017	QUAGLINO ROOFING PO-180014 3598 4212408	INV#8252,PRKFLD ELEM PAINT 21-0000-0-6200-0000-8500-050-0000-5600	6,734.00	PRKFLD
8/30/2017	QUAGLINO ROOFING PO-180013 3598 4212408	INV#6756,PFKFLD,LOWER ROOF 21-0000-0-6200-0000-8500-050-0000-5600	5,400.00	PRKFLD
8/30/2017	QUAGLINO ROOFING PO-180022 3598 4212408	INV#26754,PFKFLD SCH UPPER ROO 21-0000-0-6200-0000-8500-050-0000-5600	2,950.00	PRKFLD
8/30/2017	RSH CONSTRUCTION INC. PO-180084 3382 4212410	INV#6757A,PFKFLD TEACHAGR ROOF 21-0000-0-6200-0000-8500-050-0000-5600	18,228.00	PRKFLD
		INV#607,PFKFLD UPPER WINDOW		
	TOTAL ACTIVITY		510,170.00	
	ENDING BALANCE		510,170.00	
	VENDOR WARRANT NUMBER	ACCOUNT CODE/DESCRIPTION	AMOUNT	SITE
6220	ARCHITECT FEES			
	BALANCE FORWARD			
8/7/2017	PV-180022 3342 4210452	21-0000-0-6220-0000-8500-050-0000-0000	2,929.78	DIST
	PMSM ARCHITECTS	PRO#017086.01,MODERNIZATON		
8/14/2017	PV-180030 3342 4211030	21-0000-0-6220-0000-8500-050-0000-0000	1,219.05	DIST
	PMSM ARCHITECTS	INV#2,JULY2017,DESIGN,DOCUM.BO		
9/13/2017	PV-180084 3342 4213572	21-0000-0-6220-0000-8500-050-0000-0000	9,752.70	DIST

TOTAL ACTIVITY ENDING BALANCE	PMSM ARCHITECTS 9/30/2017	INV#3,AUG.2017,BOND MODERNIZAT	13,901.53 13,901.53	
	VENDOR WARRANT NUMBER	ACCOUNT CODE/DESCRIPTION	AMOUNT	SITE
6423 Technology Equipment BALANCE FORWARD	07/01/2017			
7/10/2017	PO-180003 3407 4208692 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1215 INV#JHN6343,SOFTWARE,PARTS,	15,484.20	DIST
7/10/2017	PO-180003 3407 4208692 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1215 INV#JHW0287,PARTS,LICESNES,	6,166.88	DIST
7/10/2017	PO-180003 3407 4208692 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1215 INV#JHF6601,PARTS,GOOGLE CHROM	4,775.00	DIST
7/17/2017	PO-180003 3407 4209096 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1215 INV#JJM9219,TECH.SUPPLIES	66,266.83	DIST
8/7/2017	PO-180003 3407 4210435 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1215 INV#JKN7318,IT PARTS	1,748.18	DIST
8/7/2017	PO-180004 3597 4210461 STS EDUCATION	21-0000-0-6423-0000-8500-050-0000-1214 INV#31852,SMART BOARDS	158,943.56	DIST
8/14/2017	PO-180003 3407 4211021 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1215 INV#JJV7538,IT PARTS	3,780.00	DIST
8/14/2017	PO-180003 3407 4211021 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1215 INV#JJZ9992,IT PARTS,SUPPLIES	60,018.55	DIST
8/14/2017	PO-180086 3407 4211021 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1215 INV#JNB0838,TECH SUPPLIES	16,490.00	DIST
8/14/2017	PO-180005 3407 4211021 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1214 INV#JLH7733,CHARGING CART	5,923.42	DIST
8/21/2017	PO-180003 3407 4211527 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1215 INV#JMB8022,IT PARTS,CISCO	7,314.45	DIST
8/21/2017	PO-180003 3407 4211527 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1215 INV#JNS9027,IT PARTS,FIBER	225.44	DIST
8/21/2017	PO-180088 3603 4211538 SHI	21-0000-0-6423-0000-8500-050-0000-1214 INV#B06798369,COMPUTERS	37,579.78	DIST
8/21/2017	PO-180099 3607 4211540 THE CLM GROUP INC/MEAL TIME	21-0000-0-6423-0000-8500-050-0000-1214 INV#31176,POINT OF SALE	5,045.00	DIST
8/30/2017	PO-180101 3407 4212394 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1214 INV#JSP3518,NETWORK,WIRELESS	579.15	DIST
8/30/2017	PO-180101 3407 4212394 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1214 INV#JSV8056,NETWORK,ACCESS PON	3,924.31	DIST
8/30/2017	PO-180101 3407 4212394 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1214 INV#JZR6139,NETWORK,WIRELESS	3,359.80	DIST
9/13/2017	PO-180087 3603 4213581 SHI	21-0000-0-6423-0000-8500-050-0000-1214 INV#B06798494,HARDWARE	1,668.75	DIST
9/13/2017	PO-180087 3603 4213581 SHI	21-0000-0-6423-0000-8500-050-0000-1214 INV#B06802363,MICOSOFT SURF.	15,801.48	DIST
9/20/2017	PO-180005 3407 4214270 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1214 INV#JGP8799,IT SUPPLIES	34,658.75	DIST
9/20/2017	PO-180003 3407 4214270 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1215 INV#LA1700423,DISCOVERY PROJEC	43,261.25	DIST
9/20/2017	PO-180003 3407 4214270 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1215 INV#LA1700418,MODERN.IT PROJEC	86,522.50	DIST
9/20/2017	PO-180003 3407 4214270 CDW-GOVERNMENT	21-0000-0-6423-0000-8500-050-0000-1215 INV#LA1700501,COMPLETION OF WO	11,588.00	DIST
9/20/2017	PO-180001 3596 4214277 IMPERO SOLUTIONS INC.	21-0000-0-6423-0000-8500-050-0000-1214 INV#10000138,WINDOW/CHROME LIC	6,615.00	DIST
9/25/2017	PO-180093 3603 4214586 SHI	21-0000-0-6423-0000-8500-050-0000-1214 INV#B07052292,SOFTWARE	943	DIST
TOTAL ACTIVITY ENDING BALANCE	 9/30/2017		598,683.28 598,683.28	
	VENDOR WARRANT NUMBER	ACCOUNT CODE/DESCRIPTION	AMOUNT	SITE
6500 EQUIPMENT REPLACEMENT BALANCE FORWA	RD 07/01/2017			
8/14/2017	PV-180044 2992 4211039	21-0000-0-6500-0000-8500-050-0000-1110	341.18	SHS

8/30/2017	U.S. BANK CORPORATE PMT SYS PO-180106 3604 4212389 A&M CHURCH & SCHOOL FURNITU	TEM KEPINS,MARQUEE LETTERS 21-0000-0-6500-0000-8500-050-0000-1110 RE OUTDOOR TABLES,HS.ELE,PRKFLD	7,875.85	SHS
8/30/2017	PV-180052 2992 4212388 U.S. BANK CORPORATE PMT SYS	21-0000-0-6500-0000-8500-050-0000-1110 TEM RENDON,LOCKER LOCKS	499.5	SHS
9/13/2017	PO-180021 3600 4213562 JORGENSEN LOCKERS	21-0000-0-6500-0000-8500-050-0000-1110 INV#SI37005,HS.LOCKERS	7,623.15	SHS
9/13/2017	PV-180072 3268 4213565 LOWE'S BUSINESS ACCT/GEMB	21-0000-0-6500-0000-8500-050-0000-1110 ACC#6675,LOCKER SUPPLIES	153.81	SHS
9/13/2017	PV-180075 2496 4213575 RENDON, KIM	21-0000-0-6500-0000-8500-050-0000-1110 REIMB.UMBRELLA FOR TABLES	26.93	SHS
9/20/2017	PO-180107 3604 4214266 A&M CHURCH & SCHOOL FURNITU	21-0000-0-6500-0000-8500-050-0000-1110 RE H.S LIBRARY TABLES	5,923.63	SHS
8/14/2017	PV-180044 2992 4211039 U.S. BANK CORPORATE PMT SYS	21-0000-0-6500-0000-8500-050-0000-1110 TEM KEPINS,ELEM CART	224.14	SES
8/21/2017	PO-180075 2222 4211534 LAKESHORE	21-0000-0-6500-0000-8500-050-0000-1110 INV#4513200717,SES,CARPET,RM4	585.58	SES
8/30/2017	PO-180092 3604 4212389 A&M CHURCH & SCHOOL FURNITU	21-0000-0-6500-0000-8500-050-0000-1110 RE ELEM DESK,TABLES,CHAIRS	35,870.04	SES
8/30/2017	PV-180052 2992 4212388 U.S. BANK CORPORATE PMT SYS	21-0000-0-6500-0000-8500-050-0000-1110 TEM RENDON,BACKPACK CART	489.97	SES
8/30/2017	PV-180052 2992 4212388 U.S. BANK CORPORATE PMT SYS	21-0000-0-6500-0000-8500-050-0000-1110 TEM RENDON,CARR PORTABLE SINK	1,472.44	SES
8/30/2017	PO-180076 2633 4212416 WORTHINGTON DIRECT	21-0000-0-6500-0000-8500-050-0000-1110 INV#286788SHA084,CHAIRS	670.15	SES
9/13/2017	PV-180072 3268 4213565 LOWE'S BUSINESS ACCT/GEMB	21-0000-0-6500-0000-8500-050-0000-7200 ACC#6675,ELEM FRIDGE	1,749.15	SES
9/13/2017	PO-180094 1935 4213567 MILLER DRILLING COMPANY	21-0000-0-6500-0000-8500-050-0000-5600 INV#20661,MOT STORAGE TANK	5,314.71	MOT
8/30/2017	PV-180052 2992 4212388 U.S. BANK CORPORATE PMT SYS	21-0000-0-6500-0000-8500-050-0000-1110 TEM TAYLOR,PRKFLD BULLETIN BOARD	236.4	PRKFLD
9/13/2017	PO-180002 1043 4213570 PASO ROBLES HEATING & AIR	21-0000-0-6500-0000-8500-050-0000-5600 INV#348327,PRKFLD,AC UNIT	25,450.00	PRKFLD
TOTAL ACTIVITY			94,506.63	
ENDING BALANCE		9/30/2017	94,506.63	
Fund : 21	TOT	ALS (EXPENDITURE)	1,273,852.39	
TOT		ALS (EXPENDITURE BALANCE)	1,273,852.39	

