

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Agenda

Tuesday, August 8, 2017

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

Location: Shandon High School- Room 6

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

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

3.0 RECONVENE SESSION / PLEDGE OF ALLEGIANCE TO THE FLAG

4.0 REPORT ON ACTION FROM CLOSED SESSION

5.0 ADOPTION OF AGENDA

6.0 PUBLIC COMMENT /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
- 7.5 Cafeteria Report

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 June 13, 2017 and June 22, 2017
- 8.2 Approval of Warrants and Payroll
- 8.3 Approval of Budget Report
- 8.4 Approval of Student Body Funds Report
- 8.5 Approval of Personnel Action Report
- 8.6 Approval of Overnight FFA Officer Retreat
- 8.7 Approval of the Quarterly William's Uniform Complaint- April 2017
- 8.8 Approval of the Quarterly William's Uniform Complaint- July 2017

9.0 ACTION ITEMS

- 9.1 Approval of Agreement between SJUSD and California SUMS Initiative Grant
- 9.2 Approval of MOU Between SJUSD and SLOCOE Migrant Education Program Region 18
- 9.3 Approval of MOA Between SJUSD and San Luis Obispo County Induction Program
- 9.4 Approval of MOU Between SJUSD and County of San Luis Obispo Department of Social Services
- 9.5 Approval of Intradistrict Transfer Student 2017-18-15
- 9.6 Approval of Intradistrict Transfer Student 2017-18-16
- 9.7 Approval of the Attendance Incentive Policy in the Shandon Elementary School 2017-18 Handbook
- 9.8 Approval of the Declaration for Need of Fully Qualified Educators
- 9.9 Approval of the 45 Day Revision of the Budget
- 9.10 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 First Reading of BP 3400 Management of District Assets/Accounts
- 10.2 Approval of First Reading of AR 3400 Management of District Assets/Accounts
- 10.3 Approval of First Reading of BP 3430 Investing
- 10.4 Approval of First Reading of AR 3430 Investing
- 10.5 Approval of First Reading of AR 3440 Inventories
- 10.6 Approval of First Reading of AR 3451 Petty Cash
- 10.7 Approval of First Reading of BP 3452 Student Activity Funds
- 10.8 Approval of First Reading of BP 3460 Financial Reports and Accountability
- 10.9 Approval of First Reading of AR 3460 Financial Reports and Accountability
- 10.10 Approval of First Reading of BP 3510 Green School Operations
- 10.11 Approval of First Reading of BP 5141.52 Suicide Prevention
- 10.12 Approval of First Reading of AR 5141.52 Suicide Prevention
- 10.13 Approval of Second Reading of BP 6173 Education for Homeless Children
- 10.14 Approval of Second Reading of AR 6173 Education for Homeless Children
- 10.15 Approval of Second Reading of E 6173 Education for Homeless Children

11.0 INFORMATION/DISCUSSION ITEMS

- 11.1 Measure K Bond Update
- 11.2 Shandon High School Football Schedule
- 11.3 Shandon High School Volleyball Schedule
- 11.4 Shandon High School Master Schedule
- 11.5 Shandon Middle School Master Schedule
- 11.6 Shandon Elementary Bell Schedule

14.0 FUTURE AGENDA ITEM REQUESTS

15.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for September 12, 2017 at
Shandon High School Room #6, Closed Session at 6:00 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

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

Board Meeting Agenda
August 8, 2017

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

OFFICIAL AGENDA POSTED AT THE DISTRICT OFFICE/SHANDON HIGH SCHOOL

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: August 8, 2017**

AGENDA ITEM TITLE:

Approval of the Minutes of June 13, 2017 and June 22, 2017

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

Provided for your approval are the Minutes for the June 13, 2017 and June 22, 2017 Board Meetings.

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Minutes

Tuesday, June 13, 2017

1.0 OPEN SESSION

1.1 Call to Order and Roll Call

Board Clerk Twisselman called the meeting to order at 6:00PM.

Members present: Jennifer Moe; Robert Van Parlet; Shannon Plaisted;
Kate Twisselman, Clerk

Members Absent: Marlene Thomason, President

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

1.2 Public Comment Limited to Closed Session Items

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

The Board adjourned to closed session at 6:02PM.

2.0 CLOSED SESSION

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

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

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

2.4 Student Discipline - Case #2016-17-5, Pursuant to Education Code Sections 35146, 48900 et seq., 48912(b), 48918 and 49060 et seq., and 20 U.S.C. Section 1232g

3.0 RECONVENE SESSION / PLEDGE OF ALLEGIANCE TO THE FLAG

Board Clerk Twisselman reconvened the meeting to open session at 7:02PM and Board Member Parlet led the pledge of allegiance.

4.0 REPORT ON ACTION FROM CLOSED SESSION

Board Clerk Twisselman reported that the stipulated expulsion was approved during closed session.

5.0 ADOPTION OF AGENDA

A motion was made to approve the agenda (Plaisted/Parlet) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.

6.0 PUBLIC COMMENT

6.1 PUBLIC COMMENT

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

7.0 PUBLIC HEARING

7.1 Adoption of Shandon Elementary School TK-1st Grade English Language Arts Curriculum

7.2 Adoption of Shandon High School Mathematics Curriculum

7.3 Preliminary Budget for 2017-2018

7.4 Preliminary Local Control and Accountability Plan (LCAP)

8.0 REPORTS FROM SCHOOL RELATED GROUPS (oral)

- 8.1 *There were no Student Body Reports.*
- 8.2 *Staff Reports- Athletic Director Aleks Hewitt reported that 39 students participated in the free sports physical event at the Shandon High School Gym. He also reported that Dr. Carr donated his time to come out to Shandon to do the physicals. Aleks created a sport survey to address the interests that students had regarding sports for the upcoming school year. He said that he would do his best to accommodate the students requests. IT Technician Aleks Hewitt reported that he is currently working on different projects at both SES and SHS. He is preparing for the install of phone and cameras and the network. He would have a better idea at the next board meeting and noted that Phil Trot from SLOCOE has been advising on the project.*
- 8.3 *There were no Bargaining Representative Reports.*
- 8.4 *There were no Board Reports.*

9.0 APPROVAL OF CONSENT AGENDA

A motion was made to approve the consent agenda (Plaisted/Moe) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.

10.0 ACTION ITEMS

- 10.1 *A motion was made to approve the First Reading for the Adoption of 9-12 Math Curriculum (Moe/Parlet) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.*
- 10.2 *A motion was made to approve Approval of the First Reading for the Adoption of TK-1 ELA Curriculum (Plaisted/Moe) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.*
- 10.3 *A motion was made to approve Approval of Contract Agreement with Julie Avnit, Facilities Consultant (Moe/Parlet) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.*
- 10.4 *A motion was made to approve Approval of the CIF Form to Record District and/or School Representatives to Leagues (Moe/Plaisted) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.*
- 10.5 *A motion was made to approve Approval of Interdistrict Transfer Student 2017-18-4(Plaisted/Moe) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.*
- 10.6 *A motion was made to approve Approval of Interdistrict Transfer Student 2017-18-5(Plaisted/Moe) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.*
- 10.7 *A motion was made to approve Approval of Interdistrict Transfer Student 2017-18-6(Parlet/Plaisted) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.*
- 10.8 *A motion was made to deny Approval of Interdistrict Transfer Student 2017-18-7(Plaisted/Parlet) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.*
- 10.9 *A motion was made to deny Approval of Interdistrict Transfer Student 2017-18-8(Parlet/Plaisted) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.*
- 10.10 *A motion was made to deny Approval of Interdistrict Transfer Student 2017-18-9(Plaisted/Moe) (3/1/1) Moe, Parlet, and Twisselman voted aye. Board member Plaisted voted no and Board President Thomason was absent.*
- 10.11-10.13 *A motion was made to approve Approval of Intradistrict Transfer Student 2017-18-10, Intradistrict Transfer Student 2017-18-11, and Intradistrict Transfer Student 2017-18-112 (Plaisted/Parlet) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.*

Moe left the meeting at 7:55PM.

Moe returned to the meeting at 7:56PM.

- 10.14 A motion was made to approve the Data Sharing and services Partnership Agreement with The Foundation for California Community Colleges with clarification on grade ranges (Plaisted/Moe) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.
- 10.15 A motion was made to approve Approval of the College and Career Access Pathways (CCAP) Agreement with the San Luis Obispo County Community College District with corrections(Plaisted/Moe) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.
- 10.16 A motion was made to approve Approval of the 2017-18 AVID Contract(Parlet/Moe) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.

Moe left the meeting at 8:34PM.

Moe returned to the meeting at 8:34PM.

- 10.17 A motion was made to approve Approval of 2017-18 Shandon Elementary & Parkfield Elementary School Handbook (Moe/Plaisted) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.
- 10.18 A motion was made to approve Approval of the Measure K Citizens' Oversight Committee(Parlet/Plaisted) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.

Plaisted left the meeting at 8:58PM.

A request was made by Superintendent Taylor to move item 12.8 Preliminary Budget due to Sonia Stuart only available for a short time.

Plaisted returned to the meeting at 8:59PM.

Sonia Stuart presented the Preliminary Budget to the Board and answered questions asked by Board Members.

11.0 ACTION ITEMS

BOARD BYLAWS/BOARD POLICIES/ ADMINISTRATIVE REGULATIONS

Update Board Policies & Administrative Regulations:

- 11.1 A motion was made to approve the First Reading of AR 3311.4 Procurement Of Technological Equipment(Plaisted/Moe) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.
- 11.2 A motion was made to approve the First Reading of BP 3312 Contracts with corrections (Parlet/Moe) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.

Moe left the meeting at 9:37PM.

- 11.3 A motion was made to approve the First Reading of BP 3312.2 Educational Travel Program Contracts (Parlet/Plaisted) (3/0/2) Parlet, Plaisted, Twisselman voted aye. Board member Moe and Board President Thomason were absent.

Moe returned to the meeting at 9:38PM.

- 11.4 A motion was made to approve the First Reading of AR 3312.2 Educational Travel Program Contracts (Plaisted/Moe) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.

- 11.5 A motion was made to approve the First Reading of BP 3314 Payment for Goods and Services(Moe/Plaisted) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.
- 11.6 A motion was made to approve the First Reading of AR 3314 Payment for Goods and Services (Moe/Parlet) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.
- 11.7 A motion was made to approve the First Reading of BP 3314.2 Revolving Funds (Parlet/Plaisted) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.
- 11.8 A motion was made to approve the First Reading of BP 3320 Claims and Actions Against the District (Plaisted/Moe) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.
- 11.9 A motion was made to approve the First Reading of AR 3320 Claims and Actions Against the District(Parlet/Plaisted) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.
- 11.10 A motion was made to approve the First Reading of BP 3350 Travel Expenses with the selection of option #2 (Parlet/Plaisted) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.
- 11.11-11.25 A motion was Approval of Second Reading of BP 3280 Sale Or Lease Of District-Owned Real Property, AR 3280 Sale Or Lease Of District-Owned Real Property, BP 3290 Gifts, Grants And Bequests, BP 3300 Expenditures And Purchases, BP 3311 Bids, AR 3311 Bids, BP 3311.1 Uniform Public Construction Cost Accounting Procedures, AR 3311.1 Uniform Public Construction Cost Accounting Procedures, AR 3311.2 Lease-Leaseback Contracts, AR 3311.3 Design-Build Contracts, BP 3513.3 Tobacco-Free Schools, AR 3513.3 Tobacco-Free Schools, BP 5131.62 Tobacco, AR 5131.62 Tobacco, BP 6142.1 Sexual Health And HIV/AIDS Prevention Instruction, and AR 6142.1 Sexual Health And HIV/AIDS Prevention Instruction (Plaisted/Moe) (4/0/1) Moe, Parlet, Plaisted, Twisselman voted aye. Board President Thomason was absent.

Parlet left the meeting at 10:03PM.

Parlet returned to the meeting at 10:05PM.

12.0 INFORMATION/DISCUSSION ITEMS

- 12.1 SIUSD Enrollment
- 12.2 District Calendar of Events
- 12.3 Career Technical Education Incentive Grant
- 12.4 California SUMS Initiative Grant
- 12.5 Donation Information
- 12.6 Thank You Letters
- 12.7 Preliminary Local Control and Accountability Plan (LCAP)
- 12.8 Preliminary Budget for 2017-18

13.0 DISTRICT/SITE REPORTS

- 13.1 The Special Education Report was submitted by Sue Cherry.
- 13.2 Shannon Kepins presented her Shandon Elementary Report to the Board.
- 13.3 Teresa Taylor presented her Superintendent's Report to the Board.
 - Accrediting Commission for Schools- Western Association of Schools and Colleges
 - Construction of the Ag Shop Extension- Paid for with CTEIG Funds

14.0 FUTURE AGENDA ITEM REQUESTS

Board Member Moe requested to talk about attendance rules and incentives at the upcoming meeting.

15.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for Thursday, June 22, 2017 at **Shandon Elementary School Library, Closed Session at 6:00 PM, Open/Regular Session at 7:00 PM.**

16.0 ADJOURNMENT

Board Clerk Twisselman adjourned the meeting at 9:19PM.

The Board returned to closed session at 9:21PM.

The Board adjourned the closed session at 9:23PM.

no action was taken

Kate Twisselman, Clerk

Or

Teresa Taylor, Superintendent and Secretary to the
Board of Trustees

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Meeting Minutes

Thursday, June 22, 2017

1.0 OPEN SESSION

1.1 Call to Order and Roll Call

Board President Thomason called the meeting to order at 6:10PM.

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

Members Absent: None

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

1.2 Public Comment Limited to Closed Session Items

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

The Board adjourned to closed session at 6:11PM.

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

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

Superintendent Teresa Taylor requested to add two additional action items to the agenda. The items requested were Item 8.22 Approval of Award of C-MAS Quote for Smart Boards and item 8.23 Approval of Award of Bid for Roofing. Superintendent Taylor stated that it was urgent to get the items approved as soon as possible to be able to execute and complete the projects over the summer.

6.0 PUBLIC COMMENT

6.1 PUBLIC COMMENT

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

7.0 INFORMATION/DISCUSSION ITEMS

7.1 Review of AB1200 Public Disclosure of Collective Bargaining Agreement with CSEA Chapter

7.2 Review of AB1200 Public Disclosure of Collective Bargaining Agreement with STA

7.3 SJUSD Enrollment

7.4 Shandon High School Second Semester Honor Roll

7.5 Measure K Bond Update

8.0 ACTION ITEMS

8.1 *A motion was passed to approve Ratification of the 2017-18 Partial Bargaining Agreement with CSEA Chapter 25 (Plaisted/Moe) (4/0/0/1) Moe, Parlet, Plaisted, and Twisselman voted aye. Board President Thomason abstained from the vote due to possible conflict of interest.*

8.2 *A motion was passed to approve Ratification of the 2017-18 Partial Bargaining Agreement with Shandon Teacher Association (Moe/Parlet) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.*

8.3 *A motion was passed to approve the 2017-18 Budget (Moe/Parlet) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.*

- 8.4 A motion was passed to approve the 2017-18 Local Control Accountability Plan (LCAP) (Moe/Parlet) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.5 A motion was passed to approve the Second Reading for the Adoption of 9-12 Math Curriculum (Plaisted /Moe) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.6 A motion was passed to approve Approval of the Second Reading for the Adoption of TK-1 ELA Curriculum (Moe/Plaisted) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.7 A motion was passed to approve Interdistrict Transfer Student 2017-18-13 (Plaisted/Moe) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.8 A motion was passed to approve Interdistrict Transfer Student 2017-18-14 (Moe/Plaisted) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.9 A motion was passed to approve the Measure K CDW-G/EKC Proposal for Network and Cabling Upgrade Project (Moe/Plaisted) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.10 A motion was passed to approve the Measure K Shandon High School and Elementary School Painting Project (Moe/Parlet) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.11 A motion was passed to approve the 2017-18 Shandon High School Handbook with corrections (Parlet/Moe) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.12 A motion was passed to approve the Shandon School District Athletic Handbook(Parlet/Moe) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.13 A motion was passed to approve the SJUSD Coaches Handbook (Moe/Parlet) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.14 A motion was passed to approve the Heinemann- Fountas Pinnell Conference- Staff (Plaisted /Moe) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.15 A motion was passed to approve the AMP'D Conference- Students (Moe/Plaisted) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.16 A motion was passed to approve the Second Reading of the College and Career Access Pathways (CCAP) Agreement with the San Luis Obispo County Community College District (Moe/Parlet) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.17 A motion was passed to approve the Consolidated Application for Title I, Title II, Title III, and Title V Federal Funds (Plaisted/Moe) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.18 A motion was passed to approve the Business Services Agreement between SJUSD and SLOCOE(Moe/Plaisted) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.19 A motion was passed to approve the MOU between SLO County YMCA and SJUSD (Moe/Parlet) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.20 A motion was passed to approve the 2017-18 Agricultural Career Technical Education Incentive Grant (Moe/Parlet) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.21 A motion was passed to approve the 2017-18 Education Protection Account (EPA) Spending Plan (Moe/Plaisted) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 8.22 A motion was passed to approve the Award of C-MAS Quote for Smart Boards (Moe/Plaisted) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye
- 8.23 A motion was passed to approve the Award of Bid for Roofing (Parlet/Moe) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye

9.0 ACTION ITEMS

BOARD BYLAWS/BOARD POLICIES/ ADMINISTRATIVE REGULATIONS

Update Board Policies & Administrative Regulations:

- 9.1-9.3.1 A motion was passed to approve the First Reading of BP 6173 Education for Homeless Children, AR 6173 Education for Homeless Children, and E 6173 Education for Homeless Children (Moe/Parlet) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.
- 9.4-9.13 A motion was passed to approve the Second Reading of AR 3311.4 Procurement Of Technological Equipment, BP 3312 Contracts, BP 3312.2 Educational Travel Program Contracts, AR 3312.2 Educational Travel Program Contracts, BP 3314 Payment for Goods and Services, AR 3314 Payment for Goods and Services, BP 3314.2 Revolving Funds, BP 3320 Claims and Actions Against

the District, AR 3320 Claims and Actions Against the District, and BP 3350 Travel Expenses (Moe/Parlet) (5/0) Moe, Parlet, Plaisted, Thomason, Twisselman voted aye.

14.0 FUTURE AGENDA ITEM REQUESTS

Board Member Moe requested to discuss the attendance rules and incentive programs.

15.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for August 8, 2017 at
Shandon High School Room #6, Closed Session at 6:00 PM, Open/Regular Session at 7:00 PM.

16.0 ADJOURNMENT

Board President Thomason adjourned the meeting at 9:00PM.

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: August 8, 2017

AGENDA ITEM TITLE:

Approval of Warrants and Payroll for July 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 #01 through #03

General Fund (01)	\$ 83,515.52
Food Service/Cafeteria Fund (13)	\$88.16
Bond Fund (21)	\$207,645.41

TOTAL WARRANT APPROVALS

\$291,249.09

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.

July 10 th	\$14,377.82
July 31 st	\$58,959.16

TOTAL

\$73,336.98

RECOMMENDED ACTION:

Approve Accounts Payable and Payroll warrants

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
AERIES SOFTWARE	INV#M&S-5738,201		6,650.00	07/12/2017
AIRGAS USA LLC	INV#9065116006,S		407.59	07/06/2017
AIRGAS USA LLC	INV#9065116006,S		2,252.25	07/06/2017
AMERIPRIDE UNIFORM SERVICES	INV#1501929846, TOWELS		107.59	07/12/2017
AVID	INV#23899,AVID S AVID TRAINING		1,670.00	07/12/2017
BRIGHTARROW TECHNOLOGIES	NOT USING VENDOR VOICE CALLER		0.00	07/06/2017
C & N TRACTORS	INV#24372P,PRKFL		217.31	07/12/2017
CALIFORNIA SCHOOL BOARD ASSOC.	INV#35298-N2X9B0 2017/2018 GAMUT		1,135.00	07/06/2017
CALIFORNIA SCHOOL BOARD ASSOC.	INV#32869-F7G9X0		3,856.00	07/06/2017
CRYSTAL SPRINGS WATER	INV#856362,DRINK DRINKING WATER		7.00	07/12/2017
DAVIS, MICHAEL LEE	INV#316,BUS#1,45 BUS REPAIRS		150.00	07/12/2017
DAVIS, MICHAEL LEE	INV#317,BUS#2,45 BUS REPAIRS		150.00	07/12/2017
FULLER, JONATHAN	2017 FAIR MEALS,		518.00	07/13/2017
LOWE'S BUSINESS ACCT/GEMH	ACC#6675,MOT SUP		454.91	07/06/2017
LOWE'S BUSINESS ACCT/GEMH	ACC#6675,PRKFLD		325.51	07/06/2017
LOWE'S BUSINESS ACCT/GEMH	ACC#6675,AG SUPP		350.04	07/06/2017
MORTON, DEANNA	2017 FAIR MEALS,		518.00	07/13/2017
OFFICE DEPOT	INV#935840143003		14.54	07/06/2017
OFFICE DEPOT	INV#937612321001		43.85	07/06/2017
OFFICE DEPOT	INV#937611997001		153.79	07/06/2017
OFFICE DEPOT	INV#937346525002		9.44	07/12/2017
PACIFIC GAS & ELECTRIC COMPANY	ACC#6230961798-3		161.64	07/06/2017
PACIFIC GAS & ELECTRIC COMPANY	ACC#6978927856-6		47.61	07/06/2017
PACIFIC GAS & ELECTRIC COMPANY	ACC#3644187859-6 PG&E		44.51	07/06/2017
PACIFIC GAS & ELECTRIC COMPANY	ACC#1779527540-7 PG&E		200.54	07/06/2017
PACIFIC GAS & ELECTRIC COMPANY	ACC#6230961798-3 PG&E		285.90	07/06/2017
PACIFIC GAS & ELECTRIC COMPANY	ACC#6978927856-6 PG&E		58.02	07/06/2017
PACIFIC GAS & ELECTRIC COMPANY	ACC#5762161390-0 PG&E		82.88	07/12/2017
PACIFIC GAS & ELECTRIC COMPANY	ACC#5762161390-0 PG&E		6,487.98	07/12/2017
PASO ROBLES HEATING & AIR	INV#374366,PRKFL		265.50	07/06/2017
RELIABLE OFFICE MACHINE REPAIR	INV#5570,MONTHLY MONTHLY COPIER MAINT.		50.00	07/06/2017
RENAISSANCE LEARNING	WRONG AMOUNT ELEM A/R,A/M. STAR		0.00	07/06/2017
REPUBLIC ELEVATOR CO.	INV#159817,YARLY WHERLCHIR LIFT MAINT.		115.52	07/10/2017
SAN JOAQUIN COUNTY OFFICE	INV#47042,EDJOIN		450.00	07/06/2017
SAN MIGUEL GARBAGE # 200133	ACC#318244,TRASH DIST. TRASH		854.41	07/12/2017
SISC III	ID#68833,JULY 20		51,623.40	07/06/2017
STATE BOARD OF EQUALIZATION	ACC#57-415407,2N		50.24	07/12/2017
STATE OF CALIFORNIA	ACC#94248135,2ND		335.32	07/17/2017
Small School District's Assoc.	INV#1700122,DIST 2017/2018 BASIC MEMBERSHIP		600.00	07/06/2017
Stanley Convergent Sec.Solut.	INV#14610743,ELE ALARM MONITORING		879.84	07/06/2017
TECH TIME COMMUNICATIONS	INV#8139,QRTY MO		141.00	07/12/2017
U.S. BANK EQUIPMENT FINANCE	INV#333866093,CO MONTHLY COPIER CONTRACT		1,441.32	07/06/2017
VAN HORN, JOHN	WO#3408,PRKFLD T		150.00	07/12/2017
VERIZON - 508105832-00001	ACC#508105833000 HOT SPOTS		114.03	07/12/2017
WASTE MANAGEMENT	INV#8383075002,P PRKFLD TRASH		85.04	07/10/2017

TOTAL FUND 01

83,515.52

VENDOR NAME	FUND : 13 DESCRIPTION	CAFETERIA FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
CRYSTAL CREAMERY	INV#621178706, CA		57.49	07/06/2017
WESCH, JESSICA	REIMB. CAFE FOOD		9.05	07/06/2017
WESCH, JESSICA	REIMB.MILEAGE R/		21.62	07/06/2017
TOTAL FUND 13			88.16	

VENDOR NAME	FUND : 21 DESCRIPTION	BUILDING FUND - BOND PROCEEDS EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
AVNIT, JULIE	INV#688331702, JU		525.00	07/06/2017
CDW-GOVERNMENT	INV#JHW0287, PART	PHONE, CAMERAS	6,166.88	07/06/2017
CDW-GOVERNMENT	INV#JHN6343, SOFT	PHONE, CAMERAS	15,484.20	07/06/2017
CDW-GOVERNMENT	INV#JJM9219, TECH	PHONE, CAMERAS	66,266.83	07/12/2017
CDW-GOVERNMENT	INV#JHF6601, PART	PHONE, CAMERAS	4,775.00	07/06/2017
PORTNEY ENVIRONMENTAL &	CLOSE PO WRONG A	ASBESTOS REMOVAL	0.00	07/12/2017
PORTNEY ENVIRONMENTAL &	INV#17-023, H.S.A		45,070.00	07/12/2017
PRO COATINGS	INV#8214, H.S.PAI	PAINTING HIGH SCHOOL	36,432.50	07/12/2017
PRO COATINGS	INV#8213, ELEM PA	PAINTING, ELEM SCHOOL	32,925.00	07/12/2017
TOTAL FUND 21			207,645.41	
TOTAL DISTRICT			291,249.09	

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: August 8, 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 DETAIL							
REVENUE LIMIT SOURCES :							
8011	REV LIMIT STATE AID-CURR YEAR	1,469,878.00		1,469,878.00	232,727.00	1,237,151.00	15.83
8012	Rev Limit State Aid EPA	237,069.00		237,069.00	.00	237,069.00	0.00
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	.00	8,029.00	0.00
8044	SUPPLEMENTAL TAXES	58,881.00		58,881.00	.00	58,881.00	0.00
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	232,727.00	3,431,644.00	6.35
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		104,585.00	21,155.00	83,430.00	20.22
TOTAL FEDERAL REVENUES :		160,781.00	.00	160,781.00	21,155.00	139,626.00	13.15
OTHER STATE REVENUES :							
8550	MANDATED COST REIMBURSEMENT	9,826.00	44,326.00	54,152.00	.00	54,152.00	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		195,276.00	.00	195,276.00	0.00
TOTAL OTHER STATE REVENUES :		263,503.00	44,326.00	307,829.00	.00	307,829.00	0.00
OTHER LOCAL REVENUES :							
8650	LEASES & RENTALS	22,500.00		22,500.00	800.00	21,700.00	3.55
8660	INTEREST	1,350.00		1,350.00	.00	1,350.00	0.00
8677	INTERAGENCY SERV BETWN LEA'S	46,396.00		46,396.00	.00	46,396.00	0.00
8699	ALL OTHER LOCAL REVENUES	35,500.00		35,500.00	677.40	34,822.60	1.90
8792	TR OF APPORT FROM COE	168,190.00		168,190.00	.00	168,190.00	0.00
TOTAL OTHER LOCAL REVENUES :		273,936.00	.00	273,936.00	1,477.40	272,458.60	0.53
* TOTAL YEAR TO DATE REVENUES		* 4,362,591.00 *	* 44,326.00 *	* 4,406,917.00 *	* 255,359.40 *	* 4,151,557.60 *	* 5.79