Account classifications selected		Field ranges selected	
FN RESC Y OBJT GOAL FUNC SCH DISC DIS2		FI RANGE	
1.	21-????-?-????-????-????-????-????		
2.	-	-	-
3.	-	-	-
4.	-	-	-
5.	-	-	-
6.	-	-	-
7.	-	-	-
8.	-	-	-
9.	-	-	-
10.	-	-	-

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 : 10/03/2017 09:35:41

FUND	21	BUILDING FUND - BOND PROCEEDS	DATE	REFERENCE VENDOR WARRANT TRANSACTION DESCRIPTION	FN RESC Y OBJT GOAL FUNC SCH DISC DIS2	DEBIT	CREDIT
9510		ACCOUNTS PAYABLE (CURRENT LIAB)					
		07/10/2017 PY-071017			21-0000-0-9510-0000-0000-0000-0000	2,904.52	0.00
		PY-LIAB 07/10/2017 (LB)				3,870.64	3,870.64
		TOTAL ACTIVITY				0.00	
		ENDING BALANCE 09/30/2017					
9512		PERS					
		PASS THROUGH					
		BALANCE FORWARD 07/01/2017				0.00	0.00
		08/10/2017 PY-081017			21-0000-0-9512-0000-0000-0000-0000	0.00	449.32
		BN-MID 08/10/2017				449.32	0.00
		08/10/2017 PX-081017			21-0000-0-9512-0000-0000-0000-0000		0.00
		BX-MID 08/10/2017				0.00	336.97
		09/08/2017 PY-090817			21-0000-0-9512-0000-0000-0000-0000		0.00
		BN-MID 09/08/2017				336.97	0.00
		09/08/2017 PX-090817			21-0000-0-9512-0000-0000-0000-0000		0.00
		BX-MID 09/08/2017				786.29	786.29
		TOTAL ACTIVITY				0.00	
		ENDING BALANCE 09/30/2017					
9513		OASDHI					
		PASS THROUGH					
		BALANCE FORWARD 07/01/2017				0.00	0.00
		08/10/2017 PY-081017			21-0000-0-9513-0000-0000-0000-0000	0.00	477.42
		BN-MID 08/10/2017				477.42	0.00
		08/10/2017 PX-081017			21-0000-0-9513-0000-0000-0000-0000		0.00
		BX-MID 08/10/2017				0.00	536.56
		09/08/2017 PY-090817			21-0000-0-9513-0000-0000-0000-0000		0.00
		BN-MID 09/08/2017				536.56	0.00
		09/08/2017 PX-090817			21-0000-0-9513-0000-0000-0000-0000		0.00
		BX-MID 09/08/2017				1,013.98	1,013.98
		TOTAL ACTIVITY				0.00	
		ENDING BALANCE 09/30/2017					
9515		UNEMPLOYMENT					
		BALANCE FORWARD 07/01/2017				0.00	0.00
		08/10/2017 PY-081017			21-0000-0-9515-0000-0000-0000-0000	0.00	3.85
		BN-MID 08/10/2017				3.85	0.00
		08/10/2017 PX-081017			21-0000-0-9515-0000-0000-0000-0000		0.00
		BX-MID 08/10/2017				0.00	4.32
		09/08/2017 PY-090817			21-0000-0-9515-0000-0000-0000-0000		0.00
		BN-MID 09/08/2017				4.32	0.00
		09/08/2017 PX-090817			21-0000-0-9515-0000-0000-0000-0000		0.00
		BX-MID 09/08/2017				8.17	8.17
		TOTAL ACTIVITY				0.00	
		ENDING BALANCE 09/30/2017					

FUND :21 BUILDING FUND - BOND PROCEEDS

DATE	REFERENCE VENDOR WARRANT TRANSACTION DESCRIPTION	FN RESC Y OBJT GOAL FUNC SCH DISC DIS2	DEBIT	CREDIT
08/14/2017	AP-081417 ACCOUNTS PAYABLE 08/14/2017	21-0000-0-9850-0000-0000-0000-0000	239,684.88	0.00
08/21/2017	AP-082117 ACCOUNTS PAYABLE 08/21/2017	21-0000-0-9850-0000-0000-0000-0000	163,171.25	0.00
08/30/2017	AP-083017 ACCOUNTS PAYABLE 08/30/2017	21-0000-0-9850-0000-0000-0000-0000	158,607.61	0.00
09/08/2017	PN-090817 EN-MID 09/08/2017	21-0000-0-9850-0000-0000-0000-0000	1,217.12	0.00
09/08/2017	PY-090817 PY-MID 09/08/17	21-0000-0-9850-0000-0000-0000-0000	8,654.04	0.00
09/13/2017	AP-091317 ACCOUNTS PAYABLE 09/13/2017	21-0000-0-9850-0000-0000-0000-0000	93,557.68	0.00
09/20/2017	AP-092017 ACCOUNTS PAYABLE 09/20/2017	21-0000-0-9850-0000-0000-0000-0000	188,569.13	0.00
09/25/2017	AP-092517 ACCOUNTS PAYABLE 09/25/2017	21-0000-0-9850-0000-0000-0000-0000	12,664.00	0.00
TOTAL ACTIVITY			1,273,852.39	0.00
ENDING BALANCE 09/30/2017			1,273,852.39	

Fund	: 21	TOTALS (ASSETS)	3,148,853.41	1,277,723.03
		TOTALS (ASSETS BALANCE)	1,871,130.38	
		TOTALS (LIABILITIES)	6,320.19	6,320.19
		TOTALS (LIABILITIES BALANCE)	0.00	
		TOTALS (FUND BALANCE)	0.00	3,144,982.77
		TOTALS (FUND BAL BALANCE)		3,144,982.77

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 07/01/2017		0.00	0.00
08/10/2017	PY-081017	21-0000-0-2250-0000-8500-050-0000-0000	7,613.52	0.00
09/08/2017	PY-MID 08/10/2017			
	PY-090817	21-0000-0-2250-0000-8500-050-0000-0000	8,565.16	0.00
	PY-MID 09/08/2017			
	TOTAL ACTIVITY		16,178.68	0.00
	ENDING BALANCE 09/30/2017		16,178.68	
2270	CLASSIFIED SUPPORT OVERTIME			
	BALANCE FORWARD 07/01/2017		0.00	0.00
08/10/2017	PY-081017	21-0000-0-2270-0000-8500-050-0000-0000	86.80	0.00
09/08/2017	PY-MID 08/10/2017			
	PY-090817	21-0000-0-2270-0000-8500-050-0000-0000	88.88	0.00
	PY-MID 09/08/2017			
	TOTAL ACTIVITY		175.68	0.00
	ENDING BALANCE 09/30/2017		175.68	
3202	PERS CLASSIFIED			
	BALANCE FORWARD 07/01/2017		0.00	0.00
08/10/2017	PY-081017	21-0000-0-3202-0000-8500-050-0000-0000	449.32	0.00
09/08/2017	BN-MID 08/10/2017			
	PY-090817	21-0000-0-3202-0000-8500-050-0000-0000	336.97	0.00
	BN-MID 09/08/2017			
	TOTAL ACTIVITY		786.29	0.00
	ENDING BALANCE 09/30/2017		786.29	
3302	SOCIAL SECURITY CLASSIFIED			
	BALANCE FORWARD 07/01/2017		0.00	0.00
08/10/2017	PY-081017	21-0000-0-3302-0000-8500-050-0000-0000	477.42	0.00
09/08/2017	BN-MID 08/10/2017			
	PY-090817	21-0000-0-3302-0000-8500-050-0000-0000	536.56	0.00
	BN-MID 09/08/2017			
	TOTAL ACTIVITY		1,013.98	0.00
	ENDING BALANCE 09/30/2017		1,013.98	
3312	MEDICARE - CLASSIFIED			
	BALANCE FORWARD 07/01/2017		0.00	0.00
08/10/2017	PY-081017	21-0000-0-3312-0000-8500-050-0000-0000	111.66	0.00
09/08/2017	BN-MID 08/10/2017			
	PY-090817	21-0000-0-3312-0000-8500-050-0000-0000	125.50	0.00
	BN-MID 09/08/2017			
	TOTAL ACTIVITY		237.16	0.00
	ENDING BALANCE 09/30/2017		237.16	

[illegible]

FUND :21		BUILDING FUND - BOND PROCEEDS		REFERENCE VENDOR WARRANT		FN RESC Y OBUT GOAL FUNC SCH DISC DIS2		DEBIT		CREDIT	
DATE		TRANSACTION DESCRIPTION		FN RESC Y OBUT GOAL FUNC SCH DISC DIS2		FN RESC Y OBUT GOAL FUNC SCH DISC DIS2		DEBIT		CREDIT	
6170 LAND IMPROVEMENT											
08/21/2017	PV-180050	3526	4211532	21-0000-0-6170-0000-8500-050-0000-5602				450.00		0.00	
	INGRAM & GREENE SANITATION			INV#17468, PRKFELD SCHOOL SEPTIC							
09/13/2017	PO-180090	3422	4213554	21-0000-0-6170-0000-8500-050-0000-5600				9,750.00		0.00	
	A&T ARBORISTIS & VEGETATION			INV#4725, ELEM TREE TRIMMING							
09/13/2017	PO-180090	3422	4213554	21-0000-0-6170-0000-8500-050-0000-5600				5,575.00		0.00	
	A&T ARBORISTIS & VEGETATION			INV#4725, HS. TREE TRIMMING FRONT							
09/13/2017	PO-180096	3606	4213560	21-0000-0-6170-0000-8500-050-0000-5600				8,627.00		0.00	
	J N J DOORZ			INV#17-487, HS. RESTROOM DOORS							
09/13/2017	PV-180069	2188	4213579	21-0000-0-6170-0000-8500-050-0000-5600				270.00		0.00	
	SAWDEY'S INC.			INV#4211, PRKFELD, PUMP, REPAIR							
09/13/2017	PO-180112	3612	4213583	21-0000-0-6170-0000-8500-050-0000-5600				1,495.00		0.00	
	SUPER SWEEP 2 LLC			INV#1271, FUEL/DIESEL TANK CLEA							
TOTAL ACTIVITY											
ENDING BALANCE 09/30/2017								33,857.00		0.00	
								33,857.00			
6200 BUILDINGS & IMPROVEMENT OF BLDG											
BALANCE FORWARD 07/01/2017											
07/17/2017	PV-180008	3006	4209103	21-0000-0-6200-0000-8500-050-0000-5600				0.00		0.00	
	PORTNEY ENVIRONMENTAL &			INV#17-023, H.S. ASBESTOS REMVAL							
07/17/2017	PO-180015	3599	4209104	21-0000-0-6200-0000-8500-050-0000-5600				36,432.50		0.00	
	PRO COATINGS			INV#8214, H.S. PAINTING							
07/17/2017	PO-180018	3599	4209104	21-0000-0-6200-0000-8500-050-0000-5600				32,925.00		0.00	
	PRO COATINGS			INV#8213, ELEM PAINTING							
08/07/2017	PO-180085	3001	4210438	21-0000-0-6200-0000-8500-050-0000-5600				7,950.00		0.00	
	CUSTODIAL PLUS SERVICES			INV#SNS1701, AG SHOP							
08/07/2017	PV-180017	3382	4210455	21-0000-0-6200-0000-8500-050-0000-5600				10,213.00		0.00	
	RSH CONSTRUCTION INC.			INV#604, DRYROT REPAIRS							
08/07/2017	PV-180026	2174	4210457	21-0000-0-6200-0000-8500-050-0000-5600				999.00		0.00	
	SIPE			INV#205, ASBESTOS LAB SERV.							
08/14/2017	PO-180025	3437	4211024	21-0000-0-6200-0000-8500-050-0000-5600				3,869.00		0.00	
	FLOOR CONECTION			INV#20170410, HS RM#16 FLOOR							
08/14/2017	PO-180079	3006	4211031	21-0000-0-6200-0000-8500-050-0000-5600				8,430.00		0.00	
	PORTNEY ENVIRONMENTAL &			INV#17-133, PRKFELD ASBESTOS							
08/14/2017	PO-180017	3599	4211032	21-0000-0-6200-0000-8500-050-0000-5600				12,633.00		0.00	
	PRO COATINGS			INV#8212, MOT OFFICE, PAINTING							
08/14/2017	PO-180015	3599	4211032	21-0000-0-6200-0000-8500-050-0000-5600				44,161.50		0.00	
	PRO COATINGS			INV#8230, SHS MAIN, GYM, AG, WEIGH							
08/14/2017	PO-180018	3599	4211032	21-0000-0-6200-0000-8500-050-0000-5600				43,940.00		0.00	
	PRO COATINGS			INV#8229, ELEM, MAIN, RM, 11, 12, 13							
08/14/2017	PV-180039	3598	4211034	21-0000-0-6200-0000-8500-050-0000-5600				971.00		0.00	
	QUAGLINO ROOFING			INV#17-C-6755, AG ROOF, ROTTEN							
08/14/2017	PO-180008	3598	4211034	21-0000-0-6200-0000-8500-050-0000-5600				2,150.00		0.00	
	QUAGLINO ROOFING			INV#17-C-6755, AG LOWER ROOF							
08/14/2017	PO-180007	3598	4211034	21-0000-0-6200-0000-8500-050-0000-5600				3,500.00		0.00	
	QUAGLINO ROOFING			INV#6753, SHS MAIN, RM 8, 9, 10 RO							

FUND	DATE	REFERENCE	DESCRIPTION	FN	RESC	Y	OBJT	GOAL	FUNC	SCH	DISC	DEBIT	CREDIT
6220	ARCHITECT FEES												
	08/14/2017	PV-180030	3342	4211030	21-0000-0-6220-0000-8500-050-0000-0000							1,219.05	0.00
		PMSM ARCHITECTS			INV#2, JULY2017, DESIGN, DOCUM. BO								
	09/13/2017	PV-180084	3342	4213572	21-0000-0-6220-0000-8500-050-0000-0000							9,752.70	0.00
		PMSM ARCHITECTS			INV#3, AUG.2017, BOND MODERNIZAT								
	TOTAL ACTIVITY											13,901.53	0.00
	ENDING BALANCE 09/30/2017											13,901.53	
6423	Technology Equipment												
	BALANCE FORWARD 07/01/2017												
	07/10/2017	PO-180003	3407	4208692	21-0000-0-6423-0000-8500-050-0000-1215							0.00	0.00
		CDW-GOVERNMENT			INV#JHN6343, SOFTWARE, PARTS,								
	07/10/2017	PO-180003	3407	4208692	21-0000-0-6423-0000-8500-050-0000-1215							6,166.88	0.00
		CDW-GOVERNMENT			INV#JHW0287, PARTS, LICESNES,								
	07/10/2017	PO-180003	3407	4208692	21-0000-0-6423-0000-8500-050-0000-1215							4,775.00	0.00
		CDW-GOVERNMENT			INV#JHF6601, PARTS, GOOGLE CHROM								
	07/17/2017	PO-180003	3407	4209096	21-0000-0-6423-0000-8500-050-0000-1215							66,266.83	0.00
		CDW-GOVERNMENT			INV#JUN9219, TECH. SUPPLIES								
	08/07/2017	PO-180003	3407	4210435	21-0000-0-6423-0000-8500-050-0000-1215							1,748.18	0.00
		CDW-GOVERNMENT			INV#JKN7318, IT PARTS								
	08/07/2017	PO-180004	3597	4210461	21-0000-0-6423-0000-8500-050-0000-1214							158,943.56	0.00
		STS EDUCATION			INV#31852, SMART BOARDS								
	08/14/2017	PO-180003	3407	4211021	21-0000-0-6423-0000-8500-050-0000-1215							3,780.00	0.00
		CDW-GOVERNMENT			INV#JUV7538, IT PARTS								
	08/14/2017	PO-180003	3407	4211021	21-0000-0-6423-0000-8500-050-0000-1215							60,018.55	0.00
		CDW-GOVERNMENT			INV#JUZ9992, IT PARTS, SUPPLIES								
	08/14/2017	PO-180086	3407	4211021	21-0000-0-6423-0000-8500-050-0000-1215							16,490.00	0.00
		CDW-GOVERNMENT			INV#JNB0838, TECH SUPPLIES								
	08/14/2017	PO-180005	3407	4211021	21-0000-0-6423-0000-8500-050-0000-1214							5,923.42	0.00
		CDW-GOVERNMENT			INV#JLH7733, CHARGING CART								
	08/21/2017	PO-180003	3407	4211527	21-0000-0-6423-0000-8500-050-0000-1215							7,314.45	0.00
		CDW-GOVERNMENT			INV#JWB8022, IT PARTS, CISCO								
	08/21/2017	PO-180003	3407	4211527	21-0000-0-6423-0000-8500-050-0000-1215							225.44	0.00
		CDW-GOVERNMENT			INV#JNS9027, IT PARTS, FIBER								
	08/21/2017	PO-180088	3603	4211538	21-0000-0-6423-0000-8500-050-0000-1214							37,579.78	0.00
		SHI			INV#B06798369, COMPUTERS								
	08/21/2017	PO-180099	3607	4211540	21-0000-0-6423-0000-8500-050-0000-1214							5,045.00	0.00
		THE CLM GROUP INC/MEAL TIME			INV#31176, POINT OF SALE								
	08/30/2017	PO-180101	3407	4212394	21-0000-0-6423-0000-8500-050-0000-1214							579.15	0.00
		CDW-GOVERNMENT			INV#JSP3518, NETWORK, WIRELESS								
	08/30/2017	PO-180101	3407	4212394	21-0000-0-6423-0000-8500-050-0000-1214							3,924.31	0.00
		CDW-GOVERNMENT			INV#JSV8056, NETWORK, ACCESS PON								
	08/30/2017	PO-180101	3407	4212394	21-0000-0-6423-0000-8500-050-0000-1214							3,359.80	0.00
		CDW-GOVERNMENT			INV#JZR6139, NETWORK, WIRELESS								
	09/13/2017	PO-180087	3603	4213581	21-0000-0-6423-0000-8500-050-0000-1214							1,668.75	0.00
		SHI			INV#B06798494, HARDWARE								