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
CERTIFICATED SALARIES :							
1100	CERTIFICATED TEACHER	1,299,945.00		1,299,945.00	14,045.26	1,285,899.74	1.08
1150	CERTIFICATED TCHER EXTRA DUTY	10,125.00		10,125.00	225.00	9,900.00	2.22
1160	CERTIFICATED TEACHER SUBSTITUT	30,625.00		30,625.00	.00	30,625.00	0.00
1190	CERTIFICATED TEACHER OTH ASSIG	62,167.00		62,167.00	696.24	61,470.76	1.11
1200	CERT PUPIL SUPPORT SALARY	61,899.00		61,899.00	.00	61,899.00	0.00
1300	CERTIFICATED SUPERV & ADM SAL	30,750.00		30,750.00	6,150.00	24,600.00	20.00
1340	SCHOOL ADMINISTRATORS	180,837.00		180,837.00	11,703.75	169,133.25	6.47
TOTAL CERTIFICATED SALARIES :		1,676,348.00	.00	1,676,348.00	32,820.25	1,643,527.75	1.95
CLASSIFIED SALARIES :							
2100	INSTRUCTIONAL AIDE SALARIES	145,314.00		145,314.00	.00	145,314.00	0.00
2130	INSTRUCTIONAL AIDE HOURLY	890.00		890.00	.00	890.00	0.00
2150	INSTRUCTIONAL AIDE EXTRA DUTY	686.00		686.00	.00	686.00	0.00
2160	INSTRUCTIONAL AIDE SUBSTITUTE	5,000.00		5,000.00	.00	5,000.00	0.00
2200	CLASSIFIED SUPPORT SALARIES	296,374.00		296,374.00	13,607.76	282,766.24	4.59
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	.00	10,500.00	0.00
2400	CLERICAL/TECHNICAL/OFFICE SAL	166,560.00		166,560.00	7,555.63	159,004.37	4.53
2470	CLERICAL & OFFICE OVERTIME	4,500.00		4,500.00	.00	4,500.00	0.00
2900	OTHER CLASSIFIED SALARIES	20,600.00		20,600.00	349.74	20,250.26	1.69
TOTAL CLASSIFIED SALARIES :		658,424.00	.00	658,424.00	21,513.13	636,910.87	3.26
EMPLOYEE BENEFITS :							
3101	STRS CERTIFICATED	310,669.00		310,669.00	4,735.96	305,933.04	1.52
3201	PERS CERTIFICATED	7,371.00		7,371.00	.00	7,371.00	0.00
3202	PERS CLASSIFIED	105,770.00		105,770.00	3,341.20	102,428.80	3.15
3301	SOCIAL SECURITY CERTIFICATED	3,033.00		3,033.00	.00	3,033.00	0.00
3302	SOCIAL SECURITY CLASSIFIED	39,791.00		39,791.00	1,333.80	38,457.20	3.35
3311	MEDICARE - CERTIFICATED	23,148.00		23,148.00	475.90	22,672.10	2.05
3312	MEDICARE - CLASSIFIED	9,308.00		9,308.00	311.91	8,996.09	3.35
3401	HEALTH & WELFARE CERTIFICATED	244,936.00		244,936.00	.00	244,936.00	0.00
3402	HEALTH & WELFARE CLASSIFIED	176,375.00		176,375.00	.00	176,375.00	0.00
3501	UNEMPLOYMENT - CERTIFICATED	792.00		792.00	16.42	775.58	2.07
3502	UNEMPLOYMENT - CLASSIFIED	324.00		324.00	10.75	313.25	3.31
3601	WORKERS COMP - CERTIFICATED	39,275.00		39,275.00	810.66	38,464.34	2.06
3602	WORKERS COMP - CLASSIFIED	16,433.00		16,433.00	531.38	15,901.62	3.23
TOTAL EMPLOYEE BENEFITS :		977,225.00	.00	977,225.00	11,567.98	965,657.02	1.18

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
BOOKS AND SUPPLIES :							
4100	APPRVD TEXTBKS/CORE CURRICULA	69,117.00		69,117.00	.00	69,117.00	0.00
4300	MATERIALS AND SUPPLIES	151,561.00		151,561.00	407.59	151,353.41	0.26
4310	FUEL GAS	25,000.00		25,000.00	.00	25,000.00	0.00
4318	COPIER USAGE	20,340.00		20,340.00	1,441.32	18,898.68	7.08
4319	TIRES AND TUBES	3,700.00		3,700.00	.00	3,700.00	0.00
4320	GREASE & OIL	600.00		600.00	.00	600.00	0.00
4321	CUSTODIAL SUPPLIES	7,000.00		7,000.00	.00	7,000.00	0.00
4325	TOOLS	500.00		500.00	.00	500.00	0.00
4339	REPAIR PARTS	5,300.00		5,300.00	.00	5,300.00	0.00
4380	PAPER	4,500.00		4,500.00	.00	4,500.00	0.00
4398	FUEL TAX	100.00		100.00	50.24	49.76	50.24
4400	NON-CAPITALIZED EQUIPMENT	22,446.00		22,446.00	2,252.25	20,193.75	10.03
TOTAL BOOKS AND SUPPLIES :		310,164.00	.00	310,164.00	4,151.40	306,012.60	1.33
SERVICES, OTHER OPER. EXPENSE:							
5110	SubagrmL SPED outside agency	96,795.00		96,795.00	.00	96,795.00	0.00
5200	TRAVEL & CONFERENCE	31,435.00		31,435.00	4,743.88	26,691.12	15.09
5230	MILEAGE	1,300.00		1,300.00	.00	1,300.00	0.00
5300	DUES & MEMBERSHIPS	9,693.00		9,693.00	5,591.00	4,102.00	57.68
5400	INSURANCE	25,883.00		25,883.00	.00	25,883.00	0.00
5510	WATER	5,974.00		5,974.00	.00	5,974.00	0.00
5520	GAS	7,004.00		7,004.00	.00	7,004.00	0.00
5530	ELECTRICITY	66,950.00		66,950.00	7,159.83	59,790.17	10.69
5550	DISPOSAL/GARBAGE REMOVAL	12,401.00		12,401.00	939.45	11,461.55	7.57
5600	RENTALS, LEASES, REPAIRS, IMPROV	5,000.00		5,000.00	.00	5,000.00	0.00
5640	REPAIRS/MAINT OF EQUIPMENT	12,800.00		12,800.00	350.00	12,450.00	2.73
5650	REPAIRS/MAIN - VEHICLES	2,000.00		2,000.00	.00	2,000.00	0.00
5800	PROFESS'L/CONSULTG SVCS/OP EXP	76,313.00		76,313.00	8,350.95	67,962.05	10.94
5810	SERVICES PROVIDED BY SLOCOR	86,417.00		86,417.00	.00	86,417.00	0.00
5822	MAINTENANCE AGREEMENTS	6,075.00		6,075.00	.00	6,075.00	0.00
5830	HAZARDOUS WASTE DISPOSAL	1,273.00		1,273.00	.00	1,273.00	0.00
5840	PHYSICAL EXAMS-FINGERPRINTING	700.00		700.00	.00	700.00	0.00
5845	RANDOM DRUG/ALCOHOL TESTING	500.00		500.00	.00	500.00	0.00
5855	OUTSIDE PRINTING	919.00		919.00	.00	919.00	0.00
5865	IN LIEU OF TRANSPORTATION	11,200.00		11,200.00	.00	11,200.00	0.00
5872	LEGAL FEES	27,443.00		27,443.00	.00	27,443.00	0.00
5874	AUDIT FEES	5,871.00		5,871.00	.00	5,871.00	0.00
5890	OTHER SERVICES	3,500.00		3,500.00	.00	3,500.00	0.00
5894	LICENSES AND PERMITS	300.00		300.00	.00	300.00	0.00
5896	FEES	600.00		600.00	.00	600.00	0.00
5922	COMMUNICATION - TELEPHONE SVCS	10,450.00		10,450.00	114.03	10,335.97	1.09
5930	COMMUNICATION - POSTAGE/METER	4,000.00		4,000.00	.00	4,000.00	0.00
TOTAL SERVICES, OTHER OPER. EXPENSE:		512,796.00	.00	512,796.00	27,249.14	485,546.86	5.31

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
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:							
TOTAL DIRECT SUPPORT/INDIRECT COSTS:		.00	.00	.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE EXPENDITURES * *		4,482,370.00 *	.00 *	4,482,370.00 *	97,301.90 *	4,385,068.10 *	2.17
OTHER FINANCING SOURCES (USES)							
CONTRIB.- RESTRICTED PROGRAMS:							
TOTAL CONTRIB.- RESTRICTED PROGRAMS:		.00	.00	.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE OTHER FINANCING *		.00 *	.00 *	.00 *	.00 *	.00 *	NO BDGT

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE			
FUND RECONCILIATION							
ASSETS AND LIABILITIES :							
9110	CASH IN COUNTY TREASURY		125,873.94	125,873.94			
9210	ACCOUNTS RECEIVABLE PRIOR YEAR		27,676.86-	27,676.86-			
9310	DUE FROM OTHER FUNDS		9,385.25-	9,385.25-			
9330	PREPAID EXPENDITURES (EXPENSES)		2,037.88-	2,037.88-			
9509	CURRENT LIABILITIES-NEW YEAR		9,663.00	9,663.00			
9510	ACCOUNTS PAYABLE (CURRENT LIAB)		15,520.66	15,520.66			
9515	UNEMPLOYMENT		298.65	298.65			
9516	W/COMP PASS THROUGH		1,817.16-	1,817.16-			
9521	MEDICAL		47,618.40	47,618.40			
* NET YEAR TO DATE FUND BALANCE * *		.00 *	158,057.50 *	158,057.50 *			
* EXCESS REVENUES (EXPENDITURES) * *		.00 *	158,057.50 *	158,057.50 *			
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	44,326.00	4,406,917.00	255,359.40	4,151,557.60	5.79
B.	EXPENDITURES	4,482,370.00	.00	4,482,370.00	97,301.90	4,385,068.10	2.17
C.	EXCESS REVENUES (EXPENDITURES)	119,779.00-	44,326.00	75,453.00-	158,057.50	233,510.50-	0.00
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	119,779.00-	44,326.00	75,453.00-	158,057.50	233,510.50-	0.00
F. FUND BALANCE :							
	BEGINNING BALANCE (9791)	.00	.00	.00	.00	.00	NO BDGT
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	.00	.00	.00	.00	.00	NO BDGT
G.	ENDING BALANCE	119,779.00-	44,326.00	75,453.00-	158,057.50	233,510.50-	0.00

UNRESTRICTED/RESTRICTED COMBINED

FUND: 13 CAFETERIA FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE DETAIL							
FEDERAL REVENUES :							
8220	CHILD NUTRITION PROGRAMS	213,062.00		213,062.00	.00	213,062.00	0.00
TOTAL FEDERAL REVENUES :		213,062.00	.00	213,062.00	.00	213,062.00	0.00
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	.00	18,129.00	0.00
8699	ALL OTHER LOCAL REVENUES	4,326.00		4,326.00	1,067.06	3,258.94	24.66
TOTAL OTHER LOCAL REVENUES :		22,455.00	.00	22,455.00	1,067.06	21,387.94	4.75
* TOTAL YEAR TO DATE REVENUES		251,806.00 *	.00 *	251,806.00 *	1,067.06 *	250,738.94 *	0.42
EXPENDITURE DETAIL							
CLASSIFIED SALARIES :							
2200	CLASSIFIED SUPPORT SALARIES	58,721.00		58,721.00	356.73	58,364.27	0.60
2250	CLASSIFIED SUPPORT EXTRA DUTY	2,562.00		2,562.00	.00	2,562.00	0.00
2300	CLASSIFIED SUPERV & ADMIN SAL.	42,500.00		42,500.00	3,516.49	38,983.51	8.27
2900	OTHER CLASSIFIED SALARIES	.00		.00	752.56	752.56-	NO BDGT
TOTAL CLASSIFIED SALARIES :		103,783.00	.00	103,783.00	4,625.78	99,157.22	4.45
EMPLOYEE BENEFITS :							
3202	PERS CLASSIFIED	17,227.00		17,227.00	718.43	16,508.57	4.17
3302	SOCIAL SECURITY CLASSIFIED	6,434.00		6,434.00	286.80	6,147.20	4.45
3312	MEDICARE - CLASSIFIED	1,504.00		1,504.00	67.09	1,436.91	4.46
3402	HEALTH & WELFARE CLASSIFIED	33,444.00		33,444.00	.00	33,444.00	0.00
3502	UNEMPLOYMENT - CLASSIFIED	51.00		51.00	2.31	48.69	4.52
3602	WORKERS COMP - CLASSIFIED	2,563.00		2,563.00	114.26	2,448.74	4.45
TOTAL EMPLOYEE BENEFITS :		61,223.00	.00	61,223.00	1,188.89	60,034.11	1.94
BOOKS AND SUPPLIES :							
4300	MATERIALS AND SUPPLIES	6,000.00		6,000.00	.00	6,000.00	0.00
4700	FOOD	80,000.00		80,000.00	.00	80,000.00	0.00
TOTAL BOOKS AND SUPPLIES :		86,000.00	.00	86,000.00	.00	86,000.00	0.00

UNRESTRICTED/RESTRICTED COMBINED

FUND: 13 CAFETERIA FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
SERVICES, OTHER OPER. EXPENSE:							
5800	PROFES'L/CONSULTG SVCS/OP EXP	500.00		500.00	.00	500.00	0.00
5894	LICENSES AND PERMITS	300.00		300.00	.00	300.00	0.00
TOTAL SERVICES, OTHER OPER. EXPENSE:		800.00	.00	800.00	.00	800.00	0.00
* TOTAL YEAR TO DATE EXPENDITURES * *		251,806.00 *	.00 *	251,806.00 *	5,814.67 *	245,991.33 *	2.30

UNRESTRICTED/RESTRICTED COMBINED

FUND: 13 CAFETERIA FUND

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE			
FUND RECONCILIATION							
ASSETS AND LIABILITIES :							
9110	CASH IN COUNTY TREASURY		12,923.77-	12,923.77-			
9210	ACCOUNTS RECEIVABLE PRIOR YEAR		1,297.25-	1,297.25-			
9510	ACCOUNTS PAYABLE (CURRENT LIAB)		88.16	88.16			
9610	DUE TO OTHER FUNDS		9,385.25	9,385.25			
* NET YEAR TO DATE FUND BALANCE	* *	.00 *	4,747.61-*	4,747.61-*			
* EXCESS REVENUES (EXPENDITURES)	* *	.00 *	4,747.61-*	4,747.61-*			
OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	251,806.00	.00	251,806.00	1,067.06	250,738.94	0.42
B.	EXPENDITURES	251,806.00	.00	251,806.00	5,814.67	245,991.33	2.30
C.	EXCESS REVENUES (EXPENDITURES)	.00	.00	.00	4,747.61-	4,747.61	NO BDGT
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	.00	.00	.00	4,747.61-	4,747.61	NO BDGT
F. FUND BALANCE :							
	BEGINNING BALANCE (9791)	.00	.00	.00	.00	.00	NO BDGT
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	.00	.00	.00	.00	.00	NO BDGT
G.	ENDING BALANCE	.00	.00	.00	4,747.61-	4,747.61	NO BDGT

UNRESTRICTED/RESTRICTED COMBINED

FUND: 21 BUILDING FUND - BOND PROCEEDS

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
CAPITAL OUTLAY :							
6200	BUILDINGS & IMPROVEMNT OF BLDG	.00		.00	114,427.50	114,427.50-	NO BDGT
6423	Technology Equipment	.00		.00	92,692.91	92,692.91-	NO BDGT
TOTAL CAPITAL OUTLAY :		.00	.00	.00	207,120.41	207,120.41-	NO BDGT
* TOTAL, YEAR TO DATE EXPENDITURES * *		.00 *	.00 *	.00 *	207,120.41 *	207,120.41-*	NO BDGT

UNRESTRICTED/RESTRICTED COMBINED

FUND: 21 BUILDING FUND - BOND PROCEEDS

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE			
FUND RECONCILIATION							
ASSETS AND LIABILITIES :							
9110	CASH IN COUNTY TREASURY		210,991.05-	210,991.05-			
9510	ACCOUNTS PAYABLE (CURRENT LIAB)		3,870.64	3,870.64			
* NET YEAR TO DATE FUND BALANCE	* *	.00 *	207,120.41-*	207,120.41-*			
* EXCESS REVENUES (EXPENDITURES)	* *	.00 *	207,120.41-*	207,120.41-*			
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	207,120.41	207,120.41-	NO BDGT
C.	EXCESS REVENUES (EXPENDITURES)	.00	.00	.00	207,120.41-	207,120.41	NO BDGT
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	.00	.00	.00	207,120.41-	207,120.41	NO BDGT
F. FUND BALANCE :							
	BEGINNING BALANCE (9791)	.00	.00	.00	.00	.00	NO BDGT
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	.00	.00	.00	.00	.00	NO BDGT
G.	ENDING BALANCE	.00	.00	.00	207,120.41-	207,120.41	NO BDGT

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: August 8, 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 May and June 2017.

RECOMMENDED ACTION:

Approve the Student Body Funds.

Shandon Elementary ASB Heritage Oaks Bank
May 1, 2017

CLASSES/CLUBS	BALANCE FORWARD 4-31-17	CLUB XFERS	CASH RECEIVED	WITHDRAWALS	ENDING BALANCE 5/31/2017
SES ABS General	\$ 5,028.22		\$ 932.97	\$ 548.87	\$ 5,412.32
SES ASB Middle School	\$ 80.13				\$ 80.13
8th Grade	\$ 3,207.70		\$ 50.00		\$ 3,257.70
Library	\$ 249.45				\$ 249.45
Parkfield	\$ 324.58				\$ 324.58
Gate	\$ (132.00)		\$ 132.00		\$ -
TOTAL	\$ 8,758.08	\$ -	\$ 1,114.97	\$ 548.87	\$ 9,324.18



Shandon Elementary ASB Heritage Oaks Bank
June 1, 2017

CLASSES/CLUBS	BALANCE FORWARD 5/30/2017	CLUB XFERS	CASH RECEIVED	WITHDRAWALS	ENDING BALANCE 6/30/2017
SES ABS General	\$ 5,412.32		\$ 2,190.14	\$ 4,618.92	\$ 2,983.54
SES ASB Middle School	\$ 80.13		\$ 467.65		\$ 547.78
8th Grade	\$ 3,257.70		\$ 2,003.76	\$ 3,715.22	\$ 1,546.24
Library	\$ 249.45				\$ 249.45
Parkfield	\$ 324.58			\$ 236.13	\$ 88.45
Gate	\$ -				\$ -
TOTAL	\$ 9,324.18	\$ -	\$ 4,661.55	\$ 8,570.27	\$ 5,415.46

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

May-2017

CLASSES CLUBS	Authorized Advisor	ENDING BAL. 4/30/2017	BALANCE FORWARD	WITHDRAWALS	DEPOSITS	ENDING BAL. 5/31/2017
High General	D. Sciocchetti	\$ 2,193.06	\$ 2,193.06	697.61	31.00	1,526.45
Seniors	Fuller/Morton	\$ 2,087.43	\$ 2,087.43	1,615.07	455.00	927.36
Junior	Cherry/Voorheis	\$ 874.37	\$ 874.37	1,297.46	2,227.91	1,804.82
Sophmore	Carroll/Acebo	\$ 871.14	\$ 871.14		133.00	1,004.14
Freshman	D. Sciocchetti/Stuart	\$ 1,106.18	\$ 1,106.18	27.36		1,078.82
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	\$ (1,732.00)	\$ (1,732.00)		1,732.00	0.00
Ag Mechanics Class	Fuller	\$ 876.71	\$ 876.71			876.71
Art Class	Acebo	\$ 24.22	\$ 24.22			24.22
Drama Class	Carroll	\$ 306.82	\$ 306.82	240.75	456.00	522.07
CTE Class	D. Sciocchetti	\$ 87.48	\$ 87.48			87.48
F.F.A. General	Morton/Fuller	\$ 4,047.08	\$ 4,047.08	775.97	4,830.00	8,101.11
F.F.A. Revolving	Morton/Fuller	\$ 5,851.26	\$ 5,851.26	3,023.00		2,828.26
Stadium Project	Taylor	\$ 8,462.57	\$ 8,462.57			8,462.57
Travel Club	Carroll	\$ 3.36	\$ 3.36			3.36
YearBook Class	D. Sciocchetti	\$ -	\$ -		199.91	199.91
S-BLOCK	Taylor	\$ 1,481.16	\$ 1,481.16	1,372.44	450.00	558.72
*Cheerleaders	Taylor	\$ -	\$ -			0.00
*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		\$ 28,212.65	\$ 28,212.65	\$ 9,049.66	\$ 10,514.82	\$ 29,677.81



SHANDON UNIFIED SCHOOL DISTRICT
SHANDON HIGH SCHOOL STATEMENT OF STUDENT BODY FUNDS
June-2017

CLASSES CLUBS	Authorized Advisor	ENDING BAL. 5/31/2017	BALANCE FORWARD	WITHDRAWLS	DEPOSITS	ENDING BAL. 6/30/2017
High General	D. Sciocchetti	\$ 1,526.45	\$ 1,526.45	405.88	14.01	1,134.58
Seniors	Fuller/Morton	\$ 927.36	\$ 927.36	1,066.36	139.00	0.00
Junior	Cherry/Voorheis	\$ 1,804.82	\$ 1,804.82	75.00	246.00	1,975.82
Sophmore	Carroll/Acebo	\$ 1,004.14	\$ 1,004.14	14.94	212.00	1,201.20
Freshman	D. Sciocchetti/Stuart	\$ 1,078.82	\$ 1,078.82		147.50	1,226.32
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	\$ 876.71	\$ 876.71	322.00	65.00	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	\$ 8,101.11	\$ 8,101.11	25.00	1,057.12	9,133.23
F.F.A. Revolving	Morton/Fuller	\$ 2,828.26	\$ 2,828.26	351.56		2,476.70
Stadium Project	Taylor	\$ 8,462.57	\$ 8,462.57			8,462.57
Travel Club	Carroll	\$ 3.36	\$ 3.36	3.36		0.00
YearBook Class	D. Sciocchetti	\$ 199.91	\$ 199.91	798.16	598.25	0.00
S-BLOCK	Taylor	\$ 558.72	\$ 558.72	293.20	1,456.00	1,721.52
*Cheerleaders	Taylor	\$ -	\$ -			0.00
*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		\$ 29,677.81	\$ 29,677.81	\$ 3,355.46	\$ 3,934.88	\$ 30,257.23



SHANDON JOINT UNIFIED SCHOOL DISTRICT

Meeting of the Board of Trustees
MEETING DATE: August 8, 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

Alex Vargas

Temporary Part Time Utility Worker

June 12, 2017

Zechariah Erdman

Temporary Part Time Utility Worker

June 12, 2017

RESIGNATIONS

Sara Trina Ridley

Classified Para Educator

July 31, 2017

SPORT COACHES

Aleks Hewitt

High School Football Coach

July 1, 2017

Lila Hewitt

High School Assistant Football Coach

July 1, 2017

Yesenia Mercado

High School Volleyball

August 1, 2017

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: August 8, 2017**

AGENDA ITEM TITLE:

Approval of the Overnight FFA Officer Retreat

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

Mrs. Morton and Mr. Fuller are requesting approval of an Overnight FFA Officer Retreat to Oak Shores. They will depart on August 21st and return on August 23rd.

RECOMMENDED ACTION:

Approval

Shandon School District Activity Request Form

For All School Related Activities

Name of Activity: FFA Officer Retreat Requested By: Fuller

Date(s) of Activity: 8/21-23 Set Up Time: _____ Event Beginning Time: _____ Ending Time: _____

Explanation of Activity: Lake House to Plan upcoming events

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

Expected Participation: # of Students 7 # of Staff 2 # _____

Chaperone Names: Fuller Morton

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

Equipment /Set Up Needs _____
(micro-phone, tables, chairs, gym floor mat, sound system, screen, computer, projector, etc.)

ASB/Class/Club Activities Only:

Students Committee Members

Signatures

Date

Set Up

Clean Up

Club/Class Advisor

ASB Advisor

Principal Approval

Superintendent Approval

(Only for field trip, conferences and assemblies)

Board Approval

(Only for overnight field trips with students)

Date Placed on District Calendar 8-8-17 Initial _____

Shandon Unified School District
Transportation Request / Trip Sheet

Activity: FFA Officer Retreat Destination: Oak Shores Date(s) of Trip Aug 21st to Aug 23rd
Overnight? ☒ Yes ☐ No

of Passengers 8 Departure Time From Shandon 4 PM Return to Shandon 4 PM

Vehicle Requested: Bus _____ Van _____ Car _____ Yukon + Pick Up

Requested By: FULLER Date Requested 6/29/17

Names of Supervisor/Chaperones:

1. Jon Fuller 2. Deanna Morton 3. _____

4. _____ 5. _____ 6. _____

Special Billing Instructions: _____

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

Smart + Final
Pizza

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

Transportation Department

Driver Assigned: _____ Bus Number _____

Completed by Driver:

Time Reported for Work _____ Time Reported for Trip _____ Ending Odometer _____

Time Completed Work _____ Time Completed Trip _____ Beginning Odometer _____

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

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

Driver's Signature _____ Date _____

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: August 8, 2017**

AGENDA ITEM TITLE:

Approval of the Quarterly Report on William's Uniform Complaints- April 2017

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☒ Consent ☐ Action ☐ First Reading ☐ Information ☐ Resolution/Roll Call Vote

SUMMARY

No complaints were filed this quarter.

RECOMMENDED ACTION:

Approval

SHANDON

JOINT UNIFIED SCHOOL DISTRICT

P. O. Box 79, 101 South First Street, Shandon, CA 93461

BOARD OF TRUSTEES: JENNIFER MOE, VAN PARLET, SHANNON PLAISTED, MARLENE THOMASON, KATE TWISSELMAN

TELEPHONE (805) 238-0286
FAX (805) 238-0777

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 2017

Date for information to be reported publicly at governing board meeting: August 8, 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, Superintendent

7-31-17
Date

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: August 8, 2017**

AGENDA ITEM TITLE:

Approval of the Quarterly Report on William's Uniform Complaints- July 2017

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☒ Consent ☐ Action ☐ First Reading ☐ Information ☐ Resolution/Roll Call Vote

SUMMARY

No complaints were filed this quarter.

RECOMMENDED ACTION:

Approval

SHANDON

JOINT UNIFIED SCHOOL DISTRICT

P. O. Box 79, 101 South First Street, Shandon, CA 93461

BOARD OF TRUSTEES: JENNIFER MOE, VAN PARLET, SHANNON PLAISTED, MARLENE THOMASON, KATE TWISSELMAN

TELEPHONE (805) 238-0286
FAX (805) 238-0777

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 2017

Date for information to be reported publicly at governing board meeting: August 8, 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, Superintendent

7-31-17
Date

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: August 8, 2017**

AGENDA ITEM TITLE:

Approval of Agreement between SJUSD and California SUMS Initiative Grant

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

Provided for your approval is the Agreement between SJUSD and California SUMS Initiative Grant. Shandon Elementary School has been awarded \$25,000 training grant by the Orange County Department of Education (OCDE) to implement a framework designed to support all students' academic, behavioral and social needs. Approval of the agreement is required in order to receive the funds. The acceptance of the grant was approved by the Board at the June 22, 2017 Board Meeting.

RECOMMENDED ACTION:

Approval

CALIFORNIA SUMS INITIATIVE: SCALING UP MULTI-TIERED SYSTEM OF SUPPORT
(SUMS) STATEWIDE GRANT
LOCAL EDUCATION AGENCY AGREEMENT

This AGREEMENT is hereby entered into this 1st day of May, 2017, which date is enumerated for purposes of reference only, by and between the Orange County Superintendent of Schools, 200 Kalmus Drive, P.O. Box 9050, Costa Mesa, California 92628-9050, hereinafter referred to as "SUPERINTENDENT", and Shandon Joint Unified School District, 301 South First Street, P.O. Box 49, Shandon, California 93461, hereinafter referred to as "DISTRICT". SUPERINTENDENT and DISTRICT shall be individually referred to as "Party" and collectively referred to as the "Parties."

WHEREAS, SUPERINTENDENT has received funding from the State of California, California Department of Education for the Improving Systems of Academic and Behavioral Supports (ISABS); Scaling Up Multi-Tiered System of Support Statewide (SUMS) grant to address barriers to learning and re-engage disconnected students by creating a culture of collaboration among marginalized and fragmented support systems; and

WHEREAS, the Improving Systems of Academic and Behavioral Supports (ISABS); Scaling Up Multi-Tiered System of Support Statewide (SUMS) grant requires SUPERINTENDENT to allocate a portion of the grant funds to Schools throughout the State of California; and

WHEREAS, District is specially trained, experienced and competent to perform the services required and is agreeable to the rendering of such services according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties agree as follows:

1.0 TERM. The term of this AGREEMENT shall commence on May 1, 2017 and terminate on June 30, 2020, subject to earlier termination as set forth in this AGREEMENT, provided, however, DISTRICT shall be obligated to perform such duties as would normally extend beyond this term

including, but not limited to, obligations with respect to indemnification, audits, reporting, and accounting.

2.0 SCOPE OF WORK.

A. SUPERINTENDENT hereby engages DISTRICT as an independent contractor to perform the following described work and DISTRICT hereby agrees to perform said work upon the terms and conditions hereinafter set forth. DISTRICT shall meet all of the contractual requirement listed herein and shall provide all labor, materials, supplies, and equipment necessary to fully perform all responsibilities required by this AGREEMENT and specifically described in Exhibit "A", Scope of Work, which is attached hereto and incorporated herein by this reference to this AGREEMENT.

3.0 COMPENSATION.

A. The Maximum Payment Obligation of SUPERINTENDENT to DISTRICT under this AGREEMENT for the period of May 1, 2017 through June 30, 2020 is Twenty-five thousand dollars (\$25,000.00).