FUND	DATE	REFERENCE	DESCRIPTION	FN	RESC	Y	OBJT	GOAL	FUNC	SCH	DISC	DIS2	DEBIT	CREDIT
6500	09/13/2017	PO-180094	EQUIPMENT REPLACEMENT	1935	4213567	21-0000	0-6500	0000	8500	050	0000	5600	5,314.71	0.00
			MILLER DRILLING COMPANY						INV#20661					
	09/13/2017	PO-180002		1043	4213570	21-0000	0-6500	0000	8500	050	0000	5600	25,450.00	0.00
			PASO ROBLES HEATING & AIR						INV#348327					
	09/13/2017	PV-180075		2496	4213575	21-0000	0-6500	0000	8500	050	0000	1110	26.93	0.00
			RENDON, KIM						REIMB.UMBRELLA FOR TABLES					
	09/20/2017	PO-180107		3604	4214266	21-0000	0-6500	0000	8500	050	0000	1110	5,923.63	0.00
			A&M CHURCH & SCHOOL FURNITURE						H.S LIBRARY TABLES					
			TOTAL ACTIVITY										94,506.63	0.00
			ENDING BALANCE 09/30/2017										94,506.63	

Fund : 21 TOTALS (EXPENDITURE) 1,273,852.39
TOTALS (EXPENDITURE BALANCE) 1,273,852.39

FUND :21 BUILDING FUND - BOND PROCEEDS

DATE	REFERENCE	VENDOR WARRANT	FN RESC Y	OBJT GOAL	FUNC SCH	DISC DIS2	DEBIT	CREDIT
TRANSACTION DESCRIPTION								
TOTAL ASSETS	(9000 - 9499)						1,871,130.38	0.00
TOTAL LIABILITIES	(9500 - 9699)						0.00	0.00
TOTAL FUND BALANCE	(9700 - 9759) (9760 - 9799)						0.00	3,144,982.77
ESTIMATED INCOME	(9810)						0.00	0.00
ESTIMATED EXPENSE	(9820)						0.00	0.00
TOTAL INCOME	(8000 - 8999) (9840)						0.00	0.00
TOTAL EXPENSES	(1000 - 7999) (9850)						1,273,852.39	0.00

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: October 10, 2017**

AGENDA ITEM TITLE:

Stadium Funds Update

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

Diana Larsen, SLOCOE Fiscal Advisor, will provide an update to the Board on the status of the funds received, spent and remaining on the Stadium Funds. The Board will remember that there is approximately \$8,000 on deposit in the ASB fund and this report will also address those funds.

RECOMMENDED ACTION:

Information Only

Shandon Joint Unified School District Monthly Enrollment 2017-18 SCHOOL YEAR

School	Grade of Class	Female	Male	September Enrollment 2017	August Enrollment 2017
Parkfield	Kdgn	0	2	2	2
	1st	0	0	0	0
	2nd	1	1	2	2
	3rd	0	0	0	1
	4th	3	0	3	2
	5th	1	1	2	2
	6th	0	0	0	0
Parkfield Totals	9	5	4	9	9
Shandon Elem.	Transitional K	3	5	8	9
	Kdgn	8	13	21	18
	1st	12	14	26	26
	2nd	11	11	22	24
	3rd	13	18	31	30
	4th	12	17	29	30
	5th	10	12	22	22
	6th	9	10	19	19
	7th	15	8	23	23
	8th	11	11	22	22
SES Total	223	104	119	223	223
Shandon High School	9th	6	14	20	20
	10th	9	17	26	26
	11th	9	12	21	21
	12th	8	11	19	19
SHS Total	86	32	54	86	86
Ind. Study		2	0	2	2
Home Hospital		0	0	0	0
NPS Students	1	0	1	1	1
Total Miscellaneous		2	1	3	3
TOTAL ENROLLMENT		143	178	321	321

Calendar

Mon Oct 9	All day	SHS Periods 5-8 SHS US Rep Candidate Michael Woody Guest Speaker *Wood's Humane ED Visit
	10:00am – 11:00am 10:35am – 1:10pm	
Tue Oct 10	All day	SHS Periods 1-4 SMS Volleyball @ Cayucos - Cayucous TBD SHS Volleyball vs Home Coast Union - Shandon High Gym Board Meeting - SHS Library
	4:00pm – 5:00pm 5:00pm – 7:00pm 7:00pm – 8:00pm	
Wed Oct 11	All day	SHS Periods 5-8 *SES The Great AgVenture Field Trip - 4th Grade - Fairgrounds, 2198 Riverside Ave, Paso Robles *SHS PSAT 10th & 11th Grade - SHS Room # 6 SHS Staff Professional Development District School Site Council Meeting SHS Library *SMS Flag Football @ Trinity - Trinity Lutheran Church & School, 940 Creston Rd, Paso Robles, CA 93446, USA SMS Volleyball Home vs Coastal Christian - Shandon High School, 101 S 1st St, Shandon
	8:30am – 1:30pm 1:30pm – 2:30pm 3:00pm – 4:00pm 4:00pm – 5:30pm 4:00pm – 6:00pm	
Thu Oct 12	All day	SHS Periods 1-4 *SHS Cal Poly SLO College Presentation - SHS Room 6 SHS/SES Cross Country Practice @ Cuesta College SHS Open House/Community Night 5 -7PM SHS Volleyball Home vs Valley Christian - Shandon High School
	2:30pm – 3:30pm 3:30pm – 6:30pm 5:00pm – 7:00pm 5:00pm – 7:00pm	

Showing events until 10/12/2017. Look for more

Calendar

Fri Oct 13	All day	SHS End of 1st Quarter
	All day	* SMS Cross Country at Riverside - Riverside
	All day	SHS Periods 5-8
	6:00pm – 8:30pm	*ESL Classes Cuesta College @ 6PM - Shandon, CA 93461, USA
	7:00pm – 9:00pm	SHS Football @ Valley Christian - Valley Christian Academy, 2970 Santa Maria Way, Santa Maria
Sat Oct 14	All day	FFA COLC & CATA South Coast Region - San Benito High School, 1220 Monterey St, Hollister
	8:00am – 2:00pm	*Migrant Ed Saturday Program - San Miguel
	10:00am – 1:00pm	*Pioneer Day Parade - Paso Robles, CA 93446, USA
Sun Oct 15	All day	FFA COLC & CATA South Coast Region - San Benito High School, 1220 Monterey St, Hollister
Mon Oct 16	All day	SHS- Spirit Week Celebrity Dress Up Day
	All day	SHS Periods 1-4
	9:00am – 12:00pm	District Hearing Screening
	4:00pm – 9:00pm	SMS Flag Football @ Cayucos Release 1:45 - Cayucos, CA 93430, USA
Tue Oct 17	All day	SHS Spirit Week Hat Day
	All day	SHS Periods 5-8
	3:45pm – 5:45pm	SMS Volleyball @ Lillian Larsen - Lillian Larsen Elementary Sch, 1601 L St, San Miguel, CA 93451, USA
	5:00pm – 7:00pm	SHS Volleyball vs Coastal Christian - Shandon High School
	7:00pm – 8:00pm	Bond Oversight Committee Meeting (SHS Library) - Shandon High School, 151 S 1st St

Showing events until 10/17/2017. Look for more

Calendar

Wed Oct 18	All day	SHS Periods 1-4
	All day	SHS Spirit Week-Pajama Day
	1:30pm – 2:30pm	SHS Staff Professional Development
	6:00pm – 7:30pm	FFA Chapter Meeting - Shandon Ag. Department
Thu Oct 19	All day	SHS Periods 5-8
	All day	SHS Spirit Week-Non Shandon Jersey Day
	10:19am	District Wide / Earthquake Drill
	3:30pm – 6:30pm	SHS/SES Cross Country Practice @ Cuesta College
	5:00pm – 7:00pm	SHS Volleyball @ Maricopa - Maricopa Unified School, Maricopa, CA 93252, USA
	4:00pm – 6:00pm	SMS Volleyball vs St. Rose - Shandon High School, 151 S 1st St, Shandon, CA 93461, USA
Fri Oct 20	All day	SHS Periods 1-4
	All day	SHS Spirit Week- Shandon Spirit Dress Up day
	8:30am – 1:00pm	*SHS- Cuesta Promise Day - Senior Class
	1:30pm – 2:30pm	SHS-Spirit Rally Assembly - Gym - Gym
	3:30pm – 6:30pm	SHS Football HOME vs Maricopa - Release 2:30PM - Shandon Clark Park
	6:00pm – 8:30pm	*Cuesta College ESL Classes @ 6PM - Shandon High School, 101 South 1st Street, Shandon
Sat Oct 21	8:00am – 2:00pm	*Migrant Ed. Program - San Miguel
Mon Oct 23	All day	SHS Periods 5-8
	All day	*SES See's Candies Fundraiser
	3:45pm – 5:30pm	*SMS Flag Football vs Coastal Christian - Shandon High School, 151 S 1st St, Shandon, CA 93461, USA