B. DISTRICT agrees to establish and maintain fiscal control and accounting procedures as may be necessary to assure proper accounting for all funds under this AGREEMENT. Any work performed prior to approval of the SUPERINTENDENT will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized. Any work performed prior to approval of the State of California will be rendered on a voluntary basis and shall not be compensated unless and until funding is authorized.

4.0 BUDGET ALLOCATION. Scaling Up Multi-Tiered System of Support Statewide (SUMS) grant funds shall be expended only for those purposes expressed under Section 2.0 of this AGREEMENT. No monies from the Scaling Up Multi-Tiered System of Support Statewide (SUMS) grant shall be used to supplant state or local general fund money of any purpose. Scaling Up Multi-Tiered System of Support Statewide (SUMS) grant funds shall be allocated for the term of the AGREEMENT pursuant to

1 Exhibit "B", "Proposed Initiative Budget Summary", which is attached hereto and incorporated
2 by this reference to this AGREEMENT. DISTRICT shall return the completed Budget Form and invoice
3 along with the signed AGREEMENT. Once SUPERINTENDENT has approved DISTRICT's budget,
4 DISTRICT must obtain prior written approval from SUPERINTENDENT for any budget revisions where
5 an adjustment of funds in a line item are different from the originally approved budget by more than
6 ten percent (10%).

7 **5.0 PAYMENT AND INVOICING.**

8 A. SUPERINTENDENT, under the terms of this AGREEMENT, shall pay DISTRICT in advance,
9 based on the maximum payment obligation identified in Paragraph 3.0 Compensation of this
10 AGREEMENT for providing the services and activities hereunder identified in Exhibit A; provided,
11 however, the total of such payments does not exceed DISTRICT's maximum obligation; and provided
12 further, DISTRICT's costs shall be reimbursable pursuant to State and Federal Regulations. DISTRICT
13 shall be responsible for all other expenses incurred in connection with the performance of this
14 AGREEMENT. Payment to DISTRICT should be released by SUPERINTENDENT no later than thirty (30)
15 calendar days after receipt of signed AGREEMENT, completed and approved Scaling Up Multi-Tiered
16 Systems of Support (SUMS) Budget Form and DISTRICT's invoice.

17 B. For travel necessary to the performance of this AGREEMENT, DISTRICT's travel and
18 other travel related expense reimbursement claims shall not exceed the travel policy and procedures
19 of the State of California. Travel and other related travel expenses shall be limited to those
20 necessary for the performance of this AGREEMENT. Travel outside of the State of California must be
21 authorized in writing by SUPERINTENDENT prior to travel. Travel outside of the United States is not
22 permitted.
23

24 C. DISTRICT's billings shall be submitted on SUPERINTENDENT's form, "Scaling Up Multi-
25 Tiered System of Support Statewide (SUMS) Quarterly Budget and Expenditure Report", which is

attached hereto as Exhibit "C" and incorporated herein by reference to this AGREEMENT. DISTRICT shall submit the Quarterly Budget and Expenditure Invoice by the following due dates:

1. For the period commencing May 1, 2017 and ending June 30, 2017:

Quarter 1 & 2: N/A

Quarter 3 & 4: Due by July 15, 2017

2. For the period commencing July 1, 2017 and ending June 30, 2018:

Quarter 1 & 2: Due by Due by January 15, 2018

Quarter 3 & 4: Due by July 15, 2018

3. For the period commencing July 1, 2018 and ending June 30, 2019:

Quarter 1 & 2: Due by January 15, 2019

Quarter 3 & 4: Due by July 15, 2019

4. For the period commencing July 1, 2019 and ending June 30, 2020:

Quarter 1 & 2: Due by January 15, 2020

Quarter 3 & 4: Due by July 15, 2020

DISTRICT shall submit the Quarterly Budget and Expenditure Report to:

Roberta Tovar

Email: rtovar@ocde.us

Telephone: (714) 966-4154

D. All DISTRICT Quarterly Budget and Expenditure Reports submitted to SUPERINTENDENT shall be supported by source documentation including, but not limited to, ledgers, invoices, receipts, receiving records, and records of services provided.

E. Any payment made by SUPERINTENDENT to DISTRICT in excess of that of which DISTRICT is entitled under this AGREEMENT shall be immediately due to SUPERINTENDENT and repaid by DISTRICT. In this regard, DISTRICT shall make repayment on any overpayment within thirty (30) days after the date SUPERINTENDENT requests the repayment in writing. Nothing in this

1 AGREEMENT shall be construed as limiting the remedies of SUPERINTENDENT in the event that an
2 overpayment has been made.

3 F. SUPERINTENDENT may withhold or delay any payment if DISTRICT fails to comply with
4 any provision set forth in this AGREEMENT.

5 G. DISTRICT shall not claim reimbursement for services provided beyond the expiration
6 and/or termination of this AGREEMENT, except as may otherwise be provided under this
7 AGREEMENT.

8 H. The obligation of SUPERINTENDENT under this AGREEMENT is contingent upon the
9 availability of funds furnished by the State of California. It is mutually agreed that if the current
10 fiscal year covered under this AGREEMENT does not appropriate sufficient funds for this program,
11 this AGREEMENT shall be of no further force and effect and shall be terminated. In this event,
12 SUPERINTENDENT shall have no liability to pay any funds whatsoever to DISTRICT or to furnish any
13 other considerations under this AGREEMENT and DISTRICT shall not be obligated to perform any
14 provisions of this AGREEMENT. If funding for any fiscal year is reduced, or deleted for purposes of
15 this program, the SUPERINTENDENT shall have the option to either terminate this AGREEMENT with
16 no liability occurring to the SUPERINTENDENT or offer an amendment to DISTRICT to reflect the
17 reduced amount. SUPERINTENDENT shall give DISTRICT written notification of such termination.
18 Notice shall be deemed served on the date of mailing.

19 **6.0 REPORTS.**
20

21 A. DISTRICT shall submit to SUPERINTENDENT required reports or evidence that
22 deliverables have been met. Failure to do so may result in the loss and/or remittance of all awarded
23 funds.

24 B. DISTRICT shall be responsible for collecting all data required under this AGREEMENT
25 pursuant to Exhibit "D", "Cohort 1 – Evaluation Outcomes", which is attached hereto and

1 incorporated herein by this reference to this AGREEMENT DISTRICT will submit the collected data,
2 along with a summary of activities, reasons for lack of progress toward attainment of objectives, if
3 any, and explanation for major changes to the budget, if any; and other data required.

4 C. Additional Reports: Upon SUPERINTENDENT'S request, DISTRICT shall make such
5 additional reports available, as required by SUPERINTENDENT, concerning DISTRICT's activities as
6 they affect the services hereunder. SUPERINTENDENT shall be specific to the information requested
7 and allow DISTRICT thirty (30) calendar days to respond.

8 **7.0 RECORDS MANAGEMENT AND MAINTENANCE.**

9 A. DISTRICT shall, throughout the term of this AGREEMENT, prepare, maintain and
10 manage records appropriate to the services provided and in accordance with this AGREEMENT and
11 all applicable requirements.

12 B. DISTRICT shall ensure appropriate financial records related to cost reporting,
13 expenditure, revenue, billings, etc., are prepared and maintained accurately and appropriately.

14 C. DISTRICT shall retain all financial records for a minimum of three (3) years after the
15 completion of the activities for which the funds are used and until audit findings are resolved, or
16 due to legal proceedings such as litigations and/or settlement of claims whichever is longer.

17 D. DISTRICT shall notify SUPERINTENDENT of any Public Record Act (PRA) requests within
18 twenty-four (24) hours of receipt of said request. DISTRICT shall provide SUPERINTENDENT with all
19 information that is requested and provided by DISTRICT.

20 **8.0 INDEPENDENT CONTRACTOR.**

21 A. DISTRICT is, and shall at all times be deemed to be, an independent contractor and
22 shall be wholly responsible for the manner in which it performs the services required of it by the
23 terms of this AGREEMENT.

24 B. DISTRICT warrants that it has all necessary licenses required to perform the services
25

required by the terms of this AGREEMENT.

C. DISTRICT is entirely responsible for compensating staff, subcontractors, and consultants employed by DISTRICT. This AGREEMENT shall not be construed as creating the relationship of employer and employee, or principal and agent between SUPERINTENDENT and DISTRICT or any of DISTRICT's employees, agents, consultants, or subcontractors. DISTRICT understands and agrees that he/she and all his/her employees shall not be considered officers, employees or agents of SUPERINTENDENT, and are not entitled to benefits of any kind or nature normally provided employees of SUPERINTENDENT and/or to which SUPERINTENDENT's employees are normally entitled, including, but not limited to, State Unemployment Insurance or Workers' Compensation. DISTRICT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to DISTRICT's employees.

D. DISTRICT assumes exclusively the responsibility for the acts of its employees, agents, consultants, or subcontractors as they relate to the services to be provided during the course and scope of their employment.

E. DISTRICT, its agents, employees, consultants, or subcontractors, shall not be entitled to any rights or privileges of SUPERINTENDENT's employees and shall not be considered in any manner to be SUPERINTENDENT's employees.

9.0 INDEMNIFICATION.

A. SUPERINTENDENT hereby agrees to indemnify, defend, and hold harmless DISTRICT, its Governing Board, and their officers, agents, and employees from liability and claims of liability for bodily injury, personal injury, sickness, disease, or death of any person or persons, or damage to any property, real, personal, tangible or intangible, arising out of the negligent acts or omissions of employees, agents or officers of SUPERINTENDENT or the Orange County Board of Education during

the period of this AGREEMENT.

B. DISTRICT hereby agrees to indemnify, defend, and hold harmless SUPERINTENDENT, the Orange County Board of Education and its officers, agents, and employees, from liability and claims of liability for bodily injury, personal injury, sickness, disease, or death of any person or persons, or damage to any property, real, personal, tangible or intangible, arising out of the negligent acts or omissions of employees, agents or officers of DISTRICT during the period of this AGREEMENT.

C. DISTRICT agrees to indemnify, defend and save harmless the State of California, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this AGREEMENT, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by DISTRICT in the performance of this AGREEMENT.

10.0 COPYRIGHT. SUPERINTENDENT and the State of California shall have a royalty-free, nonexclusive, and irrevocable license to publish, translate, or use now and continuing all material and work product (both tangible and intangible), if any, developed under this AGREEMENT including those materials covered by copyright.

11.0 CONFIDENTIALITY. SUPERINTENDENT and DISTRICT shall maintain the confidentiality of all records, including any hard copies, and/or electronic or computer based data, and/or audio and/or video recordings, in accordance with all applicable state and federal codes and regulations relating to privacy and confidentiality as they now exist or may hereafter be amended or changed. The confidentiality requirements under this paragraph shall survive the termination or expiration of this AGREEMENT or any subsequent agreement intended to supersede this AGREEMENT.

12.0 CONFLICT OF INTEREST. The Parties hereto acknowledge that DISTRICT may be affiliated with one or more organizations or professional practices located in DISTRICT's county. DISTRICT

1 therefore warrants that he/she shall not violate any applicable law, rule or regulation of any
2 governmental entity relating to conflict of interest. DISTRICT shall not knowingly undertake any act
3 which unjustifiably results in any relative benefit to any organization or professional practice with
4 which he/she is affiliated as a direct or indirect result, whether economic or otherwise in nature, of
5 the performance of duties and obligations required by this AGREEMENT, when compared to the
6 result such act has on any other organization or professional practice.

7 **13.0 EMPLOYEE ELIGIBILITY VERIFICATION.** DISTRICT warrants that it shall fully comply with all
8 federal and state statutes and regulations regarding the employment of aliens and others and to
9 ensure that employees, subcontractors and consultants performing work under this AGREEMENT
10 meet the citizenship or alien status requirement set forth in federal statutes and regulations.
11 DISTRICT shall obtain, from all employees, subcontractors and consultants performing work
12 hereunder, all verification and other documentation of employment eligibility status required by
13 federal or state statutes and regulations including, but not limited to, the Immigration Reform and
14 Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter
15 amended. DISTRICT shall retain all such documentation for all covered employees, subcontractors
16 and consultants for the period prescribed by the law.

17 **14.0 DELEGATION AND ASSIGNMENT.** DISTRICT may not delegate its obligations hereunder,
18 either in whole or in part, without the prior written consent of SUPERINTENDENT.

19 **15.0 INSPECTIONS AND AUDITS.** SUPERINTENDENT and, State of California or any other of their
20 authorized representatives, shall have access to any books, documents, and records, including but
21 not limited to, financial statements, general ledgers, relevant accounting systems of DISTRICT that
22 are directly pertinent to this AGREEMENT, for the purpose of responding to a beneficiary complaint
23 or conducting an audit, review, evaluation, or examination during the term of this AGREEMENT.
24 Such persons may at all reasonable times inspect or otherwise evaluate the services provided
25

pursuant to this AGREEMENT, and the premises in which they are provided.

16.0 LICENSES AND LAW.

A. DISTRICT shall, throughout the term of this AGREEMENT, maintain all necessary licenses, permits, approvals, certificates, waivers, and exemptions necessary for the provision of the services hereunder and required by the laws and regulations of the United States, State of California, and any other applicable governmental agencies. DISTRICT shall notify SUPERINTENDENT immediately and in writing of its inability to obtain or maintain, irrespective of the pendency of an appeal, permits, licenses, approvals, certificates, waivers, and exemptions. Said inability shall be cause for termination of this AGREEMENT.

B. DISTRICT shall comply with all laws, rules or regulations applicable to the services provided hereunder, as any may now exist or be hereafter amended or changed.

C. ENFORCEMENT OF CHILD SUPPORT OBLIGATIONS

1. DISTRICT agrees to furnish to SUPERINTENDENT within thirty (30) calendar days of the award of this AGREEMENT:

a. In the case of an individual contractor, his/her name, date of birth, social security number, and residence address;

b. In the case of a contractor doing business in a form other than as an individual, the name, date of birth, social security number, and residence address of each individual who owns an interest of ten percent (10%) or more in the contracting entity;

c. A certification or statement that DISTRICT has fully complied with all applicable federal and state reporting requirements regarding its employees;

d. A certification or statement that DISTRICT has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment, will continue to so comply.

2. Failure of DISTRICT to timely submit the data and/or certifications/statements required by subparagraphs 1.a., 1.b., 1.c., or 1.d. above, or to comply with all federal and state employee reporting requirements for child support enforcement, or to comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment, shall constitute a material breach of this AGREEMENT; and failure to cure such breach within sixty (60) calendar days of notice from SUPERINTENDENT shall constitute grounds for termination of this AGREEMENT.

3. It is expressly understood that this data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders, or as permitted by federal and/or state statute.

17.0 NONDISCRIMINATION. In the performance of this AGREEMENT, DISTRICT shall not engage in, nor permit any employee or agent to engage in discrimination in employment of person or provision of services or assistance, nor exclude any person from participation in, nor deny any person the benefits of, not subject any person to discrimination under any program or activity funded in whole or in part with the Improving Systems of Academic and Behavioral Supports (ISABS) funds on the grounds of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, gender or sexual orientation. DISTRICT shall comply with Title II of the Americans with Disabilities Act, (42 U.S.C., {12101, et seq.) as it relates to public accommodations.

18.0 TERMINATION.

A. Either party may terminate this AGREEMENT, without cause, upon thirty (30) days' written notice (Notice of Termination) given the other party. Upon receipt of notice of termination without cause, DISTRICT shall immediately cease performance under this AGREEMENT.

B. Unless otherwise specified in this AGREEMENT, SUPERINTENDENT reserves the right to terminate this AGREEMENT for cause due to the default (as defined in Paragraph 22.0) by

DISTRICT in its performance obligations under this AGREEMENT. SUPERINTENDENT may in any notice of default advise DISTRICT it also intends to terminate the AGREEMENT for cause. The notice of default from SUPERINTENDENT shall advise DISTRICT if SUPERINTENDENT intends to elect to terminate the AGREEMENT and in this event DISTRICT shall immediately cease performance and provision of services as of the date the notice of default is received or deemed received, whichever is earlier. In the event of termination, SUPERINTENDENT, may, but is not required, to take over the work and prosecute the same to completion by contract or otherwise. Also, in the event of termination for cause, DISTRICT shall be liable to the extent that the total cost for completion of the services required by this AGREEMENT exceeds the compensation stipulated in this AGREEMENT (provided that SUPERINTENDENT shall use reasonable efforts to mitigate damages), and SUPERINTENDENT expressly reserves the right to withhold any outstanding payments to DISTRICT for the purpose of set off or partial payment of the amounts owed SUPERINTENDENT as previously set forth in this AGREEMENT.

19.0 TOBACCO USE POLICY. In the interest of public health, SUPERINTENDENT provides a tobacco-free environment. Smoking or the use of any tobacco products are prohibited in buildings and vehicles, and on any property owned, leased or contracted for by the SUPERINTENDENT pursuant to SUPERINTENDENT'S Policy 400.15. Failure to abide with conditions of this policy could result in the termination of this AGREEMENT.

20.0 COMPLIANCE WITH APPLICABLE LAWS. The services completed herein must meet the approval of SUPERINTENDENT and shall be subject to SUPERINTENDENT's general right of inspection to secure the satisfactory completion thereof. DISTRICT agrees to comply with all federal, state and local laws, statutes, rules, regulations and local ordinances that are now or may in the future become applicable to the services performed under this AGREEMENT.

21.0 NON WAIVER. The failure of SUPERINTENDENT or DISTRICT to seek redress for violation

of, or to insist upon, the strict performance of any term or condition of this AGREEMENT shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

22.0 DEFAULT. Failure by DISTRICT to perform and/or comply with any provision, covenant, or condition of this AGREEMENT shall be a default of this AGREEMENT. In the event of default SUPERINTENDENT may avail any remedies available at law, in equity, or otherwise specified in this AGREEMENT (including immediate termination for cause as set forth in Paragraph 18.0 above), and may elect any of the following, if applicable:

A. Afford DISTRICT a time period of fifteen (15) days from the date the notice is mailed to cure the default, or to commence to cure the breach and diligently pursue to completion the cure of the breach within thirty (30) days of date notice is mailed; and/or

B. Discontinue payment and eligibility for payment to DISTRICT during the period in which DISTRICT is in breach, which payment may not be entitled to later recovery; and/or

C. Offset against any funds invoiced by DISTRICT but yet unpaid by SUPERINTENDENT those monies disallowed pursuant to the above offset authority; and/or

D. Withhold from any monies payable to DISTRICT sufficient funds to compensate SUPERINTENDENT for any losses, costs, liabilities or damages it reasonable believes were suffered by or have been incurred by SUPERINTENDENT due to the default of DISTRICT in the performance of the services required by this AGREEMENT.

23.0 NOTICES. All notices, claims, correspondence, reports, and/or statements authorized or required by this AGREEMENT shall be addressed as follows:

SUPERINTENDENT: Orange County Superintendent of Schools
 200 Kalmus Drive
 P.O. Box 9050
 Costa Mesa, California 92628-9050
 Attn: Patricia McCaughey

DISTRICT: Shandon Joint Unified School District
301 South First Street, P.O. Box 49
Shandon, California 93461
Attn: Shannon Kepins

24.0 SEVERABILITY. If any term, condition or provision of this AGREEMENT or application thereof to any person or circumstances is held by a court of competent jurisdiction to be invalid, void, or unenforceable, or if any provision of this AGREEMENT contravenes any federal, state or county statute, ordinance, or regulation, the remaining provisions of this AGREEMENT or application thereof will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

25.0 ALTERATION OF TERMS. This AGREEMENT, together with any Exhibits attached hereto and incorporated herein by reference, fully expresses all understanding of SUPERINTENDENT and DISTRICT with respect to the subject matter of this AGREEMENT, and shall constitute the total AGREEMENT between the Parties for these purposes. No addition to, or alteration of, the terms of this AGREEMENT, whether written or verbal, shall be valid unless made in writing and formally executed and approved by SUPERINTENDENT and DISTRICT.

26.0 AUTHORIZED SIGNATURES. The individuals signing this AGREEMENT warrant that they are authorized to do so, and further, that they are authorized to make the promises in this AGREEMENT on behalf of the respective Parties. The Parties understand and agree that a breach of this warranty shall constitute a breach of the AGREEMENT and shall entitle the non-breaching party to all appropriate legal and equitable remedies against the breaching party.

27.0 GOVERNING LAW. The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California.

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1 IN WITNESS WHEREOF, the Parties have executed this AGREEMENT, in the County of
2 Orange, State of California.

3 DISTRICT: SHANDON JOINT UNIFIED SCHOOL
4 DISTRICT

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

5 BY: Loren Taylor

Authorized Signature

BY: Patricia McCaughey

Authorized Signature

6 PRINTED NAME: Teresa Taylor

PRINTED NAME: Patricia McCaughey

7 TITLE: Superintendent

TITLE: Administrator

8 DATE: 7/10/17

DATE: June 22, 2017

9 TIN: 46-0517812

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13 (Shandon Joint Unified School District)-LEA Agreement-SUMS Grant(44758) 2017-2020
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EXHIBIT "A"
SCOPE OF SERVICES

DISTRICT shall provide the following services:

1. Participation in Technical Assistance (TA) provided by SUPERINTENDENT in partnership with the California Department of Education, Butte County Office of Education, the SWIFT Center and other County Offices of Education.

MTSS Training Scope & Sequence

Training 1 (2 days)	Training 2 (2 days)	Training 3 (2 days)	Training 4 (2 days)	Training 5 (2 days)
Introduction to California MTSS	Foundations of California MTSS	Engineering Your MTSS	Structuring Your MTSS	Advancing Your MTSS
<ul style="list-style-type: none"> • SUMS Overview and Expected Outcomes • What is Your "Why"? • MTSS & Supporting Domains • Theory of Action for Transformation 	<ul style="list-style-type: none"> • Dive Deep into Content through Fidelity Integrity Assessment (FIA) • Design the Future Aligned to Content • Exploration / Foundation Self-Assessment of Teams, Communications, • Introduction to Coaching 	<ul style="list-style-type: none"> • Revisit Master Schedule, School Resource Profile, and Tiered Intervention Matrix • Site specific Exploration / Foundation Self-Assessment of "current reality" 	<ul style="list-style-type: none"> • Engage in Data Snapshots to Identify Near-term Priorities • Begin Priority & Practice Planning, Identifying Next Steps to Advance MTSS 	<ul style="list-style-type: none"> • Re-assess Teaming, Communications and Coaching • Continue Priority & Practice Planning Around Identified Priorities • Develop State, County & District Resource Maps and Matching to Priorities

2. Implement an integrated multi-tiered system of standards-based instruction, interventions, mental health, and academic and behavioral supports aligned with accessible instruction and curriculum using the principles of universal design, such as UDL, established in the state curriculum frameworks and Local Control Accountability Plans (LCAPs), which are required to demonstrate how the services provided for low income pupils, foster youth, and English learners are increased or improved for these pupils (5 CCR 15496).
3. Provide strategies that support student success in the least restrictive environment and foster greater inclusion.
4. Leverage and coordinate multiple school and community resources.
5. Implement multi-tiered, evidence-based, data-driven district-wide and school-wide systems of academic and behavioral support.
6. Incorporate the types of practices, services, and efforts listed in numbers 2–5 into LEAs' LCAPs.

Form D: Proposed Initiative Budget Summary

California Scale-Up MTSS Statewide (SUMS) Initiative

This budget should list all initiative expenditures for grant funds for the proposed initiative's three years. Add additional rows as needed.

Object Code	Object of Expenditure	Proposed Expenditures			Total Proposed Expenditures	Amount from Other Source(s) (In-Kind)
		FY 2017-18	FY 2018-19	FY 2019-20		
1000-1999	Certificated Salaries	\$1,875.00			\$1,875.00	\$107,070.00
2000-2999	Classified Salaries				\$0.00	
3000-3999	Employee Benefits				\$0.00	\$24,000.00
4000-4999	Books and Supplies	\$6,381.00	\$4,042.00	\$2,943.00	\$13,366.00	\$31,761.75
5000-5999	Services and Other Operating Expenditures	\$9,759.00			\$9,759.00	
	SUBTOTAL	\$18,015.00	\$4,042.00	\$2,943.00	\$25,000.00	\$162,831.75
	Indirect Costs (__ %) Cannot exceed current CA state limit				\$0.00	
	TOTAL	\$18,015.00	\$4,042.00	\$2,943.00	\$25,000.00	\$162,831.75

OCDE use only. Reviewed and Approved by:

OCDE Fiscal Analyst:	Title:	Date:
OCDE Program Monitor:		
OCDE Administrator:		

Form E: Proposed Budget Narrative

California Scale-Up MTSS Statewide (SUMS) Initiative

Please explain with sufficient detail what led to the calculations to justify the budget figures in the Proposed Initiative Budget Summary, Form D. Include how the funds link to your Application Narrative responses to Objectives and Outcomes (Section II, C). Use additional pages of this form as necessary. Note: Applicants can opt to use Form E for

Object Code	Detailed Explanation of Expenditure	SUMS Initiative	Amount from Other Source(s)	
			(In-Kind)	
Certificated Salaries 1000s	Year 1: Substitute Teachers \$125 per day for 15 days	Year 1: Technical Assistance and PD participation	Year 1:	
	Half Time Reading Intervention Teacher-\$35,690	Tier 2 Reading Intervention		LCFF Funds
	Year 2: Half Time Reading Intervention Teacher-\$35,690	Year 2: Tier 2 Reading Intervention	Year 2:	LCFF Funds
	Year 3: Half Time Reading Intervention Teacher-\$35,690	Year 3: Tier 2 Reading Intervention	Year 3:	LCFF Funds
Classified Salaries 2000s	Year 1:	Year 1:	Year 1:	
	Year 2:	Year 2:	Year 2:	
	Year 3:	Year 3:	Year 3:	
Benefits 3000s	Year 1: Half Time Reading Intervention Teacher Health and Welfare-\$8,000	Year 1: Tier 2 Reading Intervention	Year 1:	LCFF Funds
	Year 2: Half Time Reading Intervention Teacher Health and Welfare-\$8,000	Year 2: Tier 2 Reading Intervention	Year 2:	LCFF Funds
	Year 3: Half Time Reading Intervention Teacher Health and Welfare-\$8,000	Year 3: Tier 2 Reading Intervention	Year 3:	LCFF Funds
Books and Supplies 4000s	Year 1: Fountas and Pinnell consumable books-\$2943	Year 1: Tier 2 Reading Intervention	Year 1:	
	Second Step Social and Emotional Curriculum k-8 - \$3438 Fountas and Pinnell K-3rd Literacy Kits-\$10,507	Tier 2 Behavioral Support Tier 2 Reading Intervention		Title 1 Funds

Form E: Proposed Budget Narrative (cont.)

Services and Other Operating Expenditures 5000s	Year 2: Fountas and Pinnell consumable books-\$2943 Second Step Anti Bullying Curriculum - \$1099 Fountas and Pinnell 4th-5th Literacy Kits and 4th grade Leveled Literacy Library-\$11,880.75 Year 3: Fountas and Pinnell consumable books-\$2943 Fountas and Pinnell 6th-12th Literac Kit, 5th grade Leveled Literacy Library, and 6th-12th Leveled Literacy Library-\$9374	Year 2: Tier 2 Reading Intervention Tier 2 Behavioral Support Tier 2 Reading Intervention Year 3: Tier 2 Reading Intervention Tier 2 Reading Intervention	Year 2: Year 3: Title 1 Funds Title 1 Funds
	Year 1: 2 Teachers Travel, Hotel, Food for Technical Assistance - \$5450 2 Teachers Travel, Hotel, Food for Fountas and Pinnell Seminar - \$4309 Second Step Social Emotional Curriculum Webinar-\$0 Year 2: Second Step Anti Bullying Webinar-\$0 Year 3:	Year 1: 10 Days of Technical Assistance 2 Day Seminar for Fountas and Pinnell Leveled Literacy Intervention Implementation Tier 2 Behavioral Support Year 2: Tier 2 Behavioral Support Year 3:	Year 1: Year 2: Year 3:
	Year 1: \$18,015.00 Year 2: \$4,042.00 Year 3: \$2,943.00 Year 1: \$0.00 Year 2: \$0.00 Year 3: \$0.00 Year 1: \$18,015.00 Year 2: \$4,042.00 Year 3: \$2,943.00		In-Kind: \$162,831.75 In-Kind: \$0.00
	SUBTOTAL		In-Kind: \$162,831.75
Indirect Costs			In-Kind: \$0.00
TOTAL			In-Kind: \$162,831.75

Scaling Up Multi-Tiered Systems of Support (SUMS)
Improving Systems of Academic and Behavioral Supports (ISABS)
QUARTERLY BUDGET AND EXPENDITURE REPORT

From the Office of
Janet Parsons
Date _____
Approved _____
Needs Revision _____

Return completed report form to:

Roberta Tovar
RTovar@ocde.us
714-966-4406

Agency
address
address

Check Quarter for this report:

☐ Quarter 1 & 2 Due January 15 (Year)
☐ Quarter 3 & 4 Due July 15, (Year)

CATEGORY	CURRENT YEAR APPROVED BUDGET	ACTUAL EXPENDITURES		
		QUARTER 1 & 2 July 1 - Dec 31, (year)	QUARTER 3 & 4 Jan 1 - June 30, (year)	Year-to Date Total Expenditures
1000 Certificated Salaries				
2000 Classified Salaries				
3000 Employee Benefits				
4000 Books & Supplies				
5000 Services & other Operating Expenditures (other than 5200)				
5200 Travel & Conferences				
6000 Capital Outlay (items >\$5,000)				
7000 Indirect Charges (*See note below)				
Indirect Rate: _____ %				
Totals	\$ -	\$ -	\$ -	\$ -

Submit Expenditure Report with a copy of a general ledger. See MOU for a list of acceptable documentation. An Expenditure Report must be submitted even if there were no expenditures in the Quarter.