Calendar

Tue Oct 24	All day All day	*SES See's Candies Fundraiser SHS Periods 1-4
	4:00pm – 6:00pm 4:00pm – 6:00pm	Volleyball vs Cuyama Valley - Shandon High School, 151 S 1st St, Shandon, CA 93461, USA SMS Volleyball @ Santa Lucia - Santa Lucia
Wed Oct 25	All day All day 1:30pm – 2:30pm	*SES See's Candies Fundraiser SHS Periods 5-8 SHS Staff Professional Development
Thu Oct 26	All day All day All day 8:00am – 1:00pm 8:15am – 10:15am 2:30pm – 3:30pm 3:30pm – 6:30pm 4:00pm – 6:00pm 6:00pm – 8:00pm	*SES See's Candies Fundraiser SHS Periods 1-4 *National FFA Convention/American Degree Trip - Indianapolis, IN- Washington DC- and New York City, NY Student FREE Flu Shots - All Grades - SES Room 2 *SHS ASVAB Career exploration Test SMS Cross Country SHS/SES Cross Country Practice @ Cuesta College SMS Volleyball vs SLOCA - Shandon High School, 151 S 1st St, Shandon, CA 93461, USA Volleyball vs SLOCA - Shandon High School, 151 S 1st St, Shandon, CA 93461, USA
Fri Oct 27	All day All day All day 8:30am – 1:00pm 6:00pm – 8:30pm	*SES See's Candies Fundraiser *National FFA Convention/American Degree Trip - Indianapolis, IN- Washington DC- and New York City, NY SHS Periods 5-8 SIPE Board/CBO Meeting - SIPE Office Atascadero *Cuesta College ESL Classes @ 6PM - Shandon High School, 101 South 1st Street, Shandon

Calendar

Sat Oct 28	All day	*SES See's Candies Fundraiser
	All day	*National FFA Convention/American Degree Trip - Indianapolis, IN- Washington DC- and New York City, NY
	9:00am – 10:00am	*SMS Cross Country
Sun Oct 29	All day	*SES See's Candies Fundraiser
	All day	*National FFA Convention/American Degree Trip - Indianapolis, IN- Washington DC- and New York City, NY
Mon Oct 30	All day	*SES See's Candies Fundraiser
	All day	*National FFA Convention/American Degree Trip - Indianapolis, IN- Washington DC- and New York City, NY
	All day	SHS Periods 1-4
	5:00pm – 7:00pm	College Night - Cuesta College SLO
Tue Oct 31	All day	*SES See's Candies Fundraiser
	All day	*National FFA Convention/American Degree Trip - Indianapolis, IN- Washington DC- and New York City, NY
	All day	SHS Periods 5-8
Wed Nov 1	All day	*SES See's Candies Fundraiser
	All day	*National FFA Convention/American Degree Trip - Indianapolis, IN- Washington DC- and New York City, NY
	All day	SHS Periods 1-4
	1:30pm – 2:30pm	SHS Staff Professional Development
	3:00pm – 3:30pm	Safety Meeting Rm 6 SHS
	6:00pm – 7:00pm	*Shandon 4-H - SES Cafeteria
	7:00pm – 8:00pm	Shandon Advisory Meeting

Calendar generated on 10/3/2017 1:01:00 PM

Calendar

Thu Nov 2	All day	*SES See's Candies Fundraiser
	All day	*National FFA Convention/American Degree Trip - Indianapolis, IN- Washington DC- and New York City, NY
	All day	SHS Periods 5-8
	9:30am – 12:30pm	*Cuesta College Application
	3:30pm – 6:30pm	SHS/SES Cross Country Practice @ Cuesta College
	4:30pm – 6:00pm	Neighborhood Food Distribution - SHS Parking Lot
Fri Nov 3	All day	*SES See's Candies Fundraiser
	All day	*National FFA Convention/American Degree Trip - Indianapolis, IN- Washington DC- and New York City, NY
	All day	SHS Periods 1-4
	All day	*SES Re-Take Picture Day
	6:00pm – 8:30pm	*Cuesta College ESL Classes @ 6PM - Shandon High School, 101 South 1st Street, Shandon
Sat Nov 4	All day	*SES See's Candies Fundraiser
	8:00am – 3:30pm	SMS Cross Country Meet - Cuesta College, California 1, San Luis Obispo
	9:00am – 1:00pm	*Migrant Ed. Saturday Program - Lillian Larsen Elementary Sch, L Street, San Miguel
Sun Nov 5	All day	*SES See's Candies Fundraiser
Mon Nov 6	All day	*SES See's Candies Fundraiser
	All day	SHS Periods 5-8
	5:00pm – 8:00pm	*SES Family Cooking Night

Showing events until 11/6/2017. Look for more

Calendar

Tue Nov 7	All day All day	*SES See's Candies Fundraiser SHS Periods 1-4
Wed Nov 8	All day All day 1:30pm – 2:30pm 6:00pm – 7:30pm	*SES See's Candies Fundraiser SHS Periods 5-8 SHS Staff Professional Development FFA Monthly Meeting - Shandon Agriculture Department
Thu Nov 9	All day All day 3:30pm – 6:30pm	*SES See's Candies Fundraiser SHS Periods 1-4 SHS/SES Cross Country Practice @ Cuesta College
Fri Nov 10	All day All day 6:00pm – 8:30pm	*SES See's Candies Fundraiser Veterans Day " Holiday" *Cuesta College ESL Classes @ 6PM - Shandon High School, 101 South 1st Street, Shandon
Sat Nov 11	All day	*SES See's Candies Fundraiser
Sun Nov 12	All day	*SES See's Candies Fundraiser
Mon Nov 13	All day All day All day	*SES See's Candies Fundraiser SES End of 1st- Trimester SHS Period 5-8
Tue Nov 14	All day	*SES See's Candies Fundraiser



Report to School Board of Shandon Joint Unified School District
 Special Education Department
 October 1, 2017

Students

Current students receiving special education services: 51 + 2 served in Regional Programs

PK – 5th grade: 35

9th – 12th grade: 16 + 9 w/504 Plan

Students receiving only speech therapy service: 14

Students of residence being served outside of Shandon School District: 3

Number of students being evaluated for special education services: 2

IEP meetings held: 10

504 Plan meetings held: 3

Special Education Operations Committee (SEOC) Meetings attended: 1

Professional Development attended:

9/8: SEIS 2.0 Training by Deborah Cleere (SELPA) for Cherry, Carr, Pratt

9/13: Data Collection Training by Jenni Valdez for Cami Jewell

9/20: CIT Training by SELPA for Uzeta, Ramirez, Gavilanez, Almaguer

9/27: Enrollment Procedures by Deborah Cleere (SELPA) for Cherry, Ramirez, Gavilanez, Almaguer, Rendon, Martinez

9/27: IEP Translation and Interpretation by Deborah Cleere (SELPA) for Ramirez, Almaguer, Rendon, Uzeta, Solis

9/28: Learning Ally Training for Cherry, Carr, Pratt, Solis

Staff

Credentialed special education teachers: 3= Sue Cherry, Monica Carr, Danya Pratt

Classified Para-educators supporting special education: 6.08

9-12th grades: Elizabeth Solis, Cassandra Uzeta

6-8th grades: Keila Navarro, Carolina Gutierrez (both half time)

TK – 5th grades: Jenni Valdez, Cami Jewell, Martha Soto + Sheryl Easterbrook (30 min. daily)

Substitutes: Enrique Ramirez, Katy Kuhnle, Maria Sendejas

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 23 students

School Psychologist: Andy Needles (3 days/week) – serves District through student assessment, individual counseling, and facilitating most IEP meetings.

Casemis Operator: Tonya Baxley, Templeton USD

Prepared and Submitted by: Sue Cherry, Special Education Coordinator

Board Report for October 2017Shandon ElementaryFieldtrips

October 5th - 6th grade Hearst Castle

Fall Carnival

Shandon Elementary will host our Annual Fall Carnival on October 27th. At 12:30pm students in grades K-5 will participate in a costume parade through town. The carnival will begin at 1:00 and end at 3:00. Ms. Ibarra and Mrs. Stanley are organizing the event. Parkfield Elementary is invited to join SES for this event.

Pumpkin Decorating Contest

Students will participated in our 12th annual pumpkin decorating contest. Prizes will be awarded in the following categories: Best of Theme, Cutest, Silliest, Scariest, Most Glamorous

Reading Intervention

Reading Intervention is underway with our Fountas and Pinnell curriculum. Mrs. Esser has established 5 groups of Tier III students that are in need of intensive reading intervention. She meets with these students 4 to 5 days a week and provides targeted reading intervention that addresses specific needs as identified through local assessments.