*** INDIRECT COST RATE FOR YEAR __:** Per CDE approved indirect rate.

I certify that the expenditures reported above have been made, and that this project has been conducted in accordance with applicable laws, regulations, and program guidelines, and that the full records of receipts and expenditures have been maintained and are available for audit. **All signatures are required.**

Coordinator Name and Title	Phone Number	Coordinator Signature	Date
		X	
Fiscal Services Name and Title	Phone Number	Fiscal Services Signature	Date
		X	

Submit Budget and Expenditure Invoice with required back-up documentation of reported expenses to Rtovar@ocde.us

Cohort 1 – Evaluation Outcomes

The SUMS program evaluation will include formative and summative elements to examine the delivery, quality, and impact of the SUMS Initiative.

Process Evaluation

Evidence of successful implementation will consist of documents and artifacts pertaining to each SUMS activity, service, and product; technical assistance logs; and evaluation surveys. Documents and artifacts may include: SUMS meeting agendas and minutes, training materials, website content, sub-grant application review sheets, and module completion data. *Quarterly technical assistance logs* will record the amount and types of technical assistance provided. *Feedback surveys of technical assistance* will gather sites' feedback on 1) technical assistance quality, relevance, and usefulness, and 2) to determine the degree to which they perceive an increase in confidence or efficacy to a) implement the changes they envision for themselves, b) access the resources they need to make these changes, and c) build their capacity to transform and sustain.

Outcome Evaluation

SUMS intends to help Knowledge Development Sites (KDS), LEAs and charter schools do the following:

Proximal Outcomes (shorter-term)

1. Increased or improved services provided for low income pupils, foster youth, and English Learners (ELs)
2. Strategies that effectively support student success in the least restrictive environment and foster greater inclusion
3. Leveraged and coordinated multiple school and community resources
4. Implemented multi-tiered, evidence-based, data-driven district-wide and school-wide systems of academic and behavioral supports
5. Outcomes 1-4 incorporated into LCAP
6. (for State Leadership Team only) Statewide use of academic and behavioral programs and practices using a MTSS framework

Evidence:

- *SWIFT – Fidelity Integrity Assessment (FIA)*
- *SWIFT – Fidelity Implementation Tool (FIT)*
- *District Capacity Assessment (DCA)*
- *District LCAP*
- *Outcome Reports*

Distal Outcomes (longer-term)

Decreases in: suspension and expulsion rates, discipline referrals, referrals to special education, chronic absenteeism, incidents of bullying or harassment, dropout rates, and Risk Factors (PBIS School Safety Survey)

Increases/Improvements in: numbers of educators and pupils served, pupil attendance, graduation rates, measures of student academic achievement, school climate, average instructional minutes, average instructional time in integrated settings for students with IEPs, students' social-emotional competence, and Protective Factors (PBIS School Safety Survey)

Evidence: Outcome Reports



Cohort 1 – Evaluation Measures

Process Measures:

Technical Assistance Logs

- COEs will record the amount and types of technical assistance provided to sites
- Reported quarterly (at minimum) by COE

Technical Assistance Feedback Survey

- Capture site feedback on 1) technical assistance quality, relevance, and usefulness, and 2) to determine the degree to which they perceive an increase in confidence or efficacy to a) implement the changes they envision for themselves, b) access the resources they need to make these changes, and c) build their capacity to transform and sustain
- Conducted as an electronic/online survey
- Invitation to complete will be delivered via email and the survey will be accessible on My Digital Chalkboard
- Timeframe: post-only; following delivery of technical assistance

Outcome Measures:

SWIFT-Fidelity Integrity Assessment (FIA)

- To measure the site's fidelity of implementation
- Self-assessment conducted by the site, can be completed within 1 day
- Complete FIA (Fall) by October (on a day of site's choice) and complete FIA (Spring) by March (on a day of site's choice)
- Include FIA results (as available) with the semi-annual Outcome Reports

SWIFT-Fidelity Implementation Tool (FIT)

- Administered to a random sample of sites (TBD)
- To measure the site's fidelity of implementation
- Conducted annually by an external assessor designated by the Regional Lead, takes 1 full day to complete
- Establish a baseline by June 2018 and conduct follow-up assessment by June of each year after
- Include FIT results with the semi-annual Outcome Report due by July

District Capacity Assessment (DCA)

- The DCA is an action assessment designed to help educational district leaders and staff assess and better align resources (within nine subscales) with intended outcomes and develop action plans to support the site's use of effective innovations
- Facilitated self-assessment completed by the District Leadership Team (DLT) or School Transformation Team (STT), can be completed within 1 day
- Establish a baseline by June 2018 and conduct follow-up assessment by June of each year after
- Include DCA results with the semi-annual Outcome Report due by July

District LCAP

- Supporting evidence that Proximal Outcomes 1-4 are incorporated into LEA's LCAP
- Submitted annually with the semi-annual Outcome Report as it becomes available



Cohort 1 – Evaluation Measures

Outcome Measures (continued):

Outcome Reports

- To capture qualitative information of District's MTSS implementation policies and processes regarding Proximal Outcomes 1-5
- Districts that make progress in Proximal Outcomes 1-5 are expected to have positive student effects (Distal Outcomes) over time
- Submit information electronically/online for Quarters 1 & 2 by January and Quarters 3 & 4 by July
- Invitation to complete will be delivered via email and will be accessible on My Digital Chalkboard



Cohort 1 – Evaluation Data Collection Timeline

Table 1. Annual Evaluation Data Collection Timeline for Cohort 1 (2017-2018 and beyond)

Table A: Annual Evaluation Data Collection Timeline for Cohort 1 (2017, 2018 and beyond)														
Who	Measure	Q1			Q2			Q3			Q4			
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
COE	TA Log				For Q1			For Q2			For Q3			For Q4
Site	TA Feedback	Following delivery of technical assistance												
Site	SWIFT-FIA			FIA (Fall)					FIA (Winter)					
Site	SWIFT-FIT										FIT			
DLT or STT	Outcome Reports							For Q1 & Q2						For Q3 & Q4
DLT or STT	DCA											DCA		
DLT or STT	Copy of LCAP	Submitted as it becomes available												

Data Collection Due Dates: January 31, 2018; July 31, 2018; January 31, 2019; July 31, 2019; January 31, 2020 and July 31, 2020



Rev. 1/17/17

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: August 8, 2017**

AGENDA ITEM TITLE:

Approval of MOU Between SJUSD and SLOCOE Migrant Education Program Region 18

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

Provided for your approval is the MOU between SJUSD and SLOCOE Migrant Education Program Region 18. This is the annual agreement with Migrant Education to provide Migrant services for our students. This program is at no cost to the district.

RECOMMENDED ACTION:

Approval

2017-2018 MIGRANT EDUCATION PROGRAM, REGION 18 MOU

Districts that have an enrollment of fewer than 200 migrant students or an allocation of less than \$25,000 have the option of completing this Memorandum of Understanding.

District Name: Shandon Joint Union School District

District Contact: Teresa Taylor, Superintendent

Proposed Project Cost: \$20,963

CONTENTS

- ☐ Section I: MOU/Signature Page
- ☐ Section II: District Demographic Profile (number of migrant/non-migrant students)
- ☐ Section III: District Migrant Parent Advisory Council Membership Roster
- ☐ Section IV: Memorandum of Understanding Service Planning/Evaluation
- ☐ Section V: Assurances (link)

SECTION I

MIGRANT EDUCATION PROGRAM, REGION 18

3350 Education Drive
San Luis Obispo, CA 93405
(805) 543-7732

MEMORANDUM OF UNDERSTANDING

Between
San Luis Obispo County Office of Education, Migrant Education Program, Region XVIII
and
Shandon Joint Unified School District

This Memorandum of Understanding (MOU) is established between Shandon Joint Unified School District and San Luis Obispo County Office of Education, to continue to operate as a consortium for the purpose of coordinating the Migrant Education Program services within the boundaries of the above-mentioned district and with the approval and financial support of the San Luis Obispo County Office of Education (SLOCOE), Migrant Education Program, Region XVIII.

This agreement is between San Luis Obispo County Office of Education, Migrant Education Program, Region XVIII hereinafter referred to as the region and Shandon Joint Unified School herein after referred to as the district.

The period covered by this agreement shall be from July 1, 2017 to June 30, 2018.

Based on the needs of its Migrant students, the district agrees to provide supplemental service(s) as identified in SECTION IV, which is the district's proposed Service Planning and Evaluation.

The district agrees to allow SLOCOE to administer and supervise the Migrant Education Program.

All employees will be under the policies and guidelines of the SLOCOE with the understanding that they will follow and abide by the district's program protocol as the need arises to visit each of the district program service providers. The Migrant Education Program Administrator will communicate and collaborate with the district administrators or designees on a quarterly basis and will have access to information and files of Migrant Education Program participants.

The Administration of the SLOCOE/MEP program consists of:

Regional Director, Administrative Assistant, Family Services Specialist, Accounting Technician, Clerk, Student Data Specialist, Certificated Tutor, Migrant Education Services Specialist, and 1 Instructional Assistant II. Their duties are under four components.

Program Administration

- Collect Data to establish needs and services
- Plan and deliver instruction to students
- Hire and supervise staff needed to delivery of services
- Train and evaluate staff
- Generate Individualized Learning Plan (ILP) for each participating student
- Identification and recruitment of eligible students and their families
- Maintain Records of Eligibility (COE)
- Support the data collection for evaluation purposes
- Document services and activities for accountability to all stakeholders

Instructional Services

- Set Goals and Objectives
- Provide Instructional Services
- Student Assessment
- Document/Record Services
- Communicate with Parents

Recruitment and Identification

- Review and Approve Certificates of Eligibility
- Maintain Student Data Base and Produce Required Reports
- Coordinate / Maintain Data and Share with districts
- Identify and Recruit migrant students and their families
- Complete data entry points within COEStar, MSIN, MSIX, and CalPADS
- Train Recruiters in the usage of all these tools to minimize errors

Support Services

- Set Goals and Objectives
- Coordinate Social Support Services
- Identify and Coordinate Services to Meet Identified Health Needs

The District will deliver the following services:

Teresa Taylor, Superintendent, Shannon Kepins, Elementary School Principal, and Sadie Howard, Accounting Technician, maintain their respective duties will:

- a. Support the administration and supervision of the MEP
- b. Coordinate and communicate student data, assessment and attendance with Region XVIII
- c. Invoice SLOCOE for services rendered
- d. Document series for compliance and accountability
- e. Support the communication between district staff, parents and students
- f. Maintain the communication open between district and regional staff.

The Region certifies that the Migrant Education Regional Parent Advisory Council has participated in the development of the Migrant Education program as described. A minimum of six (6) meetings a year will be convened to comply with statutory requirements and provide identified parent training needs.

The District identifies and addresses the needs of migrant children in coordination with other categorical programs. The District will list the services to Migrant students in the LEA plan and in the Local Control Accountability Plan (LCAP)

In witness whereof, the following parties have executed this agreement:

Assistant Superintendent, Student Programs and Services
San Luis Obispo County Office of Education

Assistant Superintendent, Educational Services
Santa Barbara County Education Office

Date

Date



Teresa Taylor, Superintendent

6-26-17
Date

SECTION II: DISTRICT DEMOGRAPHIC PROFILE

District: Shandon Joint Unified School District															
Number of Migrant Students Enrolled at Each Grade Level in the District. During 2015-2016															
	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
PFS															
Migrant	4							16							13
All*	4							16							13

*All includes PFS and Migrant students.

District: Shandon Joint Unified School District															
Number of Migrant Students Enrolled at Each Grade Level in the District. January 2017															
	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
PFS			1						1				1		3
Migrant	6							6							12
All*															15

Note: If a grade level does not have at least 10 migrant students (to comply with CDE data suppression requirements), combine this with another grade (or grades) to equal no fewer than 10 students.

SECTION III: PROPOSED SERVICE

PART I: PARTICIPANTS TO BE SERVED

Grade	# Enrolled	Projected # Participants			Actual # Participants		
		# PFS	# Non-PFS	TOTAL	PFS	Non-PFS	TOTAL
PK-K	6	0	6	6			
1-6	4	1	3	4			
7-8	1	1	0	1			
9-12	4	1	3	4			
TOTALS	15	3	12	15			

PART II: LOCATION, DATES, TIME OF DELIVERY

Name of Service:	Saturday School Program				
The Need (Include data & how service is supplemental to core program)	There were 10 students of age to test last year and 4 of them took the CAASPP in ELA and 4 in math. A total of 3 took the CELDT. Results show that all 4 students tested did not met the standard in ELA and only 25% met standard in math. On the CELDT, we have 43% scoring at Early Advanced or Advanced.				
Minutes per Day	Days per Week	# of Students Served	# of Weeks	Total Instructional Hours	Actual Total Instructional Hrs.
240 minutes 9:00 – 2:00 pm (4 hrs. per day)	1 day Saturdays	6 sts	20 weeks	80 hrs.	
Start Date	September 2017		End Date	April 2018	
Location of Service	Lillian Larsen Elementary School				
Name of Service:	Summer School Program				
The Need (Include data & how service is supplemental to core program)	There were 10 students of age to test last year and 4 of them took the CAASPP in ELA and 4 in math. A total of 3 took the CELDT. Results show that all 4 students tested did not met the standard in ELA and only 25% met standard in math. On the CELDT, we have 43% scoring at Early Advanced or Advanced.				
Minutes per Day	Days per Week	# of Students Served	# of Weeks	Total Instructional Hours	Actual Total Instructional Hrs.
240 minutes 9:00-1:00 pm (4 hrs. per day)	5 days Monday-Friday	5 sts	4 weeks summer (19 days total)	76	
Start Date	June 2017		End Date	July 2017	
Location of Service	Lillian Larsen Elementary School				
Name of Service:	School Readiness Program—TK & Kindergarten Students only				
Minutes per Day	Days per Week	# of Students Served	# of Weeks	Total Instructional Hours	Actual Total Instructional Hrs.
9:00 am- 1:00 pm 240 minutes (4 hrs. per day) Center Based	1 day: Saturdays	2 sts.	20 weeks	80 hours	
60-120 minutes Home Based as needed	1 day	2 sts	33 weeks	33-66 hours	
Center Based	Start Date	September 2017		End Date	April 2018
Home Based	Start Date	September 1, 2017		End Date	May 31, 2018
Location of Service	Lillian Larsen Elementary School for Center Based; family home for home based				

Name of Service:	Family Biliteracy Program- All preschoolers				
Minutes per Day	Days per Week	# of Students Served	# of Weeks	Total Instructional Hours	Actual Total Instructional Hrs.
180 minutes (3 hrs./day)	1	2	16 weeks	48 hours	
Summer Start Date	June 21, 2017	Summer End Date			July 19, 2017
Regular Year Start Date	September 23, 2017	Regular Year End Date			March 24, 2018
Location of Service	Lillian Larsen Elementary School				

Name of Service	Math Academy				
Minutes per Day	Days per Week	# of Students	# of Weeks	Total Instructional Hours	Actual Total Instructional Hrs.
360 minutes (6hrs. per day)	5 day per week	2	1 week during summer	36 hours/per student	5 students X 36 = 180 hours
Start Date	July 10, 2017		End Date	July 14, 2017	
Location of Service	Cal Poly				

PART III: EXPECTED OUTCOMES (learning that will occur due to implementation of this program):

Local Quantitative Measures	Targeted Outcome		% Projected Participants to Reach Targeted Outcome		Actual % that reached targeted outcome		Target Met, Not Met, Partially Met?		Why Not/ Comments:
	PFS	Other MEP	PFS	Other MEP	PFS	Other MEP	PFS	Other MEP	
School Readiness – 10 <i>sounds as measured by Phonological Awareness Literacy Screening (PALS)</i>				100% ready for kinder					
4 point growth as measured by Peabody Picture Vocabulary Test (PPVT-4), Test de Vocabulario en Imagenes Peabody (TVIP)				100% ready for kinder					
Above risk cut off level in Brigance				100% ready for kinder					
English Language Arts - students attending at 80% will demonstrate progress in ELA as demonstrated by Read Naturally.				100%					
English Language Arts - students attending at 80% will demonstrate progress in ELA as demonstrated CAASPP with 5% growth in those that meet standard				100%					
Mathematics - students attending at 80% attendance will demonstrate progress in mathematics as indicated by Teacher Created Materials grade level assessments.				100%					
Mathematics - students attending at 80% will demonstrate progress in Math as demonstrated CAASPP with 5% growth in those that meet standard				100%					

Local Qualitative Measures	Description of Projected Measures	Comments on Results
Interview and Focus Groups:	Interviews conducted with the students by the lead teacher	
Surveys:	Student, Staff and Parent Survey	
Observations:	Teacher and support staff observations	

PART 4: PERSONNEL

Staffing							
Title	Certificate d		Classified		Percent Funded by DSA	Percent Funded by Other	Name of Other Program Funding Source
	#	FTE	#	FTE			
Saturday Teacher	1	hrly			100%		23 days
Summer Teacher	1	hrly			100%		22 days
MESS-Cristina			1	10%	100%		

PART V: PROFESSIONAL STAFF DEVELOPMENT

Professional Development				
Need	Title	Description	Dates	Expected Outcomes
Planning time for staff	Planning	Staff will meet to plan and strategize how to meet identified needs	June-summer session Saturday School-Monthly starting September and weekly to work on details of lessons	Individualized plans for all students with identified needs
Knowledge of ELA and Math Common Core	SLOCOE Curriculum Training	Instructional staff invited to attend two full day trainings	August & December	Staff will learn specific strategies how to incorporate common core in their program

PART VI: PARENT INVOLVEMENT

Describe plans to communicate with parents to support this intervention: orientation, graduation, home visits, daily phone calls for attendance, etc.

COMMUNICATION: Parents will be informed of this service at RAC Meetings, by phone, by letter, and one on one basis when contacting or visiting the parent during initial contact or at time of interview for eligibility.

TRAINING: Workshops on topics selected based on the needs identified by parents and staff.

PART VII: SUPPORT SERVICES

Describe Other Support Services Plans (transportation, etc):

Staff will pick up students who cannot be dropped off or picked up by their parents. They will also coordinate for nutrition to be provided by agencies that do Saturday, summer meals. If this is not possible, meals and snacks will be provided with migrant funds. Staff will also case manage the identified needs of each student in coordination with local agencies and the district and charter school. Staff will be sure to coordinate enrollment into any after school and summer services available thru district and community agencies for all migrant students who meet the selection criteria.

2017-18 PROPOSED SERVICE BUDGET DETAIL

PROPOSED PROJECT COST: \$ 18,229

(Check one) ☒ Regular School Year (grey rows) ☒ Summer School (White rows)

Please identify all costs related to the proposed service. For each line item, use the Standardized Account Code Structure (SACS) object codes. *(Insert additional rows as needed.)* Please follow regional protocol regarding object codes, making sure that they reflect the district's general ledger

Object Code	Description	Amount Service	Amount Admin	Total Projected Amount	Actual Amount
1100	Teachers- Saturday				
	Teachers Summer				
1200	Pupil Support Services				
1900	Other Certificated Salaries				
2100	Instructional Aides:	\$1,609		\$1,609	
		\$322		\$322	
2200	Support Services Salaries				
2900	Other Classified Salaries: MESS	\$1,985		\$1,985	
		\$397		\$397	
3000	Employee Benefits: Sat. Teachers				
3000	Employee Benefits: Summer Teachers				
3000	Employee Benefits:	\$3,377		\$3,377	
		\$675		\$675	
4100	Textbooks Curricula Materials				
4200	Books & Reference Materials				
4300	Materials & Supplies	\$450		\$450	
	Materials & Supplies	\$450		\$450	
4700	Food	\$250		\$250	
	Food	\$250		\$250	
5200	Travel & Conferences	\$800		\$800	
	Travel & Conferences	\$1,454		\$1,454	
5500	Operations & Housekeeping				
5700	Transfers of Direct Costs				
5800	Prof/Cons/Serv & Operating Expenses: Transportation	\$3,000		\$3,000	
5800	Prof/Cons/Serv & Operating Expenses: Transportation	\$3,000		\$3,000	
5900	Communications	\$105		\$105	
	Communications	\$105		\$105	
TOTAL PROPOSED EXPENSES				\$18,229	
7000	INDIRECT COST		SBCEO 7.25%	\$2,734	
TOTAL COST OF PROPOSED SERVICE				\$20,963	

When project ends, complete the blue-shaded areas to evaluate the objective:

1. The outputs – did we implement the program as planned?
2. The outcomes - what did students gain from the program's outputs?

Complete and submit the final document 2 weeks after project end-date.

ASSURANCES

<http://www.cde.ca.gov/fq/fo/fm/generalassur2012.asp>

The assurances must be signed by both Region and District Administrators.

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: August 8, 2017**

AGENDA ITEM TITLE:

Approval of MOA Between SJUSD and San Luis Obispo County Induction Program

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

Provided for your approval is the MOA Between SJUSD and San Luis Obispo County Induction Program. The training is required for teachers to clear their teaching credentials. The district will have four participants in the induction program for the 2017-18 school year.

RECOMMENDED ACTION:

Approval

San Luis Obispo County Office of Education
James J. Brescia, Ed. D., Superintendent

3350 Education Drive
San Luis Obispo, CA 93405

San Luis Obispo County
Induction Programs
Small District – Shandon Joint Unified School District
Memorandum of Agreement (MOA)
2017-2018

This is a memorandum of agreement among the Member Agencies of the San Luis Obispo County Induction Programs and the San Luis Obispo County Office of Education.

The purpose of the MOA is to establish a formal working relationship between the parties of this agreement and to set forth the operative conditions that will govern this partnership. The goal of the partnership is to provide quality professional development and support to first and second-year teachers and administrators leading to a clear credential.

This MOA is meant to:

1. Define general responsibilities
2. Define fiscal responsibilities

1.0 Local Education Agency (LEA) Responsibilities

1.1 Adoption of the San Luis Obispo County Induction Programs requires the consent of the administration of each participating LEA. In adopting the programs, each participating LEA agrees to carry out the duties and responsibilities assigned to it within the programs. Each LEA shall cooperate with other agencies to serve individuals involved in the program, review and approve revisions to the program, and participate in the governance of the program through their designated representative to the Induction Leadership Council

1.2 The LEAs agree to the following:

- Coordinate the program at the district level
- Indicate their representative or designee (space provided at the end of this document) on an annual basis
- Select the participating mentors/coaches according to program guidelines
- Follow the eligibility requirements for participants as follows:
 - P-12 CTC credentialed candidate needing Induction to clear the credential
 - Employed in an accredited California school with a certificated employee contract
 - Employment position must meet all of the conditions necessary to clear credentials through the Induction Standards

Teacher candidate will:

1. Possess a valid preliminary teaching credential
2. Work with groups of students in a classroom setting
3. Design and implement long and short term plans for instruction
4. Design and implement classroom management system
5. Work with English Learners and Special Populations
6. Complete the SLOCOE Teacher Induction Program

Administrator candidate will:

1. Possess a valid preliminary administrative services credential
 2. Possess a valid teaching or services credential
 3. Verify two years of successful experience in a full time administrative position with an employing agency after issuance of a preliminary administrative services credential
 4. Complete the SLOCOE Clear Administrative Services Credential Program
- Ensure that all mentors/coaches and candidates understand their responsibilities and the requirements of the Induction Programs
 - Participate in the professional development provided for candidates/mentors/coaches
 - Conduct an initial orientation for candidates to inform them about district resources, personnel, procedures, and policies
 - Provide release days for each participating candidate
 - Provide six (6) release days for mentors/coaches to attend required training and observe participating teachers
 - Communicate Induction information with district and site administrators
 - Provide training space when requested by Induction/SLOCOE at no cost
 - Participate in program evaluation and comply with reporting procedures and timelines
 - Provide information to the SLO County Induction Director
 - Assist site administrators to ameliorate challenging assignments for participating candidates and provide additional support as needed

2.0 Fiscal Responsibility

- 2.1 The San Luis Obispo County Office of Education, as the Responsible Local Agency (RLA) of the San Luis Obispo County Induction Programs
- Agrees to fund the majority of the operation costs of the program which includes a director, administrative support, materials, professional development and external program fees

- 2.2 Participating LEAs agree to fund the following:

Teacher Induction:

- Program fee of \$500 per teacher participant to SLOCOE

- Mentor Stipend of \$1,500 per participating teacher
- Special Education Like Credential Mini Mentor Stipend of \$300 per participating teacher
- Special Education Mentor Stipend and Like Credential Stipend for a combined total of \$1,800
- Six (6) days of release time for mentor training/observations (substitute cost)
- Mileage for mentors

Administrator Induction:

- Program Fee of \$2,500 per administrator candidate to SLOCOE
- Coach Stipend of \$1,500 per participating candidate
- Mileage for coaches

3.0 Hold Harmless:

Both parties agree to indemnify, defend, and hold harmless the other from any and all claims and losses resulting from the action of either agency's employees for any activity undertaken under this contract.

4.0 Termination:

Either party wishing to terminate this agreement for the subsequent year must do so in writing on or before February 1st to meet March 15th Workforce Reduction Notification timelines.

For the agency represented below, I accept the terms of this Memorandum of Agreement:

Leesa Gayle
District Superintendent (Signature)

6-30-17
Date

Teresa Taylor
Print Name

6-30-17
Date

James J. Brescia
James J. Brescia, Ed.D, RLA Superintendent

6/22/17 DR.
Date

Shannon Kepins
LEA Administrative Representative for Induction Leadership Council (Print Name)

Lori Esser
LEA Induction Coordinator (Print Name)

Please complete and return to the Induction Program at the San Luis Obispo County Office of Education by August 1, 2017.

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: August 8, 2017**

AGENDA ITEM TITLE:

Approval of MOU Between SJUSD and County of San Luis Obispo Department of Social Services

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

Provided for your approval is the MOU Between SJUSD and County of San Luis Obispo Department of Social Services. Approval of this agreement is required for the District to participate in the Cal-Fresh program.

RECOMMENDED ACTION:

Approval

MEMORANDUM OF UNDERSTANDING

BETWEEN

County of San Luis Obispo Department of Social Services

And

Shandon Joint Unified School District

This Memorandum of Understanding (MOU) is entered into between the San Luis Obispo Department of Social Services, CalFresh Program and the SJUSD School District to provide individuals and families the opportunity to apply for CalFresh utilizing the National School Lunch Program Application.

1. **Purpose and Background:** Assembly Bill 402 added Section 18901.55 to the Welfare and Institutions Code, as well as new procedures in the Education Code, which allow a school district and the local agency that determines CalFresh program eligibility to share information contained on the National School Lunch Program (NSLP) application to help identify participants who may be eligible to receive CalFresh benefits. This agreement sets forth the respective responsibilities of the County and the District to share information on the National School Lunch Program (NSLP) application.
2. **Parties:** The parties to the agreement are the San Luis Obispo County Department of Social Services, hereinafter referred to as County and the SJUSD School District, hereinafter referred to as the District.
3. **Responsibilities:**
 - a. **District Responsibilities:**
 - i. The District will continue to make applications for free or reduced meals price meals through the NSLP available to all students, pursuant to Education Code section 49557. The NSLP applications will give parents/guardians an option to consent to sharing information provided on the application with the County for the purposes directly related to the enrollment of families in the CalFresh program. The application materials provided by the District to students shall state that participation in the CalFresh program is entirely voluntary.
 - ii. In the event that the District's Homeless/Foster Youth Liaison is completing and signing the school lunch application for an unaccompanied youth, the liaison will have the responsibility to sign the Consent to Release Household Meal Application to the CalFresh Program form on behalf of the youth and complete the Unaccompanied Youth both in order to provide the county with information on how to contact the youth in order to determine CalFresh eligibility.
 - iii. The District will forward the information provided on the School Lunch Program application (Attachment A) and the Consent to Release Household Meal Application to the CalFresh Program form (Attachment B) to the County provided the child is

approved for free or reduced price meals and the applicant consents to the sharing of that information utilizing the process described in Attachment C.