Classroom teachers are responsible for differentiating and providing intervention as needed for TIER I and TIER II students. To assist with classroom interventions and to maintain program consistency, Mrs. Esser is also working as a peer coach by modeling guided reading lessons for classroom teachers, and then she and I are monitoring lesson implementation and effectiveness.

Professional Development

Our collaboration calendar is quickly filling up with trainings and district required collaboration. You can see that professional development will focus on math, ELA (Fountas and Pinnell), Thinking Maps, and Multi-Tiered Systems of Support. Please our Wednesday collaboration calendar for a complete list of scheduled trainings.

Fundraising

SES and Parkfield will selling SEE's Candy from October 23rd through the 1st half of November. This fundraiser is being conducted earlier than usual to ensure candy delivery before the winter break.

Assemblies

On October 9th and 30th the Woods Humane Society will be teaching students about animal safety and respect.

COLT NEWS

Shandon Elementary School
301 S. 1st Street
Shandon, CA 93461

A MESSAGE FROM OUR PRINCIPAL MRS. KEPINS

Parent/Teacher Conferences

We will be on Minimum day schedule October 3rd -5th for Parent Teacher/Conferences. Appointment times have been sent home with your child along with information regarding options for after school care on October 3rd and 5th. Please take this opportunity to discuss your child's progress with their teacher and how you can support your child at home.

Box Tops For Education

We are collecting Box Tops for Education. Box Tops can be found on everyday products such as General Mills, Ziplock, Hefty, Kleenex, Scott, Pillsbury, Old El Paso, and Green Giant. Just cut along the dotted line of the Box Top and have your child bring it to school. Each Box Top earns our school 10¢ to be used on classroom supplies, curriculum, fieldtrips, and assemblies. This year our goal is to earn \$500 through Box Tops. If we reach our goal, the students will get to Duct Tape Mrs. Kepins to a wall during our end of the year assembly. In addition, the class that brings in the most Box Tops will receive an ice cream party.

Fall Carnival

Shandon Elementary School will be hosting our annual Fall Carnival on October 27th. Students are invited to wear costumes to the carnival and encouraged to participate in the costume parade through town. Proceeds from the carnival will go towards school wide incentives and end of the year student activities.

Pumpkin Decorating

Students are encouraged to participate in our 13th annual pumpkin decorating contest. Pumpkin entries can be painted or carved. All pumpkins will be judged and prizes will be awarded to winners in the following categories: Best of Theme, Cutest, Silliest, Scariest,

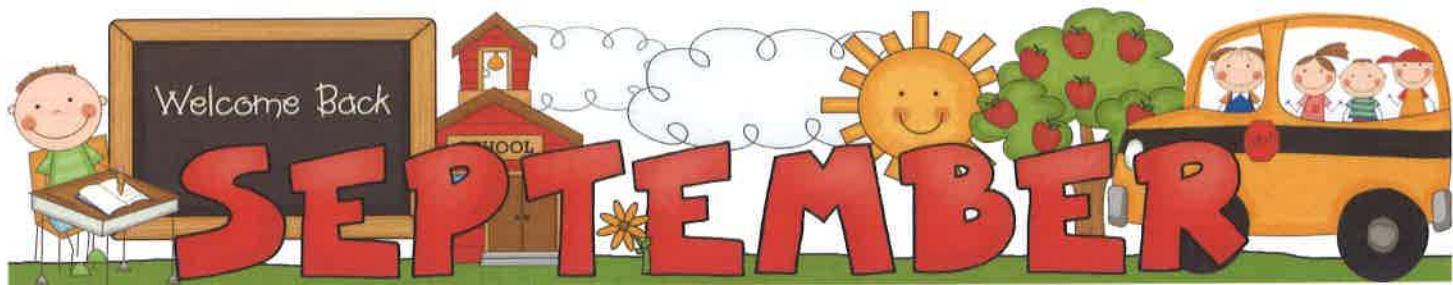
Most Glamorous. This is a great opportunity for families to work together and express their creativity!

Mark Your Calendars

October

3-5	Minimum Days Parent Teacher Conferences
5	6 th Grade Field Trip Hearst Castle
6	6:00pm Cuesta ESL Class at SHS
10	7:00pm Board Meeting SHS
11	3:00pm School Site Council 4 th Grade Field Trip Agventure
13	6:00pm Cuesta ESL Class at SHS
16	Hearing Screening
19	Disaster Drill
20	6:00pm Cuesta ESL Class at SHS
23	See's Candy Fundraiser Begins
26	Student Flu Shots Available
27	12:30pm Fall Carnival 6:00pm Cuesta ESL Class at SHS






Lunch Menu

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Turkey Pepperoni Pizza Salad Bar for 3 rd -12 th
4 No School  Labor Day	5 Turkey Tacos Salad Bar for 3 rd -12 th	6 Hamburger served w /Potato Wedges Salad Bar for 3 rd -12 th	7 Savory Chicken and Rice Salad Bar for 3 rd -12 th	8 Turkey Pepperoni Pizza Salad Bar for 3 rd -12 th
11 Chicken Patty Sandwich Salad Bar for 3 rd -12 th	12 Beef Tacos Salad Bar for 3 rd -12 th	13 Chicken Quesadillas Salad Bar for 3 rd -12 th	14 Pasta Bolognese Salad Bar for 3 rd -12 th	15 Turkey Pepperoni Pizza Salad Bar for 3 rd -12 th
18 Oven baked Turkey Cheese Sandwich Salad Bar for 3 rd -12 th	19 Chicken Tacos Salad Bar for 3 rd -12 th	20 Bean & Cheese Burritos Salad Bar for 3 rd -12 th	21 Chicken Strips Salad Bar for 3 rd -12 th	22 Turkey Pepperoni Pizza Salad Bar for 3 rd -12 th
25 Chicken Patty Sandwich Salad Bar for 3 rd -12 th	26 Carnitas Tacos Salad Bar for 3 rd -12 th	27 Beef tostadas Salad Bar for 3 rd -12 th	28 Teriyaki Chicken Stir fry Salad Bar for 3 rd -12 th	29 Turkey Pepperoni Pizza Salad Bar for 3 rd -12 th

“The Shandon Joint Unified School District is an equal opportunity provider and employer”



Menu is subject to change without notice

Breakfast Rules:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast comes your choice of: Whole Grain-Rich Entrée Choice of Fruits Fat-Free or 1% Milk	Cereal variety	Egg sliders	Mini Pancakes	Benefit Breakfast Bar	Breakfast Bread
We offer 4 components at breakfast: Grain, Fruit & Milk	 Child Nutrition DEPARTMENT				
* MUST take 2 items * MUST take AT LEAST 1/2 cup Fruit * MAY take up to 2 different Fruits * MAY take 1 Fat-Free or 1% Milk					
	String Cheese, Juice plus Fresh Seasonal Fruits & Dry Fruits, Apple Sauce Fat-Free or Low-Fat Milk				
	MEAL PRICE: Student <u>Breakfast</u> = No Cost, Adult \$1.75 Lunch: Free & Reduced = Free, Paid \$3.00; Adult \$4.00				

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Lunch Rules:
28 Chicken Strips Salad Bar for 3--12th	29 Chili Verde Tacos Salad Bar for 3--12th	30 Bean & Cheese Burritos Salad Bar for 3--12th	31 Chicken Pesto Pasta Salad Salad Bar for 3--12th	1 Turkey Pepperoni Pizza Salad Bar for 3--12th	Lunch comes with your choice of: <ul style="list-style-type: none"> • Whole Grain-Rich Entrée • Veggies or Salad Bar • Choice of Fruits • Fat-Free or 1% Milk WG=Whole Grain Offered We offer 5 components at lunch: Meat, Grain, Fruit, Vegetable & Milk. MUST take at least 3 components, 1 component must be AT LEAST: <ul style="list-style-type: none"> • 1/2 cup Fruit • OR 1/2 cup Vegetable • OR a combination that equals 1/2 cup MAY take up to 2 different Fruits MAY take 1 Fat-Free or 1% Milk
4 Labor Day! No School	5 Turkey Tacos Salad Bar for 3--12th	6 Hamburger served w /Potato Wedges Salad Bar for 3--12th	7 Savory Chicken and Rice Salad Bar for 3--12th	8 Turkey Pepperoni Pizza Salad Bar for 3--12th	
11 Chicken Patty Sandwich Salad Bar for 3--12th	12 Beef Tacos Salad Bar for 3--12th	13 Chicken Quesadillas Salad Bar for 3--12th	14 Pasta Bolognese Salad Bar for 3--12th	15 Turkey Pepperoni Pizza Salad Bar for 3--12th	
18 Oven baked Turkey Cheese Sandwich Salad Bar for 3--12th	19 Chicken Tacos Salad Bar for 3--12th	20 Bean & Cheese Burritos Salad Bar for 3--12th	21 Chicken Strips Salad Bar for 3--12th	22 Turkey Pepperoni Pizza Salad Bar for 3--12th	
25 Chicken Patty Sandwich Salad Bar for 3--12th	26 Carnitas Tacos Salad Bar for 3--12th	27 Beef tostadas Salad Bar for 3--12th	28 Teriyaki Chicken Stir fry Salad Bar for 3--12th	29 Turkey Pepperoni Pizza Salad Bar for 3--12th	

REMEMBER

October 3rd, 4th and 5th!!!