- iv. The District shall continue to ensure that all applications and records concerning any individual made or kept by the District in connection with administration of the free or reduced price meal and CalFresh eligibility are confidential, as required by the Education Code section 49558.

b. County Responsibilities:

- i. The County shall use information provided on a School Lunch Program application and the Consent to Release Meal Application to the CalFresh Program only for purposes directly related to the enrollment of families in the CalFresh program.
- ii. The County will review CalFresh referrals made by the District and will take no further action if the household is determined to already have an active CalFresh case.
- iii. The County will make contact with the referred household to make an appropriate determination of CalFresh program eligibility. The County will request additional information pertinent to the household if necessary to make an eligibility determination.
- iv. The County will accept the signature of the District's Homeless/Foster Care Liaison on the Consent to Release Household Meal Application form as an application on behalf of an unaccompanied youth. Utilize the information listed in the Unaccompanied Youth Box to contact the youth or the youth's representative.
- v. The County will make a timely determination of CalFresh eligibility and benefits and will provide adequate notice of case determination.
- vi. The County shall reiterate to the household that no information will be shared with any other government agency, including the United States Citizenship and Immigration Services (formerly Immigration and Naturalization Services) and the Social Security Administration, or use the information for any purpose other than enrollment in the CalFresh program.

4. Sharing of Information:

- a. The District may share information provided on the School Lunch Program application with the County if the child is approved for free or reduced price meals and the applicant consents to the sharing of that information.
- b. The Information may be shared electronically, physically or through whatever method is determined appropriate by the Parties.

- c. The Parties agree to use the following process to share the information. See Attachment C.
 - d. The Parties acknowledge that the School Lunch Program application is confidential and, with the exception of forwarding the information on the application for use in the CalFresh program enrollment consistent with this MOU, the Parties shall not share information with any other governmental agency, including the federal United States Citizenship and Immigration Services (formerly Immigration and Naturalization Services) and the Social Security Administration, or use the information for any purpose other than enrollment in the CalFresh Program.
 - e. After the District shares information provided on a School Lunch Program application with the County for the purpose of determining the applicant's eligibility for the CalFresh Program, the District and the County shall not share information about the applicant or his/her household with each other, or with any other entity, unless specifically authorized to do so pursuant to other provisions of law.
 - f. The Parties acknowledge that the National School Lunch Act establishes a fine of not more than \$1,000 or imprisonment of not more than 1 year, or both, if any eligibility information is published, divulged, disclosed, or made known in any manner or extent not authorized by federal law. The Parties further acknowledge that United States Code 5 USC 552a(i) establishes a fine of not more than \$5,000 for any employee who willfully discloses confidential material in any manner to any person or agency not entitled to receive it, or who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses.
5. **Effective Date:** *Month, date, 2017* The MOU shall commence on the effective date between the County and the District. Either participant of the MOU may give notice of its intent to terminate its MOU without cause. The written notice must be provided with a minimum of 30 days prior to the intended termination date. The failure of either participant to abide by the MOU shall be grounds for immediate termination of the established MOU. The notice of immediate termination by either party will be executed through certified mail.
6. **Term of Agreement:** *Month, date, 2017 through Month, date, year (1 year)* to be reviewed annually and extended by mutual agreement.
7. **Signatures:** To be signed by DSS Director and COE or District Superintendent.

Superintendent

Shandon Joint Unified School District

DSS Director

MOU: Attachment A

District's School Lunch Application Form

CONSENT TO RELEASE HOUSEHOLD MEAL APPLICATION TO THE CALFRESH PROGRAM

Dear Parent/Guardian/Caretaker:

Your participation in the Free and Reduced-Price (F/RP) school meal program means your family could be eligible for the CalFresh food assistance program. CalFresh provides monthly benefits to households for purchasing the food they need to maintain adequate nutrition. By signing this form, you consent to allow the Shandon Joint Unified School District to share the information you provided on your F/RP school meal application with the San Luis Obispo County Department of Social Services that is responsible for determining eligibility (benefits) for the CalFresh program. If you prefer to apply directly and not exchange this information, you may call the CalFresh program at 1-800-834-3002 or apply online at <https://www.mybenefitscalwin.org/>

Please note, your participation in the CalFresh program is voluntary. Failure to sign this consent form will not affect your child's eligibility or participation in the district's F/RP school meal program.

☐

Please check the box above if you want to apply for CalFresh benefits for your family.

Yes! I want the District to share information from my F/RP school meal application with the San Luis Obispo Department of Social Services to determine if my family is eligible for CalFresh benefits. I realize that the information provided will be shared only with the Department of Social Services for the purpose of determining CalFresh eligibility.

Child's Name: _____

School: _____

Child's Name: _____

School: _____

Child's Name: _____

School: _____

By signing this consent form, I voluntarily consent to let the District share the information on my F/RP school meal application with the CalFresh Office, and I acknowledge that I have read and understood all the information on this form. Also, by consenting to this process, I understand that the CalFresh Office will contact me to determine CalFresh eligibility.

Signature of Parent/Guardian/Caretaker: _____ Date: _____

Printed Name _____

Address: _____

Phone: _____ e-mail: _____

If you have questions about this form or this process, contact the CalFresh Program Manager at (805) 781-1895 or e-mail: klauterback@co.slo.ca.us

For Unaccompanied Youth ONLY. (To be completed by the District's Homeless/Foster Youth Liaison.)

Dear ERS, please contact the unaccompanied youth or the youth's representative listed below.

Name: _____

Address: _____

Phone: _____

Information Sharing Process

Information will be shared between the County and the District utilizing the process listed below.

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: August 8, 2017**

AGENDA ITEM TITLE:

Approval of Intradistrict Transfer Student 2017-18-15

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

The parent has requested that the student transfer from Parkfield Elementary to Shandon Elementary School.

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: August 8, 2017**

AGENDA ITEM TITLE:

Approval of Intradistrict Transfer Student 2017-18-16

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

The parent has requested that the student transfer from Parkfield Elementary to Shandon Elementary School.

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: August 8, 2017**

AGENDA ITEM TITLE:

Approval of the Attendance Incentive Policy in the Shandon Elementary School 2017-18 Handbook

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

Provided for your consideration and approval is a suggested change to the Attendance Incentive Policy in the Shandon Elementary School 2017-18 Handbook

RECOMMENDED ACTION:

Approval

Attendance

Regular and prompt attendance is the responsibility of the students and the parents. Students who arrive after the Tardy Bell must check into the school office. To minimize class disruptions, parents will not be allowed to walk their children to class after the Tardy Bell.

Absences are either excused or unexcused:

Excused Absences

The State of California defines "excused absences" as:

1. Appointment with a doctor, dentist, or psychiatrist.
2. An illness of less than three days when accompanied by a note from parent or guardian. A note from a doctor must verify illness absences of more than three days.
3. Death from an immediate family member. 1 day in California, 3 days out of state. Immediate family members include mother, father, brother, sister (step or foster), spouse, grandparent, or any other relative living in the house. Bereavement is considered an illness and will require a doctor's note after two days.

The State provides for no exceptions to this rule unless arrangements for independent study have been made.

Excessive Absences

Parents will be notified by the office when a student exceeds 5 absences or tardies. Any additional absences will be handled on a case-by-case basis. After 5 absences, the student, parent, principal and, if needed, the teacher may be required to meet.

Unexcused tardies to classes are the same as unexcused absences. Any three unexcused tardies will count as one absence.

When a student is checked out of school by a parent or guardian, the absence will be considered unexcused unless the check out occurs for one of the reasons listed under the section of the manual on excused absences.

Independent Study

If your student will be gone from school for 5 or more days, please contact the office for an Independent Study Contract.

Perfect Attendance

Shandon and Parkfield Elementary will recognize students who have perfect attendance or one excused absence with a doctor's note, during Trimester award assemblies. Students who have not missed more than three days during the school year may have the opportunity to participate in an end of the year fieldtrip. For attendance purposes, 3 tardies will count as 1 absence.

Exceptions will be made for students with conditions identified in IEP's and 504 Plans.

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 8, 2017

AGENDA ITEM TITLE:

Approval of 2017-18 Declaration of Need for Fully Qualified Educators

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Action ☐ First Reading ☐ Information ☐ Resolution/Roll Call Vote

SUMMARY

Education Code 44300 authorizes the California Commission on Teaching Credentialing (CTC) to issue and renew emergency teaching or specialist permits, provided permit applicants and their employing school districts or county offices of education meet certain specified requirements.

We are required to file the Declaration of Need for Fully Qualified Educators with the CTC indicating an estimated number of current staff members and possible new hires that may not be fully credentialed in the area assigned. This form is only an estimate for the 2017-18 school year and may be revised if needed.

RECOMMENDED ACTION:

Approval



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- ☒ Original Declaration of Need for year: 2017-2018
☐ Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Shandon Joint Unified School District District CDS Code: 40-68833

Name of County: San Luis Obispo County CDS Code: 40-10404

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 08 / 08 / 17 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2018.

Submitted by (Superintendent, Board Secretary, or Designee):

<u>Teresa Taylor</u>	_____	<u>Superintendent</u>
<i>Name</i>	<i>Signature</i>	<i>Title</i>
<u>805-238-0777</u>	<u>805-238-0286</u>	<u>07/14/2016</u>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
<u>P.O. Box 79, Shandon, CA 93461</u>		
<i>Mailing Address</i>		
<u>ttaylor@shandonschools.org</u>		
<i>EMail Address</i>		

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____ / ____ / ____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
E-Mail Address		

- This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	
<input type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	
List target language(s) for bilingual authorization:	
<input type="checkbox"/> Resource Specialist	
<input type="checkbox"/> Teacher Librarian Services	
<input type="checkbox"/> Visiting Faculty Permit	

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	2
Single Subject	2
Special Education	1
TOTAL	5

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☐ Yes

☒ No

If no, explain. Insufficient need to sustain program

Does your agency participate in a Commission-approved college or university intern program?

☐ Yes

☒ No

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an intern program.

If no, explain why you do not participate in an intern program.

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: August 8, 2017**

AGENDA ITEM TITLE:

Approval of the 45 Day Revision of the Budget

PREPARED BY:

Sonia Stuart

AGENDA SECTION:

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

SUMMARY:**Shandon Joint Unified School District****Effects of the State's Budget and Projections of Income Changes
"45 Day Revise" Update of FY 2017-18 Adopted Budget****August 8, 2017**

The FY 2017-18 Adopted Budget, approved by the Board at its June 22, 2017 meeting, included revenue assumptions based on May 2017 estimates of COLA percentages, deficit factors, and grant programs. The Governor signed the State's FY 2017-18 Budget on June 27, 2017.

A major difference between the Governor's May 2017 budget proposal and the final adopted State Budget is the One Time Funding of \$147 per ADA. This is an increase in revenue of \$44,326 in the Unrestricted General Fund.

Attached is a revised MYP with added One Time revenues.

RECOMMENDED ACTION:

Approval

**2017-18 BUDGET ADOPTION
45 DAY REVISE**

CATEGORIES

	17-18 Projected			18-19 Projected			19-20 Projected		
	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
Revenues									
LCFF Source 8010-8099	3,569,800	94,571	3,664,371	3,632,508	96,604	3,729,112	3,698,572	98,874	3,797,446
	Estimated ADA			Estimated ADA			Estimated ADA		
	304.95			305.90			302.10		
Federal 8100-8299	0	160,781	160,781	0	155,403	155,403	0	150,564	150,564
Other State 8300-8599	98,648	209,181	307,829	54,322	124,726	179,048	54,322	106,680	161,002
45 Day Revise: One Time Mandate \$147 per PY FTE									
Local 8600-8799	29,350	244,586	273,936	29,946	211,601	241,547	29,946	215,790	245,736
Total Revenues	3,697,798	709,119	4,406,917	3,716,776	588,334	4,305,110	3,782,840	571,908	4,354,748
Certificated S 1000-1999	1,404,518	271,830	1,676,348	1,433,190	278,898	1,712,088	1,376,698	286,149	1,662,847
Classified Sal 2000-2999	561,422	97,002	658,424	572,650	99,912	672,563	579,522	102,909	682,432
Employee Be 3000-3999	743,351	233,874	977,225	765,652	240,890	1,006,542	760,006	248,117	1,008,123
Books & Supl 4000-4999	149,066	161,098	310,164	132,066	49,053	181,119	127,066	47,955	175,021
Services & O 5000-5999	355,381	157,415	512,796	366,042	162,137	528,179	377,024	167,002	544,026
Capital Outlay 6000-6999	0	0	0	0	0	0	0	0	0
7100-7299	0	347,413	347,413	0	361,310	361,310	0	375,782	375,762
Other Outgo 7400-7499	-24,458	24,458	0	-24,458	24,458	0	-24,458	24,458	0
Indirect Cost 7300-7399									
Total Expenditures	3,189,280	1,293,090	4,482,370	3,245,142	1,216,657	4,461,800	3,195,858	1,252,352	4,448,210
Change Fund Balance	-87,256	11,803	-75,453	-148,577	-8,114	-156,690	-93,463	0	-93,463
Transfers In/ Sources	0	0	0	0	0	0	0	0	0
Transfers Out/Uses	0	0	0	0	0	0	0	0	0
Contributions	-595,774	595,774	0	-620,211	620,211	0	-680,445	680,445	0
Other Sources/ Uses	-595,774	595,774	0	-620,211	620,211	0	-680,445	680,445	0
Beginning Balance	558,974	25,063	584,037	471,719	36,866	508,584	323,141	28,752	351,893
Audit Adjustment	0	0	0	0	0	0	0	0	0
Net Change	-87,256	11,803	-75,453	-148,577	-8,114	-156,691	-93,463	0	-93,463
Ending Balance	471,719	36,866	508,584	323,141	28,752	351,893	229,678	28,752	258,430
Other Assignments	1,000		1,000	1,000		1,000	1,000		1,000
Legally Reserve		25,063	25,063		28,752	28,752		28,752	28,752
Reserve for Economic	470,719	11,803	482,521	322,141	0	322,141	228,678	0	228,678
	10.52%			7.24%			5.16%		
4 % Reserve Level	179,295			178,472			177,928		

College Readiness-Avid Field Trip
FFA Donations/Greenhouse

Reduced \$88,000 in Certificated salaries
Reduced \$28,615 in benefits based on those salaries

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Regular Meeting of the Board of Trustees****MEETING DATE: August 8, 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. The district has purchased many items with the help of the Measure K Bond. Many items have been replaced in order to modernize the district. Administration requests approval to sell the surplus items. The items listed were either donated or purchased over ten years ago.

4- Welders
125- Student Desks
30- Single Computer Tables
65- Chairs
15- Tables
5- Teacher Desks
168- Student Lockers

RECOMMENDED ACTION:

Approval

10.1-10.12

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 8, 2017

AGENDA ITEM TITLE:

Approval of First Reading of Board Policies and Administrative Regulations

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

Provided for your approval are the following Board Policies and Administrative Regulations:

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
AR 5141.52 Suicide Prevention

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Board Policy
Management Of District Assets/Accounts

BP 3400

Business and Noninstructional Operations

~~In order to oversee the district's financial integrity, the Governing Board desires to have a clear picture of the district's current financial condition readily available at all times. Audits and quality control reviews shall be conducted in accordance with law.~~

~~The district's accounting system shall provide ongoing internal controls and a means of ascertaining that the district's income and expenditures are in keeping with the adopted budget.~~

The Governing Board recognizes its fiduciary responsibility to effectively manage and safeguard the district's assets and resources in order to help achieve the district's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the district's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. He/she shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards.

(cf. 3000 - Concepts and Roles)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

(cf. 3312 - Contracts)

(cf. 3314 - Payment for Goods and Services)

(cf. 3460 - Financial Reports and Accountability)

Capital Assets

****Note: Statement #34 from the Governmental Accounting Standards Board (GASB), the national group responsible for establishing accounting and financial reporting standards for state and local governments, requires that districts determine an appropriate capitalization threshold and identify and value capital assets. The California Department of Education (CDE) recommends, for most districts, a capitalization threshold that includes a unit acquisition cost criterion of at least \$5,000, although a lower threshold may be necessary for small districts and higher threshold for larger districts. The following optional paragraph establishes a \$5,000 capitalization threshold consistent with the CDE's recommendation. The district should revise the following paragraph if it has established a different threshold.****

The Superintendent or designee shall develop a system to accurately identify and value district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of \$5,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

(cf. 3440 - Inventories)

Internal Controls/Fraud Prevention

****Note: Internal controls are defined as safeguards that are in place to provide assurance regarding the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. Internal controls are checks and balances to help prevent fraud, waste, and abuse.****

****Note: The following section contains recommendations by auditors of internal control policies and procedures and should be modified to reflect district practice.****

The Board expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the district to act with integrity and due diligence in dealings involving the district's assets and fiscal resources.

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the district. These internal controls may include, but are not limited to, segregating employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; conducting background checks on business office employees; and requiring continuous in-service training for business office staff on the importance of fraud prevention.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the district's auditors, law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent or designee shall provide regular reports to the Board on the status of the district's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

Legal Reference:

EDUCATION CODE

14500-14508 Financial and compliance audits

35035 Powers and duties of superintendent

35250 Duty to keep certain records and reports

41010-41023 Accounting regulations, budget controls and audits

42600-42603 Control of expenditures

42647 Drawing of warrants by district on county treasurer; form; reports, statements and other data

GOVERNMENT CODE

53995-53997 Obligation of contract

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Fiscal Accountability, 2006

School Finance CD-ROM, 2005

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

Statement 34, Basic Financial Statements - and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES

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

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

California Department of Education, School Finance: <http://www.cde.ca.gov/fg>

California State Controller's Office: <http://www.sco.ca.gov>

Fiscal Crisis & Management Assistance Team: <http://www.fcmat.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California: <http://www.sscal.com>

(7/01 7/03) 7/07

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

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Administrative Regulation
Management Of District Assets/Accounts

AR 3400

Business and Noninstructional Operations

Accounts

The district's accounting system shall fully comply with the definitions, instructions and procedures set forth in the California Department of Education School Accounting Manual. (Education Code 41010)

The Superintendent or designee shall ensure that funds are encumbered in the district accounting records immediately after an expenditure is committed for subsequent payment.

(cf. 3110 - Transfer of Funds)

Audit

~~By April 1 of each year, the Governing Board shall provide for an audit of all district accounts, any other funds which are administered pursuant to a joint powers agreement, and attendance procedures. To conduct this audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy. The Superintendent or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.~~

~~The audit shall be conducted in accordance with General Accounting Office standards for financial and compliance audits. (Education Code 14503)~~

~~The audit shall identify all expenditures by source of funds and shall contain: (Education Code 41020)~~

- ~~1. A statement that the audit was conducted pursuant to standards and procedures established in the audit guides developed by the State Controller~~
- ~~2. A summary of audit exceptions and management improvement recommendations~~
- ~~3. A description of the specific actions that are planned or that have been taken to correct any problem identified by the auditor~~

~~The Superintendent or designee shall file the report of the audit with the County Superintendent of Schools, the Department of Education, and the State Controller no later than December 15. (Education Code 41020)~~

~~By January 31 of each year, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)~~

Quality Control Reviews

~~The independent auditor shall complete a quality control review every three years in accordance with General Accounting Office standards. (Education Code 14503)~~

Fraud Prevention and Investigation

****Note: The following optional section may be revised to reflect district practice and definitions.****

Fraud, financial improprieties or irregularities include but are not limited to:

1. *Forgery or unauthorized alteration of any document or account belonging to the district*
2. *Forgery or unauthorized alteration of a check, bank draft or any other financial document*
3. *Misappropriation of funds, securities, supplies or other assets*
4. *Impropriety in the handling of money or reporting of financial transactions*
5. *Profiteering as a result of insider knowledge of district information or activities*
6. *Disclosing confidential and/or proprietary information to outside parties*

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

7. *Disclosing investment activities engaged in or contemplated by the district*

(cf. 3430 - Investing)

8. *Accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to the district*
9. *Destroying, removing or inappropriately using of records, furniture, fixtures or equipment*
10. *Failing to provide financial records to authorized state or local entities*
11. *Any other dishonest or fraudulent act*

The Superintendent or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent or designee shall issue a report to appropriate personnel and to the Governing Board. The final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

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

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

(10/93 6/95) 7/03

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

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Policy

Investing

BP 3430

Business and Noninstructional Operations

~~The Superintendent or designee may invest as permitted by law all or part of the special reserve fund of the district or any surplus monies not required for immediate district operations. Such investments shall be limited to securities specified in Government Code 16430, 53601 and 53635.~~

~~The Governing Board recognizes that the Superintendent or designee has fiduciary responsibility and is subject to prudent investor standards for all investment decisions. As such, district investments must be made with skill, prudence and diligence, with the primary objective of safeguarding the principal of the funds and with the secondary objective of meeting the district's liquidity needs. In order to enhance investment return, the district's third investment objective shall be to generate an investment yield that attains or exceeds a market average rate of return through economic cycles.~~

~~The Board recognizes the importance of overseeing investments made with district funds, including investments by the county treasurer. The Superintendent or designee shall maintain ongoing communication with any county committees established for the purpose of overseeing county investments. In addition, the Superintendent or designee shall keep the Board informed about policies that guide the investment of these funds.~~

~~The Superintendent or designee shall annually provide to the Board and any district investment oversight committee a statement of the district's investment policy or, if all district surplus funds are invested with the county treasurer, the county's investment policy. At a public meeting, the Board shall review this policy and discuss any changes to be made. If the Board decides not to invest surplus funds in the county treasury, the Superintendent or designee also shall provide the Board quarterly reports with specified components, including a statement of how the district portfolio compares with the district's investment policy. (Government Code 53646)~~

****Note: Education Code 41001 requires most school district funds to be deposited into the county treasury. Education Code 41015 allows any Governing Board which has funds in a special reserve fund of the district or any surplus monies not required for immediate district operations to invest all or part of the funds in accordance with Government Code 16430 and 53601-53609. In addition, the district may invest money in accordance with Government Code 53635 when the district pools money in deposits or investments with other local agencies.****

All or part of the special reserve fund of the district, or any surplus monies not required for the immediate necessities of the district, may be invested as allowed by law for public funds. (Education Code 41015; Government Code 16430, 53601-53609, 53635)

****Note: Government Code 53607 allows the Board to delegate authority for investing or reinvesting district funds to the chief fiscal officer of the district for a one-year period. The chief fiscal officer shall make monthly reports of these transactions to the Board. The Board may review and renew the delegation of authority each year if desired, and has the right to revoke the authority. The following paragraph is optional.****

The Governing Board authorizes the district's chief fiscal officer to invest and reinvest such funds on behalf of the district. He/she shall make monthly reports of those transactions to the Board. The Board retains the right to revoke this authority at any time.

******Note: The following paragraph is optional. Pursuant to Government Code 53600.3-53600.5, persons authorized to make investment decisions for the district are fiduciaries subject to prudent investor standards. If the Board has not delegated investment authority to the chief fiscal officer as provided above, the following paragraph should be revised to indicate that the Board retains fiduciary responsibility. With regards to funds deposited in the county treasury, Government Code 27000.3 provides that the county treasurer serves as a fiduciary subject to prudent investor standards. ******

The Board recognizes that the district's chief fiscal officer has fiduciary responsibility for any funds invested outside the county treasury and is subject to prudent investor standards for investment decisions. As such, he/she shall act with care, skill, prudence, and diligence under the prevailing circumstances, including but not limited to the general economic conditions and the anticipated needs of the district. The investment objectives shall be to first safeguard the principal of the funds, then to meet the district's liquidity needs and, third, to achieve a return on the funds. (Government Code 53600.3, 53600.5)

(cf. 9270 - Conflict of Interest)

******Note: The following optional paragraph expands on the third objective described above. ******

In order to enhance investment return, the district's goal shall be to generate an investment yield that attains or exceeds a market-average rate of return through economic cycles.

******Note: Government Code 27131 encourages a county, or city and county, that is investing surplus funds to establish a county treasury oversight committee. The county board of supervisors, in consultation with the county treasurer, shall determine the size and the categories which committee members shall represent. Pursuant to Government Code 27132, one of the members may be a representative selected by a majority of the board presidents of the school and community college districts in the county. In addition, Government Code 27133 requires that the county treasurer in any such county must annually prepare an investment policy, with specified components, to be reviewed and monitored by this committee. ******

The Board recognizes the importance of overseeing investments made with district funds, including investments by the county treasurer. The Superintendent or designee shall maintain ongoing communication with any county committee established for the purpose of overseeing county investments. In addition, the Superintendent or designee shall keep the Board informed about county policies that guide the investment of these funds.

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

The Board may establish an investment oversight committee to monitor the district's investments and make recommendations to the chief fiscal officer and the Board regarding investment policies.

(cf. 1220 - Citizen Advisory Committees)

Annual Statement of Investment Policy

*****Note:** AB 2853 (Ch. 889, Statutes of 2004) amended Government Code 53646 to encourage, but no longer require, the district's chief fiscal officer to annually render a statement of investment policy to the Board and any district investment oversight committee. If the Board chooses to require the annual statement of investment policy, the Board must consider the policy, or any changes in the policy, at a public meeting. ***

*****Note:** The following optional section is for use by Boards that choose to continue to require this annual statement of investment policy. The following paragraph may be revised if the district has not established a district investment oversight committee. ***

The district's chief fiscal officer shall annually provide to the Board and any district investment oversight committee a statement of the district's investment policy or, if all district surplus funds are invested with the county treasurer, the county's investment policy.

*****Note:** The following optional paragraph is based on a recommendation of the California Debt and Investment Advisory Commission's Local Agency Investment Guidelines which suggest that legislative bodies vote on and approve the annual investment report, no later than the end of the first quarter of the year to which it applies. ***

The annual investment report shall be submitted no later than the end of the first quarter of the year to which it applies.

At a public meeting, the Board shall review this policy and discuss any changes to be made. (Government Code 53646)

Quarterly Investment Reports

*****Note:** Government Code 53646, as amended by AB 2853 (Ch. 889, Statutes of 2004), encourages but no longer requires the district's chief fiscal officer to provide quarterly reports of the district's investments to the Board, the Superintendent and the district's auditor. The following optional section is for use by Boards that choose to continue to require these quarterly reports. See the accompanying administrative regulation for information about the contents of the reports. ***

*****Note:** If the district chooses to provide such reports, Government Code 53646 provides that the chief fiscal officer shall not be required to render a quarterly report for individual accounts that are less than \$25,000. Also, the Board may require these reports more frequently and may revise the following paragraph accordingly. ***

The chief fiscal officer of the district shall provide the Board, Superintendent, and internal auditor with quarterly reports of district investments in individual accounts that are \$25,000 or more.

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE

41001 Deposit of money in county treasury

41002 General fund deposits and exceptions

41002.5 Deposit of certain funds in insured institutions

41003 Funds received from rental of real property

41015 Authorization of and limitation investment of district funds

41017 Deposit of miscellaneous receipts

41018 Disposition of money received

42840-42843 Special reserve fund

GOVERNMENT CODE

16430 Eligible securities for investment of surplus money

17581.5 Mandates contingent upon state funding

27000.3 Fiduciary for deposits in county treasury

27130-27137 County treasury oversight committees

53600-53609 Investment of surplus

53630-53686 Deposit of funds, especially:

53635 Local agency funds; deposit or investment

53646 Treasurer reports and statements of investment policy

53852.5 Investment term for funds designated for repayment of notes

53859.02 Borrowing by local agency

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2005

School Finance CD-ROM, 2005

CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS

Local Agency Investment Guidelines, 2002, rev. 2004

WEB SITES

California State Treasurer's Office, California Debt and Investment Advisory Commission:

<http://www.treasurer.ca.gov/cdiac>

(2/96 6/97) 3/05

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

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Administrative Regulation
Investing

AR 3430

Business and Noninstructional Operations

Quarterly Investment Reports

****Note: The following optional section is for use by districts whose Governing Board requires quarterly investment reports pursuant to Government Code 53646, as amended by AB 2853 (Ch. 889, Statutes of 2004); see the accompanying Board policy. If the Board requires these reports, Government Code 53646 specifies items that must be included in the reports and provides that the report shall include whatever data or additional information required by the Board. Any such additional information desired by the Board should be itemized below.****

The district's chief fiscal officer shall prepare quarterly investment reports in accordance with Board policy within 30 days following the end of the quarter covered by the report. These reports shall: (Government Code 53646)

- 1. State the manner in which the portfolio complies and/or does not comply with the district's investment policy*
- 2. Denote the district's ability to meet its pool's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall not or may not be available*
- 3. Include the type of investment, issuer, date of maturity, par and dollar amount invested on all securities, investments, and monies held by the district*
- 4. Describe any district funds, investments, or programs that are under the management of contracted parties, including lending programs*
- 5. Include the current market value as of the date of the report, and the source of this valuation, for all securities held by the district and under management of any outside party that is not another local agency or the state's local agency investment fund*

****Note: Districts having all investments placed as specified below may choose to delete items #3-5 above and modify the following paragraph to delete reference to those items.****

Whenever district investments have been placed in the state's local agency investment fund, the National Credit Union Share Insurance Fund-insured accounts in a credit union, or from FDIC-insured accounts in a bank or savings and loan association, in a county investment pool, or in any combination of these, the report may include the most recent statement(s) received from these institutions in lieu of the information specified in items #3-5 above. (Government Code 53646)

In the above report, a subsidiary ledger of investments may be used in accordance with accepted accounting practices. (Government Code 53646)

3/05

No Current Policy

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Administrative Regulation

Inventories

AR 3440

Business and Noninstructional Operations

****Note: Education Code 35168 requires the Governing Board to establish and maintain an inventory of all items of equipment with a current market value above \$500, as provided in item #1 below. Generally, the Board delegates this authority to the Superintendent or designee.****

****Note: 2 CFR 200.313 requires that districts conduct inventories of equipment acquired in whole or in part with federal grant funds, and 2 CFR 200.33 defines "equipment" as personal property having a useful life of more than one year and an acquisition cost that exceeds \$5,000 or the capitalization level established by the district for financial statement purposes, whichever is less. In the state's Federal Program Monitoring (FPM) process, the California Department of Education (CDE) reviews whether the district maintains an inventory record for each item of equipment with an acquisition cost of \$500 or more per unit that is purchased with state and/or federal categorical funds. Thus, it is recommended that districts maintain inventories of equipment with an acquisition cost of \$500 or more per unit, as provided in item #2 below.****

****Note: The district may specify lower amounts for items #1 and #2 below.****

****Note: Note that the acquisition cost threshold amount established for the equipment inventory need not be the same as the threshold amount established for identifying capital assets for accounting purposes; see BP 3400 - Management of District Assets/Accounts. As explained in the CDE's California School Accounting Manual, all capitalized items should be inventoried, but not all inventoried items should be capitalized.****

In order to provide for the proper tracking and control of district property, the Superintendent or designee shall maintain an inventory of equipment in accordance with law for the following:

~~In order to provide for the proper control and conservation of district property, the Superintendent or designee shall maintain an inventory of equipment in accordance with law for the following:~~

1. All ***equipment*** items currently valued in excess of \$500 (Education Code 35168)
2. ***All equipment items purchased with state and/or federal categorical funds that have a useful life of more than one year with an acquisition cost of \$500 or more per unit***
- ~~2. All items purchased with federal funds that have a useful life of more than one year with an acquisition cost per unit of \$5,000 or more (34 CFR 80.3)~~

(cf. 3290 - Gifts, Grants and Bequests)

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

(cf. 3512 - Equipment)

****Note: The following optional paragraph may be revised to reflect district practice. According to the California School Accounting Manual, some districts choose to inventory certain items, such as computers, audiovisual equipment, and furniture, even if their cost is lower than the threshold defined by law.****

In addition, the Superintendent or designee may maintain a list of specific items which shall be inventoried for internal control purposes regardless of their initial cost or current value.

The inventory shall contain a record of the following information: (Education Code 35168; 5 CCR 3946)

~~The Superintendent or designee shall maintain an inventory of all property. The following information must be recorded: (Education Code 35168)~~

1. Name and description of the property

2. Identification number

~~2. Name of titleholder~~

3. Original cost of the item of equipment or a reasonable estimate if the original cost is unknown

~~3. Serial number or other identification number~~

4. Date of acquisition

~~4. Cost of the property (a reasonable estimate may be used if original cost is unknown)~~

5. Location of use

~~5. Acquisition date~~

6. The date and method of disposal

~~6. Location of use~~

~~7. Any ultimate disposition data including the date and method of disposal and sale price~~

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

****Note: Items #1-5 below are for use by districts that have used state and/or federal categorical funds to purchase equipment with an initial cost over the threshold established by law or the district. The district may merge this list into the list above in order to provide consistent procedures for all district equipment.****

~~Note: The following information must also be recorded for items acquired with federal funds, as defined above. (34 CFR 80.32)~~

In addition to the information specified in items #1-6 above, the following information shall be recorded for

equipment acquired with state and/or federal categorical funds unless otherwise specified in law: (5 CCR 3946; 2 CFR 200.313)

1. Source of the property (funding source)
2. *Titleholder*
- ~~2. Use and condition of property~~
3. Percentage of federal participation in the cost of the property
4. *Use and condition of property*
5. *Sale price of the property upon disposition and method used to determine current fair market value*
(cf. 3230 - Federal Grant Funds)

At the time of purchase, the Superintendent or designee shall affix a label to the equipment containing the identification number and the district name. Equipment items purchased with categorical program funds shall also be labeled with the name of the project in accordance with 5 CCR 3946.

****Note: The following optional paragraph provides for tracking of items that are moved from their original location. For additional requirements regarding safeguards for equipment purchased with categorical program funds, see AR 3512 - Equipment.****

Whenever an equipment item is moved to a new location or the equipment is used for a new purpose, the new location or purpose shall be recorded in the inventory.

****Note: 5 CCR 3946 requires that the inventory of equipment purchased with state and/or federal categorical funds be maintained at the district office and appropriate school site. The following optional paragraph has been expanded to apply to all inventories conducted by the district and may be revised to reflect district practice.****

A copy of the inventory shall be kept at the district office and at the appropriate school site.

(cf. 3580 - District Records)

~~Each school shall maintain a copy of its inventory and provide a copy of this inventory to the district office. Copies of all district inventories shall be kept at the district office.~~

The Superintendent or designee shall annually submit an inventory listing of federally owned property in its custody to the federal agency that granted the award. (2 CFR 200.312)

Physical Inventory

****Note: The FPM process for both state and federal categorical programs includes a determination as to*

*whether the district has conducted a physical inventory of equipment within the past two years in accordance with 2 CFR 200.313 as provided below. The California School Accounting Manual recommends that districts conduct a physical inventory at least once a year. The district may revise the following paragraph to specify a timeline shorter than two years. ****

At least once every two years, a physical inventory of equipment shall be conducted and the results reconciled with the property records. (2 CFR 200.313)

~~At least once every two years, a physical inventory shall be conducted and the results reconciled with the property records. (34 CFR 80.32)~~

****Note: The following two paragraphs are optional. The California School Accounting Manual includes recommended procedures for conducting a physical inventory, including procedures for preparing for the inventory, conducting the inventory count, and recounting. The following paragraph may be revised to reflect any specific district procedures for the physical inventory.****

The Superintendent or designee shall establish procedures for conducting the physical inventory which shall include, but not be limited to, designation of person(s) responsible for coordinating and conducting the inventory, preparation and distribution of count sheets, procedures for implementing the inventory, and procedures for conducting a recount to substantiate the validity of the inventory.

The Superintendent or designee shall investigate any differences between the quantities determined by the physical inspection and those in the accounting records.

Legal Reference:

EDUCATION CODE

35168 Inventory of equipment

CODE OF REGULATIONS, TITLE 5

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

16022-16023 Classification of records

16035 Historical inventory of equipment

UNITED STATES CODE, TITLE 20

2301-2414 Carl D. Perkins Career and Technical Education Act

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, 2008

WEB SITES

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

School Services of California, Inc.: <http://www.sscal.com>

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

(6/98 7/09) 9/16

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

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Administrative Regulation
Petty Cash Funds

AR 3451

Business and Noninstructional Operations

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

In order to facilitate minor purchases, the Superintendent or designee may establish a petty cash fund at each school. The petty cash fund shall be used for unforeseen, small school expenses, such as postage or individual purchases of supplies.

The amount of the petty cash fund shall not exceed \$200. The principal or designee shall be responsible for all expenditures from the fund and shall create a system for tracking fund expenditures. Each expenditure shall be supported by appropriate documentation.

Expenditures shall be reconciled and accounted for whenever the principal requests that the fund be replenished, at the end of the fiscal year, or at the request of the Superintendent or designee.

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

The principal or designee shall ensure that the petty cash fund is kept in a safe and secure location.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35250 Duty to keep certain records

41020 Requirement for annual audit

42800-42810 Revolving funds

Management Resources:

WEB SITES

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

(6/91) 7/06

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Board Policy
Student Activity Funds

BP 3452

Business and Noninstructional Operations

****Note: Pursuant to Education Code 48930, the Governing Board may approve the formation of associated student body organizations (ASBs), composed entirely of students. Generally, there are two types of ASBs. ASBs in high schools and middle schools are called "organized ASBs" since the students, organizing their activities around student clubs and/or a student council, have primary responsibility for the ASB, with the assistance of an adviser. In elementary schools, the ASB is "unorganized" because there is no student council and the principal or designee usually oversees the fund-raising and spending decisions, with more limited involvement from the students. ****

****Note: Unlike parent-teacher associations or other school-connected organizations, ASBs are legally considered part of the district. See BP /AR 1230 - School-Connected Organizations. ****

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

The Governing Board recognizes that student organizations can provide students with an opportunity to conduct worthwhile cocurricular activities beyond those provided by the district and can also help students learn about effective financial practices. To that end, student organizations may raise and spend funds to support activities that promote the general welfare, morale, and educational experiences of the student body. Student organizations may raise and spend money in order to promote the general welfare, morale and educational experiences of the students. Student funds shall finance worthwhile activities which go beyond those provided by the district. Minutes shall be kept of student organization meetings and shall properly reflect all financial activities.

(cf. 3260 - Fees and Charges)

(cf. 5000 - Concepts and Roles)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.5 - Student Organizations and Equal Access)

Fund-Raising Events

****Note: Education Code 48932 requires the Board to approve a student organization's fund-raising events and to determine whether such activities will interfere with the normal conduct of the schools. The following paragraph provides for the Board to delegate the review and approval of ASB fund-raising events to the Superintendent or designee and should be modified to reflect district practice. ****

****Note: Education Code 49431 and 49431.5 limit the number of fund-raising events and types of food that may be sold on school grounds, see BP/AR 3550 - Other Food Sales. For a list of activities that may be*

*prohibited on school grounds because of safety concerns, see AR 5142 - Safety.****

At the beginning of each school year, each principal or designee shall submit to the Superintendent or designee a list of the fund-raising events that each student organization proposes to hold that year. The Superintendent or designee shall review the proposed events and determine whether the events contribute to the educational experience and are not in conflict with or detract from the school's educational program. When reviewing proposed events, the Superintendent or designee shall consider the effects of the activities on student health and safety, evaluate the risk of liability to the district, and ensure that the proposed activities are in compliance with law, Board policy, and administrative regulation.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3530 - Risk Management/Insurance)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 5142 - Safety)

(cf. 5143 - Insurance)

Management of Funds

****Note: Education Code 48937 requires the district to provide for the supervision of all funds raised by any student body organization or student organization using the name of the school. The acceptable investment and use of such funds are detailed in Education Code 48933, 48934, and 48936. The Fiscal Crisis & Management Assistance Team (FCMAT) has developed the Associated Student Body Accounting Manual & Desk Reference, available on its web site, to outline the district's fiscal and managerial responsibilities relative to these funds. ****

Student body funds shall be managed in accordance with law and sound business procedures designed to encourage the largest possible educational return to students without sacrificing the security of funds.

~~Student funds shall be managed in accordance with sound business procedures designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine. With Governing Board approval, student funds shall be held or invested in one of the following ways:~~

- ~~1. Deposited or invested in a federally insured bank or savings and loan; or in a state or federally insured credit union. (Education Code 48933)~~
- ~~2. Invested in U.S. savings bonds or obligations. (Education Code 48933)~~
- ~~3. Loaned to other district student organizations or invested in district property improvements pursuant to Education Code 48936.~~

The Superintendent or designee shall develop internal control procedures to safeguard the organization's assets, promote the success of fund-raising ventures, provide reliable financial information, and reduce the risk of fraud and abuse. These procedures shall detail the oversight of activities and funds including, but

not limited to, the appropriate role and provision of training for staff and students, parameters for events on campus, appropriate and prohibited uses of funds, and accounting and record-keeping processes, including procedures for handling questionable expenditures.

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

The principal or designee shall be responsible for the proper conduct of all student organization financial activities. The budget adopted by the student body organization should serve as the financial plan for the school year and shall be submitted to the Superintendent or designee at the beginning of each school year. The Superintendent or designee shall periodically review the organization's use of funds to ensure compliance with the district's internal control procedures.

~~The principal or designee shall be responsible for the proper conduct of all student organization financial activities. The Superintendent or designee shall periodically review the organizations' general financial structures and accounting procedures.~~

Funds derived from the student body shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a Board-designated official, the certificated employee who is the student organization advisor, and a student organization representative. (Education Code 48933)

~~Student funds shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a Board-designated official, the certificated employee who is the student organization advisor and a student organization representative. (Education Code 48933)~~

****Note: Because the ASB is an entity of the district, ASB funds are reviewed as part of the annual audit of the district conducted pursuant to Education Code 41020, as specified below.****

The Board shall provide an annual audit of student accounts by a certified public accountant or licensed public accountant. The cost of the audit shall be paid from district funds. (Education Code 41020)

~~The Board shall provide an annual audit of student accounts by a certified public accountant or licensed public accountant. Auditing cost shall be paid from district funds. (Education Code 41020)~~

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE

35182.5 Non-nutritious foods and beverages, vending machines

35564 Funds, obligation of the student body

41020 Requirement for annual audit

48930-48938 Student body organization

49431 Sale of food and beverages, elementary school

49431.5 Sale of food and beverages, middle and high schools

51520 School premise, prohibited solicitations

51521 Fund-raising projects

CODE OF REGULATIONS, TITLE 5

15500 Food sales, elementary schools

15501 Food sales, middle and junior high schools

COURT DECISIONS

Prince v. Jacoby, (2002) 303 F.3d 1074

Management Resources:

FISCAL CRISIS MANAGEMENT & ASSISTANCE TEAM PUBLICATIONS

Associated Student Body Accounting Manual & Desk Reference, 2005

WEB SITES

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

Fiscal Crisis Management & Assistance Team: <http://www.fcmat.org>

(9/88) 7/07

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

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Board Policy
Financial Reports And Accountability

BP 3460
Business and Noninstructional Operations

****Note: The following policy is optional and should be revised to reflect district practice.****

The Governing Board is committed to ensuring public accountability and the fiscal health of the district. The Board shall adopt sound fiscal policies, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

~~The Governing Board is committed to ensuring accountability to the public for the fiscal health of the district. The Board shall adopt sound fiscal policies and oversee the district's financial condition. The Superintendent or designee shall regularly keep the Board informed about the district's finances and shall submit timely reports so that the Board can take appropriate action to ensure the district's financial stability. The Superintendent or designee may recommend amendments to the district's budgeted revenues and expenditures as may be necessary to maintain a balanced budget.~~

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3430 - Investing)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

****Note: The following optional paragraph sets the Governing Board's expectation that the district's financial reports will adhere to generally accepted financial and accounting standards. The Governmental Accounting Standards Board (GASB) is a nonprofit agency that establishes financial and accounting standards for state and local government agencies, including school districts. By using the California Department of Education's (CDE) standardized account code structure (SACS) software to develop financial reports, the district will be assured of complying with generally accepted accounting principles prescribed by GASB and meeting other state and federal reporting guidelines.****

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). He/she shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

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

When required by law or the Board, the Superintendent or designee shall submit to the Board reports of the district's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When any such report must be approved by the Board prior to its

submission to a local, state, and/or federal agency, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report and meet any applicable submission deadline.

The Board shall regularly communicate the district's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.

(cf. 1340 - Access to District Records)

****Note: The Fiscal Crisis and Management Assistance Team (FCMAT), which advises districts on fiscal management and works with insolvent districts, has identified 15 predictors of fiscal distress common in districts needing state intervention. These conditions include a governance crisis; absence of communication to educational community; lack of interagency cooperation; failure to recognize year-to-year trends (e.g., declining enrollment or deficit spending); flawed projections for average daily attendance; failure to maintain reserves; insufficient consideration of long-term bargaining agreement effects; flawed multi-year projections; inaccurate revenue and expenditure estimations; poor cash flow analysis and reconciliation; bargaining agreements beyond state cost-of-living adjustment; no integration of employee position control with payroll; limited access to timely personnel, payroll, and budget control data and reports; escalating general fund encroachment; and lack of regular monitoring of categorical programs. See FCMAT's Fiscal Oversight Guide for further information.****

****Note: When the County Superintendent of Schools reviews the district's budget (see AR 3100 - Budget), he/she is required by Education Code 42127 and 42127.6 to consider whether more than three of these predictors are present. If so, or if the district is showing fiscal distress under state criteria and standards for budgets or interim reports, as specified in 5 CCR 15440-15451 and 15453-15464, the County Superintendent must investigate whether the district may be unable to meet its financial obligations for the current or two subsequent fiscal years.****

If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to advise the district on fiscal matters.

****Note: When a district is fiscally insolvent and is considering applying to the state for an emergency apportionment that exceeds 200 percent of the recommended reserve for that district, Education Code 41326 requires the Board to first discuss the need for that apportionment at a regular or special meeting. At that meeting, the Board must receive testimony from parents/guardians, exclusive representatives of employees, and other community members. If the district receives such an apportionment, it is subject to the conditions set forth in Education Code 41326, including assumption of all the Board's legal rights, duties, and powers by a state-appointed administrator.****

Unaudited Actual Receipts and Expenditures

On or before September 15, the Board shall approve and file with the County Superintendent a statement of

the district's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

Gann Appropriations Limit Resolution

On or before September 15, the Board shall adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

(cf. 9322 - Agenda/Meeting Materials)

Interim Reports/Certification of Ability to Meet Fiscal Obligations

****Note: Education Code 42130 requires that the district issue two interim fiscal reports, as described below, based on the criteria and standards adopted by the State Board of Education (SBE) pursuant to Education Code 33127. These criteria and standards are delineated in 5 CCR 15453-15464. See the accompanying administrative regulation for further information about the contents of the interim reports.****

The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall be made available by the district for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and certify, on the basis of the interim report and any additional financial information known by the Board, whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

- 1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years*
- 2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years*
- 3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year*

****Note: Education Code 42130 and 42131 require that the interim report and certification be submitted to the County Superintendent in a format or on forms prescribed by the Superintendent of Public Instruction (SPI). The CDE requires that these be reported using the SACS software. Pursuant to Education Code 42131, upon receiving the certification, the County Superintendent is required to send any qualified or negative certification, along with the interim report, to the State Controller and the SPI.****

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

******Note: Education Code 42131 gives the County Superintendent 75 days after the close of the reporting period to change the district's positive certification to qualified or negative or, as amended by AB 2662 (Ch. 589, Statutes of 2012), to change the district's qualified certification to negative. Districts may appeal the County Superintendent's determination to the SPI, who will then determine the certification to be given to the district. ******

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

******Note: Whenever the district receives a qualified or negative certification, Education Code 42131 requires the County Superintendent, within 75 days after the close of the reporting period, to submit his/her comments on the certification to the State Controller and the SPI and report any remedial action proposed or taken under the authority granted to the County Superintendent by Education Code 42127.6. Pursuant to Education Code 42127.6, the County Superintendent is required to take one or more of the following actions: (1) assign a fiscal expert to advise the district on its financial problems; (2) conduct a study of the financial and budgetary conditions of the district including, but not limited to, a review of internal controls; (3) direct the district to submit a financial projection of all fund and cash balances as of June 30 of the current year and subsequent fiscal years; (4) require the district to encumber all contracts and other obligations, prepare appropriate cash flow analyses and monthly or quarterly budget revisions, and appropriately record all receivables and payables; (5) direct the district to submit a proposal for addressing the fiscal conditions that caused the negative or qualified certification; (6) withhold the Board stipend and Superintendent compensation if requested financial information is not provided; and/or (7) assign FCMAT to review and provide recommendations to improve the district's teacher hiring process, teacher retention rate, extent of teacher misassignment, and provision of highly qualified teachers. Education Code 42131 also authorizes the State Controller to conduct an audit or review of the financial condition of any district having a negative or qualified certification. ******

******Note: Pursuant to Education Code 42652, a district that receives a qualified or negative certification also may lose the County Superintendent's or SPI's approval to draw warrants on the county treasury. Furthermore, pursuant to Education Code 42133, a district that receives a qualified or negative certification must have the County Superintendent's approval before issuing any certificates of participation, tax anticipation notes, revenue bonds, or other non-voter-approved debt (see section entitled "Non-Voter-Approved Debt Report" in the accompanying administrative regulation). ******

******Note: Whenever a district with a qualified or negative certification is negotiating a collective bargaining agreement, it must allow the County Superintendent 10 working days to review and comment on the proposed collective bargaining agreement pursuant to Government Code 3540.2; see BP 4143/4243 - Negotiations/Consultation. ******

Whenever the district receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent under the authority granted to him/her pursuant to

Education Code 42131.

*****Note:** Whenever the district's second interim report is accompanied by a qualified or negative certification, the district must submit another financial statement by June 1 as described below; this report is sometimes referred to as the "third interim report."***

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

*****Note:** Education Code 42637 authorizes the County Superintendent, at any time during the fiscal year if he/she concludes that the district's budget does not comply with criteria and standards adopted by the SBE, to conduct a comprehensive review of the financial and budgetary conditions of the district and report his/her findings to the Board at a public meeting. According to FCMAT's Fiscal Oversight Guide, this provision of the law requires the County Superintendent to exercise this authority when the district receives a negative certification and authorizes him/her to do so when the district receives a qualified certification. After receiving such a report, the Board must respond to the recommendations within 15 days.***

At any time during the year when the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after he/she has determined that the district's budget does not comply with state criteria and standards for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendation. (Education Code 42637)

Audit Report

*****Note:** Pursuant to Education Code 41020, the Board must, no later than May 1 of each year, arrange for an audit of all the district's funds. However, if the Board has not provided for an audit by April 1, the County Superintendent must do so at the district's cost. Thus, the paragraph below reflects the April 1 deadline.***

Pursuant to Education Code 41020, if the district has a disapproved budget, has received a negative certification on any budget or interim fiscal report during the current fiscal year or either of the two preceding fiscal years, or has otherwise been determined by the County Superintendent to have a lack of going concern, any contract the district enters into for auditing services must be approved by the County Superintendent.

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts. (Education Code 41020)

*****Note:** Education Code 41020 requires the Board to select an auditor from a directory of certified public accountants and public accountants deemed by the State Controller as qualified to conduct audits of local education agencies. The State Controller is required to publish this directory by December 31 of each year.***

*****Note:** In addition, Education Code 41020.5 prohibits the Board from employing any accountant identified

*by the State Controller as ineligible based on failure of past audits to comply with provisions of the K-12 annual audit guide. The State Controller will annually notify districts of ineligible accountants by March 1.****

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

******Note: Education Code 41020 requires that districts rotate auditors as specified below. However, the district may request that the Education Audit Appeals Panel waive this requirement if no otherwise eligible auditor is available to perform the audit.******

The Board shall not select any public accounting firm to provide audit services if the lead or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)

******Note: Education Code 41020.3 requires the Board to review the audit report at an open meeting by January 31 of each year. However, Education Code 41020 requires that the audit report be filed with the County Superintendent, CDE, and State Controller no later than December 15. Thus, CSBA's publication Maximizing School Board Governance: Fiscal Accountability recommends that the Board conduct its review of the audit prior to December 15 whenever possible.******

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, the CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

Audit Committee

******Note: The following optional section may be revised to reflect district practice. Although it is the responsibility of district staff to prepare financial statements and the responsibility of the independent auditor to assure that the information in the statements is reliable and fairly presented, establishment of an audit committee provides an additional mechanism to ensure fiscal responsibility, as well as providing an opportunity for community participation. Committees established by Board action are subject to the Brown Act; see BP/AR 1220 - Citizen Advisory Committees and BB 9130 - Board Committees.******

The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.

(cf. 1220 - Citizen Advisory Committees)
(cf. 9130 - Board Committees)
(cf. 9140 - Board Representatives)

The committee shall serve in an advisory capacity and may:

- 1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5*
- 2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit*
- 3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses*
- 4. Participate with the independent auditor in presenting the audit report to the Board*
- 5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting*
- 6. Provide input on the effectiveness of the independent auditor*
- 7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems*

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools
14500-14508 Financial and compliance audits
17150-17150.1 Public disclosure of non-voter-approved debt
17170-17199.5 California School Finance Authority
33127 Standards and criteria for local budgets and expenditures
33128 Standards and criteria; inclusions
33129 Standards and criteria; use by local agencies
35035 Powers and duties of superintendent
41010-41023 Accounting system
41326 Emergency apportionment
41344 Repayment of apportionment significant audit exceptions
41344.1 Appeals of audit findings
41455 Examination of financial problems of local districts
42100-42105 Requirement to prepare and file annual statement
42120-42129 Budget requirements
42130-42134 Financial reports and certifications
42140-42142 Public disclosure of fiscal obligations

42637 County superintendent review of district's financial and budgetary conditions

42652 Revocation or suspension of warrant authority

48300-48316 Student attendance alternatives

52060-52077 Local control and accountability plan

GOVERNMENT CODE

3540.2 School district; qualified or negative certification; proposed agreement review and comment

7900-7914 Appropriations limit

16429.1 Local agency investment fund

53646 Reports of investment policy and compliance

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure

15070 Submission of reports using standardized account code structure

15440-15451 Criteria and standards for school district budgets

15453-15464 Criteria and standards for school district interim reports

19810-19816.1 Audits

UNITED STATES CODE, TITLE 31

7501- 7507 Single audits of federal program funds

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 Federal uniform grant guidance

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2006

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007

Audit Resolution Process: Repayment Plans, December 8, 2000

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 75, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2015

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

STATE CONTROLLER PUBLICATIONS

Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)

U.S. GOVERNMENT ACCOUNTABILITY OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS

Government Auditing Standards, 2011

Financial Audit Manual, revised 2008

WEB SITES

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

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

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>
Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>
Governmental Accounting Standards Board: <http://www.gasb.org>
School Services of California: <http://www.sscal.com>
State Controller's Office: <http://www.sco.ca.gov>
U.S. Government Accountability Office: <http://www.gao.gov>
U.S. Office of Management and Budget: <http://www.whitehouse.gov/omb>

(11/04 11/08) 4/13

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

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Administrative Regulation

Financial Reports And Accountability

AR 3460

Business and Noninstructional Operations

Interim Reports

The Superintendent or designee shall submit two interim fiscal reports to the Governing Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall also be made available by the district for public review. (Education Code 35035, 42130)

Within 45 days after the close of the period reported, the Board shall assess these reports of the district's financial condition on the basis of criteria adopted by the State Board of Education and on current information regarding the adopted state budget, district property tax revenues if any, and ending balances for the preceding year. The Board shall approve the fiscal reports and send the County Superintendent of Schools these reports and its certification of the district's financial status based on current projections, in accordance with the following: (Education Code 42131)

1. A "positive certification" will indicate that the district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.
2. A "qualified certification" will indicate that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years,
3. A "negative certification" will indicate that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year.