Minimum Days!

Early Release for Parent/Teacher Conferences

September 27, 2017

Dear Parents,

Parent/Teacher conferences will be held from October 3rd-5th. The 4th will be a normal minimum day with busses running at 1:30pm. On Tuesday, October 3rd and Thursday, October 5th, **K-5 students** will be dismissed at 1:00pm and **6th-8th grade students** will be dismissed at 1:20pm; however, the busses will not run until 3:10pm. The school has arranged for students that normally ride the bus to stay at the YMCA until 3:10pm on Tuesday, October 3rd and Thursday, October 5th.

If you want your child to ride the bus at 3:10pm on Tuesday, October 3rd and Thursday October 5th, you **MUST** return this form allowing your child to participate in the YMCA After School Program; otherwise, you are **required** to pick up your K-5 student at 1:00pm and your 6-8 student at 1:20pm on these days of early release.

If you have any questions please feel free to call the school at 238-1782.

Mrs. Kepins
Principal

_____ Yes, my child will be staying for after school care on Tuesday, October 3rd and Thursday, October 5th until 3:10pm.

Child's Name: _____

Parent / Guardian Signature: _____
Emergency Phone Number: () - _____

Date: _____



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: Jennifer Moe, Van Parlet, Shannon Plaisted, Marlene Thomason, Kate Twisselman

PARENT-TEACHER CONFERENCES

To the Family of _____

Shandon Elementary will be having parent-teacher conferences on Tuesday, October 3rd – Thursday, October 5th. Your child is making adequate progress and you are being invited to a group conference to be held at:

Date: _____ Time: _____ Location: _____

It is very important that you are on time to this conference. If you cannot keep this scheduled appointment please call the school. 238-1782

Teacher: _____

Grade: _____

Parent's Reply

Please check and return:

_____ I will be able to come at the appointed time.

_____ I will not be able to come at the appointed time.

Parent's Signature

Child's Name



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PARENT-TEACHER CONFERENCES

Dear Parents/Guardians:

Shandon Elementary will be having parent-teacher conferences on Tuesday, October 3, 2017 – Thursday, October 5, 2017.

The classroom teacher would like to schedule conferences with the parents or guardians of each student to discuss the student's progress in school.

We strongly encourage you to attend the conference.

I have set aside the following time:

Day _____ Date _____ Time _____

to meet with you and to discuss the progress of your child, _____.

It is very important that you are on time to this conference. If you cannot keep your scheduled appointment please call the school.

Teacher _____ Room _____

Parent's Reply

Please check and return:

_____ I will be able to come at the appointed time.

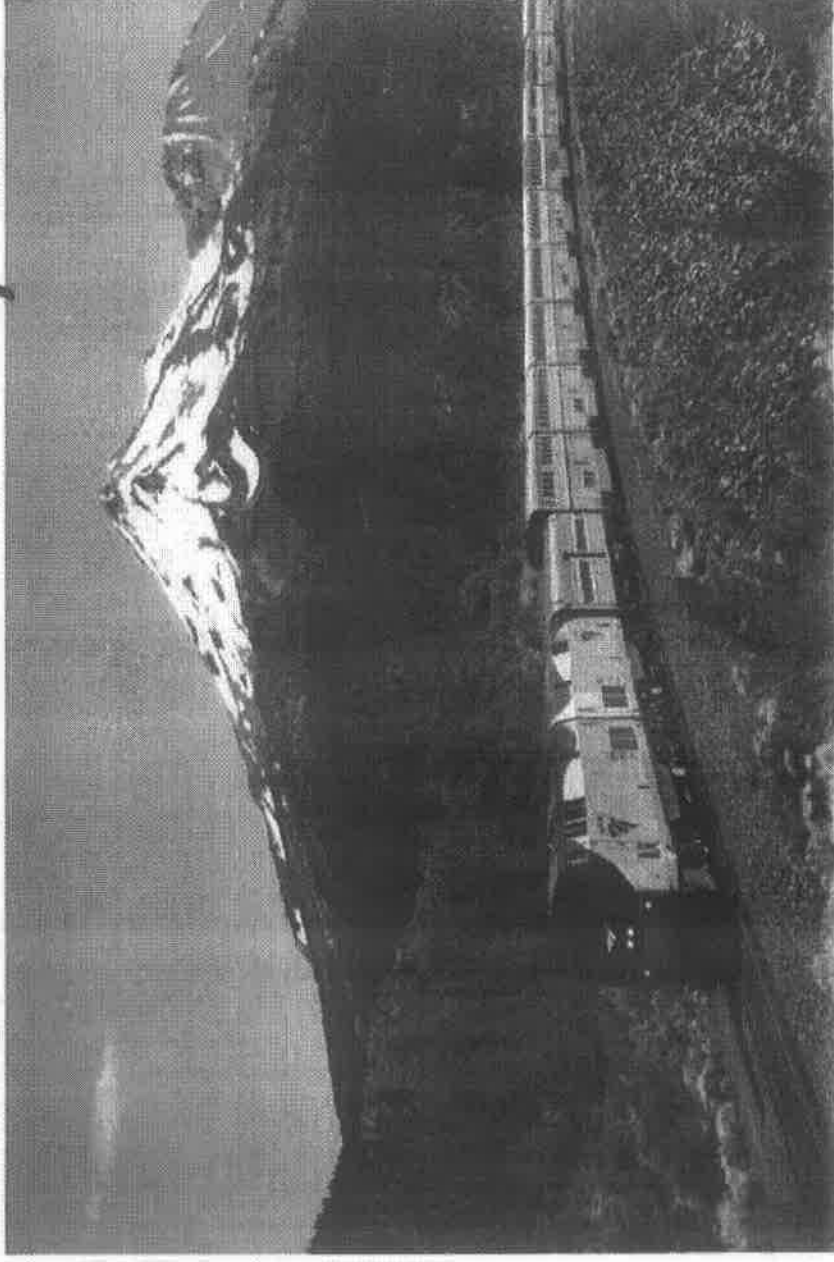
_____ I will not be able to come at the appointed time. I would prefer to come:

_____ at _____
(day) (time)

Parent's Signature

Child's Name

Shandon Community Library



Bring in your colored Starlight and get an Entry Form before the Central Coast Railroad Festival on October 14th at 195 N 2nd St, Shandon CA

You could win a \$200 Amtrak Gift Card

October 10th - Superintendent's Report

Teacher and Classified of the Year Dinner - Shandon had 14 people attend, the most of any District. It was a fun evening honoring outstanding educators.

Parkfield Back to School Night - Shannon and I both attended and were treated to student performances as well as a teacher slide show about her and the daily academic activities at the school. The teacher, students and community members attending expressed their thanks for the many Bond projects at the school. They especially enjoy the new air conditioner and the smart board.

Annual District Auditors Visit – The Moss, Levy & Hartzheim LLP completed the site visit portion of the District Audit on Monday, September 25th. Sonia Stuart and Sadie Howard worked with the Auditors to provide all information requested. Preliminary feedback was very positive.

San Luis Obispo County Library Cards – Representatives of the San Luis Obispo County Libraries met with SHS Librarian Jeanne Stuart and SES Librarian Leslie Almaguer to discuss a better way of getting Library Cards to all students. The school will be sending a permission form home for parents to sign that will allow the library to issue Library Cards to students. The letter should go out soon.

Parkfield Library Meeting – Representatives of the Monterey County Libraries met with Parkfield Community Club members and Superintendent Taylor, Tuesday, September 19th at the Parkfield Community Hall to take input on the library needs of the community. Information from this meeting will be used to develop proposal from the Monterey County Library representative to use the old teacherage for a Monterey County Library.

NEW Bus - Karen has received preliminary notice that we are getting the replacement bus grant that we applied for! We are awaiting the final paperwork before ordering the new bus.

Parkfield Library Planning Meeting - I attended this meeting organized by representatives of Monterey County Libraries to seek input on the library needs of the community. Community member expressed the need for a wide variety of library services including use of the internet, copying machines, fax machines, student research tools, and Parkfield Valley history information. Concerns were expressed about past problems with lack of and inconsistency of hours the library was open.

Dog Search - Officer Fontechio arranged for the Sheriff's Dog to visit the High School campus on Tuesday, September 26th. The dog checked a classroom and all of the lockers for any indication of drugs. We will continue to have the dog visit periodically.

Vandalism – The damage to the doors and refrigerators done to the SHS Staff lounge was valued at \$2680. Since our insurance deductible is \$2,500 and we are awaiting restitution from the vandal who is not incarcerated, we will probably not be filing a claim. Rudy has repaired the door and refrigerators.

Professional Development this month included several staff members attending Crisis Intervention Training at SLOCOE, Lori Esser attending the Teacher Induction Program Trainer at SLOCOE, Deanna Morton attending the Ag Industry Tour in Salinas, Shannon Kepins attending the Attendance and Discipline Officials Committee at SLOCOE, all teachers attended Emergency Response Training September 20th, and 4 staff members attended local and regional AVID training.

Pioneer Day – October 14th -Students, Alumni, Alumni Staff and Staff will be riding in and around a school bus in the parade to honor Queen Ellen.

Shandon Outlaws Football
2017 Calendar

Date	Opponent	Home/Away	Time
9/9	Alpaugh	Away	10:00 a.m.
9/15	Anzar	Away	7:00 p.m.
9/29	Cuyama	Away	7:00 p.m.
10/13	Valley Christian	Away	7:00 p.m.
10/20	Maricopa (Spirit Game)	Home	3:30 p.m.
10/27	Coastal Christian	Away	7:00 p.m.



2017 Shandon Middle School Volleyball

Day	Date	Opponent	Location	A-Team	B-Team	Release Time
Thursday	9/28	Santa Lucia	Home	4:00	5:00	----
Tuesday	10/3	SLO Classical	Away	3:45	4:45	1:45
Wednesday	10/4	Trinity Lutheran	Away	3:45	4:45	2:30
Tuesday	10/10	Cayucos	Away	3:45	4:45	2:15
Wednesday	10/11	Coastal Christian	Home	3:45	4:45	----
Tuesday	10/17	Lillian Larsen	Away	3:45	4:45	2:15
Thursday	10/19	St. Rose	Home	4:00	5:00	---
Tuesday	10/24	Santa Lucia	Away	4:00	5:00	2:15
Thursday	10/26	SLO Classical	Home	4:00	5:00	---

Head Coach: Michelle Rodriguez, mrodriguez@shandonschools.org

Assistant Coach: Maribel Arroyo, marroyo@shandonschools.org

Athletic Director: Aleks Hewitt, Ahewitt@shandonschools.org

Principal/ Superintendent: Teresa Taylor ttaylor@shandonschools.org

School office: 805-238-1782

Updated 9/26/17

Times and locations can change. Please contact your coach or refer to the District Events Calendar at www.shandonschools.org for accurate times and locations.

El tiempo y el lugar pueden cambiar. Por favor contacte al entrenador o pueden mirar en el Calendario de Eventos del Distrito en la pagina www.shandonschools.org para información mas precisa acerca de los tiempos y lugares.

School Name:**Address:**

Santa Lucia

2850 Schoolhouse Ln, Cambria, CA 93428

Coastal Christian

1005 N Oak Park Blvd, Pismo Beach, CA 93449

SLO Classical

1350 Osos St, San Luis Obispo, CA 93401

Trinity Lutheran

Kennedy Club Fitness, 500 S River Rd, Paso Robles, CA
93446

Cayucos

301 Cayucos Dr, Cayucos, CA 93430

Lillian Larsen

1601 L St. San Miguel, CA, 93451

St. Rose

820 Creston Rd, Paso Robles, CA 93446

Shandon Outlaws Volleyball

2017 Calendar

Date	Opponent	Home/Away	Time
9/9	Alpaugh	Away	1:00 p.m.
9/19	Riverdale Christian Academy	Home	5:00 p.m.
9/21	Coast Union	Away	5:00 p.m.
9/23	VCA Tournament	Away	TBD
9/26	Valley Christian	Away	5:00 p.m.
9/27	Alpaugh	Home	5:00 p.m.
9/28	Coastal Christian	Away	5:00 p.m.
10/3	Maricopa	Home	5:00 p.m.
10/5	Cuyama	Away	5:00 p.m.
10/10	Coastal Union	Home	5:00 p.m.
10/12	Valley Christian	Home	5:00 p.m.
10/17	Coastal Christian	Home	5:00 p.m.
10/19	Maricopa	Away	5:00 p.m.
10/24	Cuyama (Senior Night)	Home	5:00 p.m.
TBD	SLO Classical	Home	TBD

2017 MIDDLE SCHOOL X-COUNTRY SCHEDULE

SEPT. 23 RD	LOS ALAMOS 5K	LOS ALAMOS	9:30
OCT. 13 TH	CA. STATE CHAMPS.	RIVERSIDE	AS Per our conversation 9:30 <u>sub.</u>
OCT. 14 TH	MCKENZIE INV.	GUADALUPE	8:30
OCT. 26 TH	SLO COUNTY	SLO	2:30 - Coverage
OCT. 28 TH	E. ROGERS FUN RUN	SAN MIGUEL	9:00
NOV. 4 TH	S.L.O. COUNTY FINALS	CUESTA COLLEGE	3:00 - Coverage

ASVAB Career Exploration Program

10

Dear Parents and Guardians of Students in Grade 10:

I am pleased to have arranged the ASVAB Career Exploration Program for all 10th grade students. It is the most widely used career assessment of its kind in the world and it is free. It meets the career development needs of today's high school students, whether they plan to seek work immediately after high school or pursue further education or training at a vocational school, community college, or four-year college. It provides a thorough assessment of a student's skills and knowledge while combining their interests. It includes activities and resources to explore a wide range of careers, access to career exploration websites, and increases confidence when making career decisions. The ASVAB will be administered on Oct 18, 2017 at 8:15am.

Since the ASVAB is given only in English, those students who are beginning to learn English may choose not to participate. A meeting will occur to interpret the results, which cannot be used by military recruiters. Students in grades 11 or 12 who are interested in joining a military service after graduation may also take the test.

Students who know more about their career opportunities are more motivated to apply themselves in their high school education, which is the launch pad to their futures.

Please contact me if you **DO NOT** want your son/daughter to take the exam or if you have any questions.
Email: adobberpuhl@shandonschools.org or Call: (805) 591-8361

Sincerely,
Amanda Dobberpuhl
School Counselor

ASVAB Programa de Exploración de Carreras

Estimados Padres y Guardianes de Estudiantes en Grado 10:

Me complace haber organizado el Programa de Exploración de Carreras de ASVAB para todos los estudiantes del 10 grado. Es la evaluación de carrera más utilizada en su género en el mundo y es gratuita. Cumple con las necesidades de desarrollo de carrera de los estudiantes de secundaria de hoy en día, ya sea que planean buscar trabajo inmediatamente después de la escuela secundaria o continuar una educación o capacitación en una escuela vocacional, colegio comunitario o universidad de cuatro años. Proporciona una evaluación completa de las habilidades y el conocimiento de un estudiante combinando sus intereses. Incluye actividades y recursos para explorar una amplia gama de carreras, acceso a sitios web de exploración de carreras y aumenta la confianza al tomar decisiones de carrera. El ASVAB se administrará el **18 de octubre de 2017 a las 8:15 am.**

Puesto que el ASVAB se da solamente en inglés, los estudiantes que están comenzando a aprender el inglés pueden elegir no participar. Se realizará una reunión para interpretar los resultados, que no pueden ser utilizados por los reclutadores militares. Los estudiantes en los grados 11 o 12 que estén interesados en unirse a un servicio militar después de la graduación también pueden tomar la prueba.

Los estudiantes que saben más acerca de sus oportunidades de carrera están más motivados a aplicar en su educación secundaria, que es la plataforma de lanzamiento a su futuro.

Póngase en contacto conmigo si no desea que su hijo / hija tome el examen o si tiene alguna pregunta.
Correo electrónico: adobberpuhl@shandonschools.org o llame al: (805) 591-8361

Sinceramente,
Amanda Dobberpuhl
Consejero de la escuela

(11)

SHANDON

JOINT UNIFIED SCHOOL DISTRICT

P. O. Box 79, 101 South First Street, Shandon, CA 93461

Teresa Taylor, Superintendent/Principal
ttaylor@shandonschools.org

Telephone (805) 238-0286
Fax (805) 238-0777

Dear Parents and Guardians of Students in Grade 11:

I am pleased to have arranged the PSAT – practice test for the SAT- for all 11th grade students. The PSAT can assess your reading, verbal and math skills for college. This test can also help to find out what college entrance exams, including the SAT, are like. You may also qualify for scholarships and enrichment programs based on your score. The PSAT will be administered on Oct 11, 2017 at 8:15am in the library.

Since the PSAT is given only in English, those students who are beginning to learn English may choose not to participate.

Please contact me if you DO NOT want your son/daughter to take the exam or if you have any questions.

Email: adobberpuhl@shandonschools.org or Call: (805) 591-8383

Sincerely,

Amanda Dobberpuhl
School Counselor

Estimados Padres y Tutores del Estudiante de Grado 11:

Me complace haber arreglado el examen de práctica para los estudiantes del onceavo grado. El examen puede evaluar sus habilidades de lectura, verbal y matemática para la Universidad. Este examen también puede ayudar a averiguar qué exámenes de ingreso a la Universidad, incluyendo el SAT, son como. También puede calificar para becas y programas de enriquecimiento basados en su puntuación. El examen será administrado el 11 de Oct de 2017 a las 8:15am en la biblioteca.

Ya que el examen se da sólo en inglés, los estudiantes que están empezando a aprender inglés pueden optar por no participar.

Póngase en contacto conmigo si no desea que su hijo/hija tome el examen o si tiene alguna pregunta.

Correo electrónico: adobberpuhl@shandonschools.org o llame al: (805) 591-8383

Consejera Escolares,
Amanda Dobberpuhl

12)

SENIORS

Financial Aid Night

Shandon High School
Wednesday November 15
Library
6:00 – 8:00 PM
In Spanish and English

Parents and their high school students are invited to a presentation by a financial aid counselor who will explain how to acquire money to pay for education or training programs after high school. Topics will include the California Dream Act, government financial aid, private scholarships and loans, and the Cuesta College Promise Scholarship.

You will also receive help with filling out the FASFA (Free Application for Federal Student Aid) or the California Dream Act

For information contact Mrs. Dobberpuhl at 591-8361.