If the Board files a qualified or negative certification for the second report of the fiscal year, or if its second report is classified as qualified or negative by the County Superintendent of Schools, the Superintendent or designee shall provide to the County Superintendent of Schools, the Controller, and the Superintendent of Public Instruction, no later than June 1, a financial statement that reports data for the period ending April 30 and projects the district's fund and cash balances as of June 30. (Education Code 42131)

Annual Financial Report

On a form prescribed by the Superintendent of Public Instruction, the Superintendent or designee shall prepare a statement of all receipts and expenditures of the district for the preceding fiscal year. On or before September 15, the Board shall approve this statement and file it with the County Superintendent of Schools. (Education Code 42100)

Appropriations Limit Report

The Board shall adopt a resolution by September 30 of each year to identify the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit of the district during the preceding

year. Documentation used to identify these limits shall be made available to the public on the day of the meeting. (Education Code 42132)

~~Non-Voter-Approved Debt Report~~

~~Whenever the Board approves the issuance of certificates of participation or revenue bonds, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent of Schools and the public with related repayment schedules and evidence of the district's ability to repay the obligation. Within 15 days, the County Superintendent and county auditor may comment publicly to the Board regarding the district's capability to repay the debt. (Education Code 17150)~~

~~Accrued Benefits and Claims Report~~

~~The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. Costs shall be reported whether the district is responsible individually or as a member of a joint powers agency. The Board shall disclose, as a separate agenda item, whether or not it will reserve in the budget sufficient amounts to fund the present value of these claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent of Schools the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)~~

~~Investment Reports~~

~~Within 30 days of the end of each quarter, the Superintendent or designee shall provide the Board with quarterly reports of district investments that are more than \$25,000. This report shall include the following: (Government Code 53646)~~

- ~~1. The extent to which the portfolio complies and/or does not comply with the district's investment policy~~
- ~~2. A statement denoting the district's ability to meet its pool's expenditure requirements for the next six months, or an explanation of why sufficient money shall or may not be available~~
- ~~3. The most recent statement(s) received from the state's local agency investment fund, the National Credit Union Share Insurance Fund insured accounts in a credit union or from FDIC insured accounts in a bank or savings and loan association, in a county investment pool or in any combination of these~~
- ~~4. The type of investment, issuer, date of maturity, par and dollar amount invested on all securities, investments and monies held by the district other than those specified in item #3 above~~
- ~~5. A description of any district funds, investments or programs that are under the management of contracted parties, including lending programs~~
- ~~6. The current market value, and the source of this information, for all securities held by the district and under management of any outside party that is not another local agency or the state's local agency investment fund~~

~~In the above report, a subsidiary ledger of investments may be used in accordance with accepted accounting~~

~~practices. (Government Code 53646)~~

Interim Reports

****Note: Education Code 42130 requires that the district issue two interim fiscal reports; see the accompanying Board policy for information about the use of these reports to certify whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years.****

Each interim fiscal report developed pursuant to Education Code 42130 shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. (Education Code 42130, 42131)

****Note: Interim reports must be based on the criteria and standards adopted by the State Board of Education (SBE) pursuant to Education Code 33127. These criteria and standards are specified in 5 CCR 15453-15464 and address the areas listed below.****

The interim reports shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected local control funding formula (LCFF) revenue, salaries and benefits, other revenues and expenditures, and facilities maintenance. For purposes of assessing projections of LCFF revenue, the first interim report shall be compared to the adopted district budget, and the second interim report shall be compared to the projections in the first interim report. (Education Code 42130; 5 CCR 15453-15464)

(cf. 3100 - Budget)

(cf. 3220.1 - Lottery Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464)

(cf. 3110 - Transfer of Funds)

Audit Report

****Note: Pursuant to Education Code 41020, each year the district is required to arrange for an independent audit of all the district's funds. The audit must be approved by the Governing Board and submitted to the County Superintendent of Schools, California Department of Education (CDE), and State Controller within specified timelines. See the accompanying Board policy.****

The Superintendent or designee shall establish a timetable for the completion and review of the annual audit within the deadlines established by law.

****Note: The following paragraph is optional. Governmental Accounting Standards Board (GASB) Statement 34 contains requirements for the contents of the district's annual audited financial reports.****

The Superintendent or designee shall provide the necessary financial records and cooperate with the auditor selected by the Governing Board to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

****Note: Pursuant to Education Code 41020, the audit must include an audit of income and expenditures for all district funds, as provided below. Additionally, Education Code 41020 requires that the audit include a determination of whether funds were expended in accordance with the district's local control and accountability plan (LCAP). Pursuant to Education Code 52061, the annual update to the LCAP must list expenditures for specific actions to be taken to achieve the goals in the LCAP, including expenditures for services to English learners, foster youth, and students eligible for free and reduced-price meals. See BP/AR 0460 - Local Control and Accountability Plan for requirements pertaining to the LCAP.****

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts, state and federal grant funds, and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. The audit shall also include a determination of whether LCFF funds were expended in accordance with the district's local control and accountability plan or an approved annual update of the plan. (Education Code 41020)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3230 - Federal Grant Funds)

(cf. 3430 - Investing)

(cf. 3451 - Petty Cash Funds)

(cf. 3452 - Student Activity Funds)

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

****Note: The following optional paragraph is for use by districts that elect to participate in the school district of choice program (Education Code 48300-48316); see BP/AR 5117 - Interdistrict Attendance. Pursuant to Education Code 48301, any district that elects to participate in the school district of choice program must ensure that its annual financial audit includes a review of the district's compliance with program requirements to establish a random, unbiased process for student admittance and to provide appropriate and factually accurate parent/guardian communications. A summary of any audit exceptions found by the auditor must be included in reports to each geographically adjacent school district, the county office of education, CDE, and Department of Finance as required by Education Code 48313.****

If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

(cf. 5117 - Interdistrict Attendance)

****Note: Pursuant to Education Code 41344 and 41344.1, the district may appeal to the Education Audit Appeals Panel (EAAP) when an audit finding requires the district to repay an apportionment or pay a penalty. If the EAAP finds that there has been substantial compliance with the law, it may waive or reduce repayments or order other remedial measures to induce future compliance.****

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office. (Education Code 41020)

Fund Balance

****Note: The following optional section reflects GASB Statement 54, which addresses the manner in which fund balances in the general fund must be reported in external financial reports. Pursuant to GASB 54, the Board has sole authority to specify purposes of committed funds (item #3 below) and also must express, or the authority to express, intended purposes of resources resulting in the assigned fund balance (item #4 below); see BP 3100 - Budget.****

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

- 1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact*
- 2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law*
- 3. Committed fund balance, including amounts constrained to specific purposes by the Board*
- 4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose*
- 5. Unassigned fund balance, including amounts that are available for any purpose*

Negative Balance Report

****Note: When applicable, Education Code 42127.5 requires districts to report the reasons for a negative*

*unrestricted fund balance or negative cash balance. "Unrestricted funds" are any funds that are not constrained by law to be spent on specific purposes and which therefore may be spent as the Board deems appropriate. Such funds may be reported in the committed fund balance, assigned fund balance, or unassigned fund balance as provided in items #3-5 in the section "Fund Balance" above. ****

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

Non-Voter-Approved Debt Report

****Note: The following section addresses notices regarding the issuance of revenue bonds, certificates of participation, and other non-voter-approved debts. Pursuant to Education Code 17150 and 17150.1, the County Superintendent and county auditor may, within 15 days of receiving these notices from the district, comment publicly to the Board regarding the capability of the district to repay the debt obligation. ****

****Note: Pursuant to Education Code 42133, a district that has a qualified or negative certification in any fiscal year cannot issue non-voter-approved debt in that fiscal year or in the next fiscal year unless the County Superintendent determines that the district's repayment of the debt is probable. ****

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent of Schools and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

(cf. 7214 - General Obligation Bonds)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report

****Note: The following section reflects GASB Statement 75, which replaces Statement 45 for fiscal years beginning after June 15, 2017 or sooner at the district's discretion. GASB 75 contains reporting requirements pertaining to "other postemployment benefits" (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other nonpension benefits for retired employees). Under GASB 75, districts that do not provide OPEB through a trust are required to report the total unfunded liability (i.e., OPEBs that are not prefunded), as calculated in the most recent actuary report, in the district's financial*

*statements. Previously, districts were allowed to amortize the unfunded liability over a period of up to 30 years and report the annual amount in financial statements. The decision of whether to prefund the benefits, and by how much, is at the Board's discretion; see BP 3100 - Budget.****

****Note: The SBE's criteria and standards for budget adoption (5 CCR 15440-15451) require districts to estimate unfunded OPEBs as well as the unfunded portion of any self-insured benefits program. Changes to the unfunded liabilities are disclosed at interim reporting periods pursuant to 5 CCR 15453 and 15464. These reports are included in the state's standardized account code structure software used to develop budget and interim reports.****

****Note: CSBA's OPEB Solutions Program provides access to qualified actuaries and consultants and a GASB 45-compliant trust to prefund future obligations. See CSBA's web site for further information.****

****Note: The following optional section may be revised to reflect district practice and should be deleted by districts that do not provide OPEBs.****

In accordance with GASB Statement 75, the district's financial statements shall report the expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.

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

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

****Note: Pursuant to GASB 75, the district must arrange for an actuary to update the valuation of its OPEB obligations every two years. The exception allowing OPEB plans with fewer than 200 members to perform the actuarial valuation every three years has been eliminated effective June 15, 2017. However, GASB 75 includes an option for the use of a specified alternative method in lieu of an actuarial valuation for purposes of determining the total OPEB liability for benefits provided through an OPEB plan with fewer than 100 members. Such districts may modify the following paragraph to reflect district practice.****

The district's financial obligation for OPEBs shall be reevaluated every two years in accordance with GASB 75.

Workers' Compensation Claims Report

****Note: The following optional section is for use by districts that are self-insured for workers' compensation claims, either individually or as part of a joint powers agency. See BP 3100 - Budget for provisions related to funding the estimated accrued cost of workers' compensation claims.****

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims.

The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

(4/13 4/14) 9/16

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

SHANDON JOINTUNIFIED SCHOOL DISTRICT
Board Policy
Green School Operations

BP 3510

Business and Noninstructional Operations

****Note: The following optional policy may be revised to reflect district practice. Districts are encouraged to review CSBA's policy brief, Green Schools: An Overview of Key Policy Issues, when developing policy on this topic. In addition, to ensure consistency, districts may want to review other related policies and administrative regulations (e.g., BP/AR 3511 - Energy and Water Management, BP/AR 3511.1 - Integrated Waste Management, BP/AR 3514 - Environmental Safety, BP/AR 3514.1 - Hazardous Substances, AR 3514.2 - Integrated Pest Management, BP 6142.5 - Environmental Education, and BP/AR 7150 - Site Selection and Development).****

The Governing Board believes that all citizens have a responsibility to be stewards of the environment and desires to integrate environmental accountability into all district operations. The Superintendent or designee shall promote green school practices that conserve natural resources, reduce the impact of district operations on the environment, and protect the health of students, staff, and community.

The Superintendent or designee may involve district and site administrators and operations and maintenance staff; representatives of local governmental agencies, utilities, solid waste and recycling companies, and community organizations; health professionals; and/or others as appropriate in the assessment of current district operations and the development of strategies to improve the environmental impact of district operations.

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 7131 - Relations with Local Agencies)

In selecting and prioritizing strategies, the Superintendent or designee shall give consideration to the initial cost, long-term potential cost savings, quality and performance of the product or service, health impacts, and environmental considerations.

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

Such strategies may include, but not be limited to:

- 1. Reducing energy and water consumption and exploring renewable and clean energy technologies*

(cf. 3511 - Energy and Water Management)

2. Establishing recycling programs in district facilities

(cf. 3511.1 - Integrated Waste Management)

3. Reducing the consumption of disposable materials, by reusing materials and by using electronic rather than paper communications when feasible

****Note: The California Department of General Services, the Green Schools Initiative, the Healthy Schools Campaign, and other groups provide information on environmentally preferable purchasing, including sources of environmentally preferable products.****

4. Purchasing and using environmentally preferable products and services whenever practical, including, but not limited to, products that:

- a. Minimize environmental impacts, toxins, pollutants, odors, and hazards*
- b. Contain postconsumer recycled content*
- c. Are durable and long-lasting*
- d. Conserve energy and water*
- e. Produce a low amount of waste*

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

(cf. 5141.23 - Asthma Management)

(cf. 6161.3 - Toxic Art Supplies)

5. Using least toxic, independently certified green cleaning products when feasible, as well as high-efficiency cleaning equipment that reduces the need to use chemicals

6. Providing professional development to maintenance staff in the proper use, storage, and disposal of cleaning supplies

(cf. 4231 - Staff Development)

****Note: The Kindergarten-University Public Education Facilities Bond Act of 2006 (Proposition 1D) includes funding for High Performance Incentive grants to augment new construction and modernization projects that use designs and materials that promote energy and water efficiency, maximize the use of natural lighting, improve indoor air quality, use recycled materials and materials that emit a minimum of toxic substances, and use acoustics that are*

conducive to teaching and learning (Education Code 17070.96; 2 CCR 1859.70.4, 1859.71.6, 1859.77.4). Criteria for the incentive grants were modeled after standards developed by the nonprofit Collaborative for High Performance Schools (CHPS), but were modified to meet the purposes of the grant program. Sustainable designs can also be achieved through the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) standards or other high performance standards. ***

7. *Focusing on green building standards, sustainability, and student health in facilities construction and modernization projects, including decisions about site selection, building design, and landscaping and grounds*

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7150 - Site Selection and Development)

Note: Optional item #8 below should be revised by districts that do not provide home-to-school transportation.

8. *Reducing vehicle traffic by encouraging students to walk or bicycle to school or use district or public transportation*

(cf. 3541 - Transportation Routes and Services)

(cf. 5142.2 - Safe Routes to School Program)

7. *Providing fresh, unprocessed, organic food in the district's food services program*

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

8. *Providing instruction to students on the importance of the environment and involving students in the implementation and evaluation of green school activities and projects as appropriate*

(cf. 6142.5 - Environmental Education)

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

101012 Kindergarten-University Public Education Facilities Bond Act of 2006, allocations
PUBLIC CONTRACT CODE
12400-12404 Environmentally preferable purchasing
PUBLIC RESOURCES CODE
25410-25421 Energy conservation assistance
40050-40063 Integrated waste management act
42630-42647 Schools site source reduction and recycling
CODE OF REGULATIONS, TITLE 2
1859.70.4 Funding for high performance incentive grants
1859.71.6 Additional grant for high performance incentive, new construction
1859.77.4 Additional grants for high performance incentive, site and modernization
CODE OF REGULATIONS, TITLE 5
14010 Standards for school site selection

Management Resources:

CSBA PUBLICATIONS

Green Schools: An Overview of Key Policy Issues, Policy Brief, August 2009

CALIFORNIA DEPARTMENT OF GENERAL SERVICES PUBLICATIONS

Environmentally Preferable Purchasing Best Practices Manual

COLLABORATIVE FOR HIGH PERFORMING SCHOOLS PUBLICATIONS

CHPS Best Practices Manual, 2006

GLOBAL GREEN USA PUBLICATIONS

Healthier, Wealthier, Wiser: A Report on National Green Schools

GREEN SCHOOLS INITIATIVE PUBLICATIONS

Green Schools Buying Guide

HEALTHY SCHOOLS CAMPAIGN PUBLICATIONS

The Quick and Easy Guide to Green Cleaning in Schools, 2nd ed., 2008

WEB SITES

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

California Department of General Services, Green California: <http://www.green.ca.gov>

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

Collaborative for High Performance Schools: <http://www.chps.net>

Global Green USA: <http://www.globalgreen.org>

Green Schools Initiative: <http://www.greenschools.net>

Healthy Schools Campaign: <http://www.healthyschoolscampaign.org/programs/gcs>

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

U.S. Green Building Council, LEED Green Building Rating System: <http://www.usgbc.org>

7/09

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Board Policy
Suicide Prevention

BP 5141.52
Students

****Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), mandates that the Governing Board of any district serving students in grades 7-12 adopt a policy on student suicide prevention, intervention, and postvention (i.e., intervention conducted after a suicide) with specified components. Those components are addressed in the following policy and the accompanying administrative regulation. Also see the California Department of Education's model policy required by Education Code 215.****

****Note: The following policy and accompanying administrative regulation should be revised to reflect district practice. Pursuant to Education Code 215, the policy must be developed in consultation with school and community stakeholders, school-employed mental health professionals, and suicide prevention experts. It is recommended that districts also consult with legal counsel and the district's risk manager or insurance carrier, as appropriate.****

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

(cf. 1020 - Youth Services)

(cf. 1220 - Citizen Advisory Committees)

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

Such measures and strategies shall include, but are not limited to:

****Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), mandates that the district's policy address any training to be provided to teachers of students in grades 7-12 on suicide awareness and prevention. See the accompanying administrative regulation for additional language fulfilling this mandate. In addition, Education Code 49604 encourages each district to provide suicide prevention training at least once to each middle, junior high, and high school counselor. Item #1 may be revised to specify other categories of employees who will receive the training.****

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other

district employees who interact with students in the secondary grades

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

****Note: Items #2-7 below reflect optional strategies for suicide prevention, intervention, and postvention and may be revised to reflect district practice.****

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

(cf. 6142.8 - Comprehensive Health Education)

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis

5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions

6. Crisis intervention procedures for addressing suicide threats or attempts

7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

****Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), mandates that the district's policy specifically address the needs of high-risk groups, including, but not limited to, those listed in the following paragraph. See the accompanying administrative regulation for additional language fulfilling this mandate.****

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in

out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

Legal Reference:

EDUCATION CODE

215 Student suicide prevention policies

32280-32289 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 Mental Health Services Act

COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

Preventing Suicide, Guidelines for Administrators and Crisis Teams, 2015

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

Preventing Suicide: A Toolkit for High Schools, 2012

National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012

WEB SITES

American Association of Suicidology: <http://www.suicidology.org>

American Foundation for Suicide Prevention: <http://afsp.org>

American Psychological Association: <http://www.apa.org>

American School Counselor Association: <http://www.schoolcounselor.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Health Care Services, Suicide Prevention Program:

<http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx>

Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>

National Association of School Psychologists: <http://www.nasponline.org>

National Institute for Mental Health: <http://www.nimh.nih.gov>

Trevor Project: <http://thetrevorproject.org>

*U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services
Administration: <http://www.samhsa.gov>*

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SHANDON JOINT UNIFIED SCHOOL DISTRICT
Administrative Regulation
Suicide Prevention

AR 5141.52
Students

****Note: Pursuant to Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), districts serving students in grades 7-12 are mandated to adopt a policy on student suicide prevention, intervention, and postvention (i.e., intervention conducted after a suicide). See the accompanying Board policy. The following administrative regulation provides additional strategies that fulfill the mandate and may be revised to reflect district practice.****

****Note: Examples of suicide prevention strategies are available in the California Department of Education's (CDE) model policy created in response to AB 2246, the U.S. Department of Health and Human Services publication Preventing Suicide: A Toolkit for High Schools, and resources issued by other state and federal agencies and organizations. For further information about strategies to protect students from bullying, cyberbullying, and other harassment, see BP 5131 - Conduct, BP 5131.2 - Bullying, BP 5145.3 - Nondiscrimination/Harassment, and BP 5145.9 - Hate-Motivated Behavior.****

Staff Development

****Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), mandates that the district's policy and procedures address any training to be provided to teachers of students in grades 7-12 on suicide awareness and prevention. In addition, Education Code 49604 encourages each district to provide suicide prevention training at least once to each middle, junior high, and high school counselor. The following section may be revised to reflect district practice.****

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

****Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), mandates that the district's*

*policy specifically address the needs of high-risk groups; see the accompanying Board policy. One strategy to specifically address their needs is to increase staff awareness of the higher rates of suicide among these groups, as provided in item #1 below. ****

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth

****Note: Staff development may include training about risk factors associated with suicide, as provided in item #2 below. Information about risk factors is available from the CDE, Centers for Disease Control and Prevention, American Association of Suicidology, American Foundation for Suicide Prevention, Trevor Project, and other agencies and organizations. ****

2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

(cf. 5131.6 - Alcohol and Other Drugs)

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent

4. Protective factors that may help to decrease a person's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community

5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health

6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

7. District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide

Instruction

****Note: The state's content standards for health education include voluntary standards pertaining to mental, emotional, and social health at selected elementary and secondary grades and suicide prevention instruction at grade 7 or 8 and in high school. The district may revise the following paragraph to reflect grade levels offered by the district. ****

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

- 1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide*
- 2. Develop coping and resiliency skills and self-esteem*
- 3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent*
- 4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention*

(cf. 1020 - Youth Services)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Guidance/Counseling Services)

Intervention

****Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), mandates that the district's policy and procedures address suicide intervention. The following section should be revised to reflect district practice. ****

****Note: In addition, the district may choose to incorporate crisis intervention strategies in its comprehensive school safety plan adopted pursuant to Education Code 32280-32289; see BP/AR 0450 - Comprehensive Safety Plan. ****

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the principal or school counselor.

****Note: Education Code 49602 generally protects the confidentiality of information of a personal nature disclosed to a school counselor by a student age 12 years or older or by a parent/guardian. However, in certain circumstances, the counselor may disclose such information to avert a clear and present danger to the health, safety, or welfare of the student. Also see BP 6164.2 - Guidance/Counseling Services. ****

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

(cf. 5141 - Health Care and Emergencies)

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 - Conflict Resolution/Peer Mediation)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

- 1. Immediately securing medical treatment and/or mental health services as necessary*
- 2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened*
- 3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene*
- 4. Removing other students from the immediate area as soon as possible*

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5141 - Health Care and Emergencies)

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

(cf. 5125 - Student Records)

****Note: The following paragraph is optional. If a student's parents/guardians refuse or neglect to access treatment for a student who has been identified to be at risk for suicide, the Superintendent or designee shall consider whether a referral to child protective services for child neglect is needed. Pursuant to Penal Code 11164-11174.3, the Child Abuse and Neglect Reporting Act, school employees who are mandated reporters are required to report child abuse or neglect, as defined in law, when they have knowledge of or reasonably suspect that a child is a victim of child abuse or neglect. See BP/AR 5141.4 - Child Abuse Prevention and*

*Reporting. ****

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

Postvention

****Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), mandates that the district's policy and procedures address suicide postvention. The following section should be revised to reflect district practice.****

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

****Note: Research has identified an increased risk of suicide among youth who are grieving the suicide of another (so-called "suicide contagion"). The National Association of School Psychologists, in its Preventing Suicide, Guidelines for Administrators and Crisis Teams, recommends that memorials should be implemented with care so as not to sensationalize or glamorize suicide and thereby increase the suicide risk to other students. If a memorial is conducted for a student who dies by suicide, the association suggests a living memorial, such as making donations to a local crisis center, participating in an event that raises awareness about suicide prevention, or providing other opportunities for service activities in the school.****

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. He/she shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

(cf. 1112- Media Relations)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

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10.13-10.15

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 8, 2017

AGENDA ITEM TITLE:

Approval of Second Reading of Board Policies and Administrative Regulations

PREPARED BY:

Teresa Taylor

AGENDA SECTION:

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

SUMMARY:

Provided for your approval are the following Board Policies and Administrative Regulations:

BP 6173 Education for Homeless Children

AR 6173 Education for Homeless Children

E 6173 Education for Homeless Children

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Board Policy
Education For Homeless Children

BP 6173
Instruction

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for them to meet the same challenging academic standards as other students.

(cf. 6011 - Academic Standards)

The Superintendent or designee shall identify and remove any barriers to the identification and enrollment of homeless students and to the retention of homeless students due to absences or outstanding fees or fines. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3260 - Fees and Charges)

(cf. 5113.1 - Chronic Absence and Truancy)

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060)

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

In order to identify district students who are homeless, the Superintendent or designee may give a housing questionnaire to all parents/guardians during school registration, make referral forms readily available, include the district liaison's contact information on the district and school web sites, provide materials in a language easily understood by families and students, provide school staff with professional development on the definition and signs of homelessness, and contact appropriate local agencies to coordinate referrals for homeless children and youth and unaccompanied youth.

(cf. 1113 - District and School Web Sites)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Information about a homeless student's living situation shall be considered part of a student's educational

record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g. (42 USC 11432)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

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

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6159 - Individualized Education Program)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6171 - Title I Programs)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6174 - Education for English Learners)

(cf. 6177 - Summer Learning Programs)

(cf. 6178 - Career and Technical Education)

(cf. 6179 - Supplemental Instruction)

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)

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

(cf. 3553 - Free and Reduced Price Meals)

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational

agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

(cf. 1020 - Youth Services)

District liaisons and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students and to provide training on the definitions of terms related to homelessness. (42 USC 11432)

At least annually, the Superintendent or designee shall report to the Board on outcomes for homeless students, which may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to better support the education of homeless students.

(cf. 0500 - Accountability)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

2558.2 Use of revenue limits to determine average daily attendance of homeless children

39807.5 Payment of transportation costs by parents

48850 Educational rights of homeless and foster youth

48852.5 Notice of educational rights of homeless students

48852.7 Enrollment of homeless students

48915.5 Recommended expulsion, homeless student with disabilities

48918.1 Notice of recommended expulsion

51225.1-51225.3 Graduation requirements

52060-52077 Local control and accountability plan

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 20

1087vv Free Application for Federal Student Aid; definitions

1232g Family Educational Rights and Privacy Act

6311 Title I state plan; state and local educational agency report cards

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

12705 Cranston-Gonzalez National Affordable Housing Act; state and local strategies

Management Resources:

CALIFORNIA CHILD WELFARE COUNCIL PUBLICATIONS

Partial Credit Model Policy and Practice Recommendations

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Homeless Education Dispute Resolution Process, January 30, 2007

NATIONAL CENTER FOR HOMELESS EDUCATION PUBLICATIONS

Homeless Liaison Toolkit, 2013

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Dear Colleague Letter, July 27, 2016

Education for Homeless Children and Youths Program, Non-Regulatory Guidance, July 2016

WEB SITES

California Child Welfare Council: <http://www.chhs.ca.gov/Pages/CAChildWelfareCouncil.aspx>

California Department of Education, Homeless Children and Youth Education: <http://www.cde.ca.gov/sp/hs/cy>

National Center for Homeless Education at SERVE: <http://www.serve.org/nche>

National Law Center on Homelessness and Poverty: <http://www.nlchp.org>

U.S. Department of Education: <http://www.ed.gov/programs/homeless/index.html>

(7/05 12/15) 10/16

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Administrative Regulation
Education For Homeless Children

AR 6173
Instruction

Definitions

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code 48852.7; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals

(cf. 6173.1 - Education for Foster Youth)

2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings

3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings

4. Migratory children who qualify as homeless because they are living in conditions described in items #1-3 above

Unaccompanied youth includes youth who are not in the physical custody of a parent or guardian. (20 USC 11434a)

School of origin means the school that the homeless student attended when permanently housed or the school in which he/she was last enrolled, including a preschool. If the school the homeless student attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that he/she attended within the preceding 15 months and with which he/she is connected, the district liaison shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; 42 USC 11432)

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

District Liaison

The Superintendent designates the following staff person as the district liaison for homeless students: (42 USC 11432)

(title or position)

(address)

(phone number)

The district's liaison for homeless students shall: (Education Code 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel through outreach and coordination activities with other entities and agencies

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

(cf. 3553 - Free and Reduced-Price Meals)

2. Ensure that homeless students are enrolled in, and have a full and equal opportunity to succeed in, district schools

3. Ensure that homeless families and children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district

(cf. 5148.3 - Preschool/Early Childhood Education)

4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services

(cf. 5141.6 - School Health Services)

5. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children

(cf. 5145.6 - Parental Notifications)

6. Disseminate notice of the educational rights of homeless students in locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, family shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.

7. Mediate enrollment disputes in accordance with law and the section "Resolving Enrollment Disputes"

below

8. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice

(cf. 3541 - Transportation Routes and Services)

9. Ensure that school personnel providing services to homeless students receive professional development and other support

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090

11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the provision of comprehensive data to the state coordinator as required by law

In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion. When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159 - Individualized Education Program)

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. He/she shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on the CDE's web site. (42 USC 11432)

Enrollment

The district shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

Such factors may include, but are not limited to, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the liaison shall assist in placement or enrollment decisions, give priority to the views of the student, and provide notice to the student of his/her appeal rights. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if he/she: (Education Code 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and records of immunization and other required health records

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5125 - Student Records)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

4. Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other required health records, the principal or designee shall refer the parent/guardian to the district liaison for homeless students.

The district liaison shall assist the parent/guardian, or the student if he/she is an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. (42 USC 11432)

If the student is placed at a school other than his/her school of origin or the school requested by his/her parent/guardian or an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the decision along with a statement regarding the right to appeal the placement decision. (42 USC 11432)

The student may continue attending his/her school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with his/her peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)

1. If the student is transitioning between grade levels, he/she shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, he/she shall be allowed to continue to the school designated for matriculation in that district.

If the student's status changes before the end of the school year so that he/she is no longer homeless, he/she shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if he/she is in grades K-8
2. Through graduation if he/she is in high school

Resolving Enrollment Disputes

If a dispute arises over student eligibility, school selection, or enrollment in a particular school, the matter shall be referred to the district liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)

The parent/guardian or unaccompanied youth shall be provided with a written explanation of any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

The written explanation shall include:

1. A description of the action proposed or refused by the district
2. An explanation of why the action is proposed or refused
3. A description of any other options the district considered and the reasons that any other options were rejected

4. A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources

5. Appropriate timelines to ensure any relevant deadlines are not missed

6. Contact information for the district liaison and state coordinator, and a brief description of their roles

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

The district liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process
4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records

If a parent/guardian or unaccompanied youth disagrees with the liaison's enrollment decision, he/she may appeal the decision to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education.

Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

Transportation

The district shall provide transportation for a homeless student to and from his/her school of origin when the

student is residing within the district and the parent/guardian, or the district liaison in the case of an unaccompanied youth, requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3541 - Transportation Routes and Services)

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an individualized education program that includes transportation as a necessary related service for the student. (Education Code 48852.7)

Transfer of Coursework and Credits

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

(cf. 6143 - Courses of Study)

Applicability of Graduation Requirements

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Governing Board.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

However, when a homeless student who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for him/her, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (Education Code 51225.1)

To determine whether a homeless student is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or the district liaison on behalf of the student. (Education Code 51225.1)

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if he/she transfers to another school or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for him/her, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or with the person holding the right to make educational decisions for him/her if he/she is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Eligibility for Extracurricular Activities

A homeless student who enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Notification and Complaints

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

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No Current Policy

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Exhibit
Education For Homeless Children

E 6173
Instruction

Exhibit 1

**DISTRICT EXPLANATION OF DECISION
RELATED TO ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT**

Instructions: The following form provides notice and explanation to a student's parent/guardian or an unaccompanied youth regarding the district's decision related to student eligibility, school selection, or enrollment.

Date: _____ Name of person completing form: _____
Title: _____ Phone number: _____

In accordance with the federal McKinney-Vento Homeless Assistance Act (42 USC 11431-11435), this notification is being provided to either:

Name of parent(s)/guardian(s): _____

Name of unaccompanied student: _____

School requested: _____

District's placement decision (name of school): _____

Action(s) proposed/refused by the district related to eligibility, school selection, or enrollment:

The district's determination regarding eligibility, school selection, or enrollment was based upon the following evidence and for the following reasons:

Other options that the district considered, if any, included the following options which were rejected for the following reasons:

Factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources, if any:

You have the right to appeal this decision to the district Superintendent. To do so, contact the district's homeless liaison listed below within the next ____ (insert number of days) ____ days to request a Dispute Form. You may provide written or verbal documentation to support your position, and may also seek the assistance of social services, advocates, and/or service providers in the dispute process. The Superintendent or designee will review all the evidence and will notify you of his/her decision within ____ (insert number of days) ____ days.

If you are not satisfied with the Superintendent's decision, you may appeal to the ____ (insert county name) ____ County Office of Education. If you are not satisfied with the county office's decision, you may then appeal to the California Department of Education. The district's homeless liaison can assist you with this appeal.

CONTACT INFORMATION:

District Liaison: The district liaison is one of the primary contacts between homeless families and school or district staff. He/she is responsible for coordinating services to ensure that homeless students enroll in school and have the opportunity to succeed academically, and mediates enrollment disputes as needed.

Name of district's homeless liaison: _____
 Address: _____
 Phone number: _____

County Liaison: If you appeal the district's decision to the county office of education, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office. The county liaison will review the materials and determine the eligibility, school selection, or enrollment decision within five working days of receiving the materials. He/she will notify you of the decision.

Name of County Office of Education homeless liaison: _____
 Address: _____

Phone number: _____

State Coordinator: If you appeal the county office's decision to the California Department of Education, the county homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. The state coordinator will review the district, county office, and parent/guardian information and will notify you of the decision within ten working days of receiving the materials.

Name of state homeless coordinator: _____

Address: _____

Phone number: _____

RIGHTS:

Pending the final resolution of this dispute, including the period of all appeals, the student has the right to immediately enroll in the school requested and to participate fully in school activities at that school.

(7/05) 10/16

Exhibit 2

DISPUTE FORM

Instructions: This form is to be completed by a parent/guardian or student when a dispute regarding enrollment has arisen. As an alternative to completing this form, the information on this form may be shared verbally with the district's liaison for homeless students.

Date submitted: _____

Student's name: _____

Name of person completing form: _____

Relation to student: _____

Address: _____

Phone number: _____

Name of school requested: _____

I wish to appeal the eligibility, school selection, or enrollment decision made by:

☐ District liaison ☐ District Superintendent ☐ County office of education liaison

Reason for the appeal: You may include an explanation to support your appeal in this space or provide your explanation verbally.

I have been provided with:

- ☐ A written explanation of the district's decision
- ☐ Contact information for the district's homeless liaison
- ☐ Contact information for the county office of education's homeless liaison
- ☐ Contact information for the state homeless coordinator

(7/05) 10/16

Bond Projects Update – August 1, 2017

Asbestos Removal – (Portney Construction) Ceilings tiles in SHS main quad as well as floor tiles in room 4 have all been removed. Additional asbestos was found on the elbows of all water pipes in the ceiling. The elbow asbestos had to be removed at an addition cost to the original bid. Asbestos was found in the south Parkfield window glue of the windows that we were removing and replacing with a solid wall. Portney removed the asbestos and the windows. Removal of Parkfield floor tile containing asbestos and north window asbestos will be done in the summer of '18 before the windows and floors are replaced.

Ceiling Tile and Insulation Replacement - (Santa Maria Acoustical) All ceiling tiles were replaced in the SHS main quad. All ceiling insulation was unexpectantly damaged and had to be removed by Portney Construction during the asbestos removal process. Insulation was replaced by Santa Maria Acoustical at an additional cost to the original ceiling replacement bid.

Painting – (Pro Coating) Outside painting at Shandon Elementary is complete, except for some finishing touch ups that will be done by staff.

Painting for this summer at Shandon High school is almost complete. A few rooms were painted inside this summer and others will be painted inside as needed next summer. The Ag Shop interior was not scheduled to be painted this summer but was added because the room had to be emptied and pressure washed in order to install the new welding ventilation system that was purchased through the CCTEIG Cuesta Grant. The outside Ag Shop, Staff Lounge, West Building, will be painted at a later date. SHS fencing, marquee and curbs will be painted by staff.

The two portables that we want to replace with state funds were not painted.

The MOT building painting should be completed by Friday.

Parkfield outside painting has been delayed by south window removal and roof repair delays and painting contractor being ran off by a wild sow.

AC Upgrades – (Paso Robles Heating and Air) The SES main building AC units have had skirting installed and repairs made as needed. The Parkfield AC unit will be installed when roof repairs are completed next week.

Roofing – (Quaglino Roofing) The SES main building roof has been replaced. The awning roofing on the west of the main building has been repaired (RC Construction). Parkfield roofing is scheduled to be repaired on the school building and replaced on the old teacherage the second week in August.

Tree Trimming and Removal – (District wide trimming and removal of trees as necessary is scheduled the first 3 weeks in August. A few trees that needed to be removed immediately at the high school and SES have been removed.

Technology Wiring/Cameras/Intercom/Telephone – Wiring of the entire district was completed at the end of July. Installation of the remaining hardware that will make the equipment function is scheduled to be complete by August 11th. Until then we have one cell phone receiving all calls to the SES and SHS numbers as well as limited internet capabilities.

Classroom Equipment – Computers and Smart Boards for all classrooms have arrived and are being set up by IT Tech. Tables and chairs have been ordered and should arrive for SES and Parkfield classrooms. Additional classroom equipment will be ordered as needed after this first shipment of tables and chairs are received and assembled by our staff. New sinks, shelving, refrigerator, oven and freezer have been ordered for SHS Room 4 in order to set it up for serving food and culinary program.

Septic – All septic systems in the district were drained and inspected. The Gym septic and SES septic need to be replaced. Architectural drawings will need to be made in order to have these projects bids. We expect to start the projects sometime during the year if construction does not interfere with school activities.

Flooring – We will be installing flooring in SHS room 3, 4, 12, 14 and 16 this summer. SHS classrooms, Parkfield, 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.

Windows - Window replacement at SES, Parkfield and SHS will occur in the summer of '18. 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.

FUND :21 BUILDING FUND - BOND PROCEEDS

FN	RESC	Y	OBJT	GOAL	FUNC	SCH	DISC	DIG2	REFERENCE	DATE	DESC	APP BUDGET + TRFS	RECEIVED/ EXPENDED	ENCUMBERED	BALANCE
8660					INTEREST										
									BALANCE FORWARD	07/01/2016		0.00	0.00	0.00	0.00
21-0000-0-8660-0000-0000-000-0000-0000									BG-000000	07/01/16	BUDGET				0.00
21-0000-0-8660-0000-0000-000-0000-0000									BT-170422	06/30/17	4th qtr in	4,540.00			4,540.00
21-0000-0-8660-0000-0000-000-0000-0000									TF-180903	06/30/17	16/17 4th		4,540.29		0.29-
									TOTAL ACTIVITY			4,540.00	4,540.29	0.00	
****OVERDRAWN									ENDING BALANCE	06/30/2017		4,540.00	4,540.29	0.00	0.29-
8951					PROCEEDS FROM SALE OF BONDS										
									BALANCE FORWARD	07/01/2016		0.00	0.00	0.00	0.00
21-0000-0-8951-0000-0000-000-0000-0000									BG-000000	07/01/16	BUDGET				0.00
21-0000-0-8951-0000-0000-000-0000-0000									TF-180708	05/03/17	SJUSD Bond		3,150,000.00		3,150,000.00-
21-0000-0-8951-0000-0000-000-0000-0000									BT-170397	06/30/17	BOND ACTUA	3,150,000.00			0.00
									TOTAL ACTIVITY			3,150,000.00	3,150,000.00	0.00	
**** 0.0%									ENDING BALANCE	06/30/2017		3,150,000.00	3,150,000.00	0.00	0.00
****8000 TOTALS:												3,154,540.00	3,154,540.29	0.00	0.29-
2250					CLASSIFIED SUPPORT EXTRA DUTY										
									BALANCE FORWARD	07/01/2016		0.00	0.00	0.00	0.00
21-0000-0-2250-0000-8500-050-0000-0000									BG-000000	07/01/16	BUDGET				0.00
21-0000-0-2250-0000-8500-050-0000-0000									BT-170442	06/30/17	YE BOND BU	2,905.00			2,905.00
21-0000-0-2250-0000-8500-050-0000-0000									PY-063017	06/30/17	PY-LIAB		2,904.52		0.48
									TOTAL ACTIVITY			2,905.00	2,904.52	0.00	
**** 0.0%									ENDING BALANCE	06/30/2017		2,905.00	2,904.52	0.00	0.48
****2000 TOTALS:												2,905.00	2,904.52	0.00	0.48
3202					PERS CLASSIFIED										
									BALANCE FORWARD	07/01/2016		0.00	0.00	0.00	0.00
21-0000-0-3202-0000-8500-050-0000-0000									BG-000000	07/01/16	BUDGET				0.00
21-0000-0-3202-0000-8500-050-0000-0000									BT-170442	06/30/17	YE BOND BU	145.00			145.00
21-0000-0-3202-0000-8500-050-0000-0000									PY-063017	06/30/17	BN-LIAB		144.57		0.43
									TOTAL ACTIVITY			145.00	144.57	0.00	
**** 0.3%									ENDING BALANCE	06/30/2017		145.00	144.57	0.00	0.43
3302					SOCIAL SECURITY CLASSIFIED										
									BALANCE FORWARD	07/01/2016		0.00	0.00	0.00	0.00
21-0000-0-3302-0000-8500-050-0000-0000									BG-000000	07/01/16	BUDGET				0.00
21-0000-0-3302-0000-8500-050-0000-0000									BT-170442	06/30/17	YE BOND BU	180.00			180.00
21-0000-0-3302-0000-8500-050-0000-0000									PY-063017	06/30/17	BN-LIAB		180.08		0.08-
									TOTAL ACTIVITY			180.00	180.08	0.00	
****OVERDRAWN									ENDING BALANCE	06/30/2017		180.00	180.08	0.00	0.08-

FUND :21 BUILDING FUND - BOND PROCEEDS

FN	RESC	Y	OBJT	GOAL	FUNC	SCH	DISC	DIS2	REFERENCE	DATE	DESC	APP BUDGET + TFERS	RECEIVED/ EXPENDED	ENCUMBERED	BALANCE
3312											MEDICARE - CLASSIFIED				
											BALANCE FORWARD 07/01/2016	0.00	0.00	0.00	0.00
21-0000-0-3312-0000-8500-050-0000-0000									BG-000000	07/01/16	BUDGET				0.00
21-0000-0-3312-0000-8500-050-0000-0000									BT-170442	06/30/17	YE BOND BU	42.00			42.00
21-0000-0-3312-0000-8500-050-0000-0000									PY-063017	06/30/17	BN-LIAB		42.11		0.11-
											TOTAL ACTIVITY	42.00	42.11	0.00	
***OVERDRAWN											ENDING BALANCE 06/30/2017	42.00	42.11	0.00	0.11-
3502											UNEMPLOYMENT - CLASSIFIED				
											BALANCE FORWARD 07/01/2016	0.00	0.00	0.00	0.00
21-0000-0-3502-0000-8500-050-0000-0000									BG-000000	07/01/16	BUDGET				0.00
21-0000-0-3502-0000-8500-050-0000-0000									BT-170442	06/30/17	YE BOND BU	1.00			1.00
21-0000-0-3502-0000-8500-050-0000-0000									PY-063017	06/30/17	BN-LIAB		1.46		0.46-
											TOTAL ACTIVITY	1.00	1.46	0.00	
***OVERDRAWN											ENDING BALANCE 06/30/2017	1.00	1.46	0.00	0.46-
3602											WORKERS COMP - CLASSIFIED				
											BALANCE FORWARD 07/01/2016	0.00	0.00	0.00	0.00
21-0000-0-3602-0000-8500-050-0000-0000									BG-000000	07/01/16	BUDGET				0.00
21-0000-0-3602-0000-8500-050-0000-0000									BT-170442	06/30/17	YE BOND BU	73.00			73.00
21-0000-0-3602-0000-8500-050-0000-0000									PY-063017	06/30/17	BN-LIAB		72.90		0.10
											TOTAL ACTIVITY	73.00	72.90	0.00	
**** 0.1%											ENDING BALANCE 06/30/2017	73.00	72.90	0.00	0.10
****3000 TOTALS:												441.00	441.12	0.00	0.12-
4423											TECHNOLOGY				
											BALANCE FORWARD 07/01/2016	0.00	0.00	0.00	0.00
21-0000-0-4423-0000-8500-050-0000-1214									BG-000000	07/01/16	BUDGET				0.00
21-0000-0-4423-0000-8500-050-0000-1214									BT-170470	06/30/17	YE CLMAN U	3,184.00			3,184.00
21-0000-0-4423-0000-8500-050-0000-1214									JE-170044	06/30/17	CORRECT OB		3,184.00		0.00
											TOTAL ACTIVITY	3,184.00	3,184.00	0.00	
**** 0.0%											ENDING BALANCE 06/30/2017	3,184.00	3,184.00	0.00	0.00
****4000 TOTALS:												3,184.00	3,184.00	0.00	0.00
5800											PROFES'L/CONSULTG SVCS/OP EXP				
											BALANCE FORWARD 07/01/2016	0.00	0.00	0.00	0.00
21-0000-0-5800-0000-8500-050-0000-0000									BG-000000	07/01/16	BUDGET				0.00
21-0000-0-5800-0000-8500-050-0000-0000									PV-170457	06/12/17	AVNIT, JUL		450.00		450.00-
21-0000-0-5800-0000-8500-050-0000-0000									BT-170397	06/30/17	BOND ACTUA	450.00			0.00
21-0000-0-5800-0000-8500-050-0000-0000									BT-170442	06/30/17	YE BOND BU	525.00			525.00
21-0000-0-5800-0000-8500-050-0000-0000									EP-170009	06/30/17	AVNIT, JUL		525.00		0.00
											TOTAL ACTIVITY	975.00	975.00	0.00	
**** 0.0%											ENDING BALANCE 06/30/2017	975.00	975.00	0.00	0.00

FUND :21 BUILDING FUND - BOND PROCEEDS

FN	RESC	Y	OBJT	GOAL	FUNC	SCH	DISC	DIST	REFERENCE	DATE	DESC	APP BUDGET + TRFS	RECEIVED/ EXPENDED	ENCUMBERED	BALANCE
5871											EJECTION				
											BALANCE FORWARD 07/01/2016	0.00	0.00	0.00	0.00
21-0000-0-5871-0000-8500-000-0000-0000									BG-0000000	07/01/16	BUDGET				0.00
21-0000-0-5871-0000-8500-000-0000-0000									BT-170470	06/30/17	YE CLEAN U	1,053.00			1,053.00
21-0000-0-5871-0000-8500-000-0000-0000									TF-170110	06/30/17	TO BOND FR		1,052.88		0.12
											TOTAL ACTIVITY	1,053.00	1,052.88	0.00	
****	0.0%										ENDING BALANCE 06/30/2017	1,053.00	1,052.88	0.00	0.12
****5000 TOTALS:												2,028.00	2,027.88	0.00	0.12
6170											LAND IMPROVEMENT				
											BALANCE FORWARD 07/01/2016	0.00	0.00	0.00	0.00
21-0000-0-6170-0000-8500-000-0000-5600									BG-0000000	07/01/16	BUDGET				0.00
21-0000-0-6170-0000-8500-000-0000-5600									BT-170470	06/30/17	YE CLEAN U	1,000.00			1,000.00
21-0000-0-6170-0000-8500-000-0000-5600									TF-170110	06/30/17	TO BOND FR		1,000.00		0.00
											TOTAL ACTIVITY	1,000.00	1,000.00	0.00	
****	0.0%										ENDING BALANCE 06/30/2017	1,000.00	1,000.00	0.00	0.00
****6000 TOTALS:												1,000.00	1,000.00	0.00	0.00
Fund	:	21									TOTALS (EXPENDITURE)	9,558.00	9,557.52	0.00	0.48
Fund	:	21									TOTALS (INCOME)	3,154,540.00	3,154,540.29	0.00	0.29-

FUND :21

BUILDING FUND - BOND PROCEEDS

OBJT	Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	%used
Beginning balance						
9110 CASH IN COUNTY TREASURY	0.00	3,148,853.41	3,148,853.41	0.00	3,148,853.41	
9509 CURRENT LIABILITIES-NEW YEAR	0.00	3,870.64-	3,870.64-	0.00	3,870.64-	
TOTAL Beginning balance	0.00	3,144,982.77	3,144,982.77	0.00	3,144,982.77	
Current year revenue						
8660 INTEREST	4,540.00	4,540.29	4,540.29	0.00	0.29-	100.0
8951 PROCEEDS FROM SALE OF BONDS	3,150,000.00	3,150,000.00	3,150,000.00	0.00	0.00	100.0
TOTAL Current year revenue	3,154,540.00	3,154,540.29	3,154,540.29	0.00	0.29-	
*TOTAL Beginning balance + Revenue	3,154,540.00	3,154,540.29	3,154,540.29			*
Expense						
2250 CLASSIFIED SUPPORT EXTRA DUTY	2,905.00	2,904.52	2,904.52	0.00	0.48	100.0
3202 PERS CLASSIFIED	145.00	144.57	144.57	0.00	0.43	99.7
3302 SOCIAL SECURITY CLASSIFIED	180.00	180.08	180.08	0.00	0.08-	100.0
3312 MEDICARE - CLASSIFIED	42.00	42.11	42.11	0.00	0.11-	100.3
3502 UNEMPLOYMENT - CLASSIFIED	1.00	1.46	1.46	0.00	0.46-	146.0
3602 WORKERS COMP - CLASSIFIED	73.00	72.90	72.90	0.00	0.10	99.9
4423 TECHNOLOGY	3,184.00	3,184.00	3,184.00	0.00	0.00	100.0
5800 PROFES'L/CONSULTG SVCS/OP EXP	975.00	975.00	975.00	0.00	0.00	100.0
5871 ELECTION	1,053.00	1,052.88	1,052.88	0.00	0.12	100.0
6170 LAND IMPROVEMENT	1,000.00	1,000.00	1,000.00	0.00	0.00	100.0
6423 Technology Equipment	0.00	0.00	0.00	0.00	0.00	N/A
TOTAL Expense	9,558.00	9,557.52	9,557.52	0.00	0.48	
**Fund balance	3,144,982.00	3,144,982.77	3,144,982.77			**

FUND :21 BUILDING FUND - BOND PROCEEDS

FN	RESC	Y	OBJT	GOAL	FUNC	SCH	DISC	DIS2	REFERENCE	DATE	DESC	APP BUDGET + TFPS	RECEIVED/ EXPENDED	ENCUMBERED	BALANCE
5800											PROFESS'L/CONSULT'G SVCS/OP EXP				
											BALANCE FORWARD 07/01/2017	0.00	0.00	0.00	0.00
21-0000-0-5800-0000-8500-050-0000-0000									PO-180031	07/03/17	AVNIT, JUL			10,000.00	10,000.00-
											TOTAL ACTIVITY	0.00	0.00	10,000.00	
***OVERDRAWN											ENDING BALANCE 06/30/2018	0.00	0.00	10,000.00	10,000.00-
***5000 TOTALS:												0.00	0.00	10,000.00	10,000.00-
6170											LAND IMPROVEMENT				
											BALANCE FORWARD 07/01/2017	0.00	0.00	0.00	0.00
21-0000-0-6170-0000-8500-050-0000-5600									PO-180090	07/13/17	A&T ARBORI			46,255.00	46,255.00-
21-0000-0-6170-0000-8500-050-0000-5600									PO-180091	07/13/17	A&T ARBORI			18,720.00	64,975.00-
21-0000-0-6170-0000-8500-050-0000-5600									PO-180096	07/17/17	J N J DOOR			8,627.00	73,602.00-
											TOTAL ACTIVITY	0.00	0.00	73,602.00	
***OVERDRAWN											ENDING BALANCE 06/30/2018	0.00	0.00	73,602.00	73,602.00-
6200											BUILDINGS & IMPROVEMNT OF BLDG				
											BALANCE FORWARD 07/01/2017	0.00	0.00	0.00	0.00
21-0000-0-6200-0000-8500-050-0000-5600									PO-180007	07/03/17	QUAGLINO R			3,500.00	3,500.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180008	07/03/17	QUAGLINO R			2,150.00	5,650.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180009	07/03/17	QUAGLINO R			3,250.00	8,900.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180010	07/03/17	QUAGLINO R			6,245.00	15,145.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180011	07/03/17	QUAGLINO R			8,755.00	23,900.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180012	07/03/17	QUAGLINO R			10,640.00	34,540.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180013	07/03/17	QUAGLINO R			5,400.00	39,940.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180014	07/03/17	QUAGLINO R			6,110.00	46,050.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180015	07/03/17	PRO COATIN			80,594.00	126,644.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180016	07/03/17	PRO COATIN			36,536.00	163,180.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180017	07/03/17	PRO COATIN			12,633.00	175,813.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180018	07/03/17	PRO COATIN			76,955.00	252,768.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180020	07/03/17	QUAGLINO R			70,725.00	323,493.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180022	07/03/17	QUAGLINO R			2,950.00	326,443.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180023	07/03/17	FLOOR CONN			12,377.00	338,820.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180024	07/03/17	FLOOR CONN			3,019.00	341,839.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180025	07/03/17	FLOOR CONN			3,869.00	345,708.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180026	07/03/17	FLOOR CONN			17,095.00	362,803.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180027	07/03/17	FLOOR CONN			11,721.00	374,524.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180028	07/03/17	FLOOR CONN			10,816.00	385,340.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180077	07/05/17	PRO COATIN			20,858.00	406,198.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180078	07/05/17	PRO COATIN			16,348.00	422,546.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180079	07/06/17	PORTNEY EN			8,430.00	430,976.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180081	07/10/17	PORTNEY EN			30,120.00	461,096.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180082	07/10/17	SANTA MARI			14,902.00	475,998.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180083	07/10/17	SANTA MARI			8,457.00	484,455.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180084	07/11/17	RSH CONSTR			18,228.00	502,683.00-

FUND :21 BUILDING FUND - BOND PROCEEDS

FN	RESC	Y	OBJT	GOAL	FUNC	SCH	DISC	DIS2	REFERENCE	DATE	DESC	APP BUDGET + TRFS	RECEIVED/ EXPENDED	ENCUMBERED	BALANCE
6200					BUILDINGS & IMPROVEMNT OF BLDG										
21-0000-0-6200-0000-8500-050-0000-5600									PO-180085	07/11/17	CUSTODIAL			7,950.00	510,633.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180015	07/17/17	PRO COATIN		36,432.50		547,065.50-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180015	07/17/17	PRO COATIN			36,432.50-	510,633.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180018	07/17/17	PRO COATIN		32,925.00		543,558.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180018	07/17/17	PRO COATIN			32,925.00-	510,633.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180081	07/17/17	PORTNEY EN			30,120.00-	480,513.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180097	07/17/17	RSH CONSTR			6,555.00	487,068.00-
21-0000-0-6200-0000-8500-050-0000-5600									PO-180098	07/17/17	RSH CONSTR			55,529.00	542,597.00-
21-0000-0-6200-0000-8500-050-0000-5600									PV-180008	07/17/17	PORTNEY EN		45,070.00		587,667.00-
					TOTAL ACTIVITY							0.00	114,427.50	473,239.50	
****OVERDRAWN					ENDING BALANCE 06/30/2018							0.00	114,427.50	473,239.50	587,667.00-
6423					Technology Equipment										
					BALANCE FORWARD 07/01/2017							0.00	0.00	0.00	0.00
21-0000-0-6423-0000-8500-050-0000-1214									PO-180001	07/03/17	IMPERO SOL			6,615.00	6,615.00-
21-0000-0-6423-0000-8500-050-0000-1215									PO-180003	07/03/17	CDW-GOVERN			334,544.76	341,159.76-
21-0000-0-6423-0000-8500-050-0000-1214									PO-180004	07/03/17	STS EDUCAT			158,943.56	500,103.32-
21-0000-0-6423-0000-8500-050-0000-1214									PO-180005	07/03/17	CDW-GOVERN			45,357.17	545,460.49-
21-0000-0-6423-0000-8500-050-0000-1215									PO-180003	07/10/17	CDW-GOVERN		15,484.20		560,944.69-
21-0000-0-6423-0000-8500-050-0000-1215									PO-180003	07/10/17	CDW-GOVERN		6,166.88		567,111.57-
21-0000-0-6423-0000-8500-050-0000-1215									PO-180003	07/10/17	CDW-GOVERN		4,775.00		571,886.57-
21-0000-0-6423-0000-8500-050-0000-1215									PO-180003	07/10/17	CDW-GOVERN			15,484.20-	556,402.37-
21-0000-0-6423-0000-8500-050-0000-1215									PO-180003	07/10/17	CDW-GOVERN			6,166.88-	550,235.49-
21-0000-0-6423-0000-8500-050-0000-1215									PO-180003	07/10/17	CDW-GOVERN			4,775.00-	545,460.49-
21-0000-0-6423-0000-8500-050-0000-1215									PO-180086	07/11/17	CDW-GOVERN			16,490.00	561,950.49-
21-0000-0-6423-0000-8500-050-0000-1214									PO-180087	07/11/17	SHI			17,470.23	579,420.72-
21-0000-0-6423-0000-8500-050-0000-1214									PO-180088	07/11/17	SHI			38,445.29	617,866.01-
21-0000-0-6423-0000-8500-050-0000-1214									PO-180093	07/13/17	SHI			943.00	618,809.01-
21-0000-0-6423-0000-8500-050-0000-1215									PO-180003	07/17/17	CDW-GOVERN		66,266.83		685,075.84-
21-0000-0-6423-0000-8500-050-0000-1215									PO-180003	07/17/17	CDW-GOVERN			66,266.83-	618,809.01-
21-0000-0-6423-0000-8500-050-0000-1214									PO-180099	07/17/17	THE CLM GR			5,940.00	624,749.01-
					TOTAL ACTIVITY							0.00	92,692.91	532,056.10	
****OVERDRAWN					ENDING BALANCE 06/30/2018							0.00	92,692.91	532,056.10	624,749.01-
6500					EQUIPMENT REPLACEMENT										
					BALANCE FORWARD 07/01/2017							0.00	0.00	0.00	0.00
21-0000-0-6500-0000-8500-050-0000-5600									PO-180002	07/03/17	PASO ROBIE			25,450.00	25,450.00-
21-0000-0-6500-0000-8500-050-0000-1110									PO-180021	07/03/17	JORGENSEN			8,464.27	33,914.27-
21-0000-0-6500-0000-8500-050-0000-1110									PO-180075	07/03/17	LAKESHORE			585.58	34,499.85-
21-0000-0-6500-0000-8500-050-0000-1110									PO-180076	07/03/17	WORTHINGTO			704.92	35,204.77-
21-0000-0-6500-0000-8500-050-0000-1110									PO-180092	07/13/17	A&M CHURCH			35,870.04	71,074.81-
21-0000-0-6500-0000-8500-050-0000-5600									PO-180094	07/13/17	MILLER DRJ			6,064.07	77,138.88-
21-0000-0-6500-0000-8500-050-0000-1110									PO-180100	07/18/17	CHOP RESTA			8,130.21	85,269.09-
					TOTAL ACTIVITY							0.00	0.00	85,269.09	
****OVERDRAWN					ENDING BALANCE 06/30/2018							0.00	0.00	85,269.09	85,269.09-
****6000 TOTALS:												0.00	207,120.41	1,164,166.69	1,371,287.10-

FUND :21 BUILDING FUND - BOND PROCEEDS

FN	RMSC	Y	OBJT	GOAL	FUNC	SCH	DISC	DIS2	REFERENCE DATE	DESC	APP BUDGET + TRFS	RECEIVED/ EXPENDED	ENCUMBERED	BALANCE
Fund	:	21			TOTALS					(EXPENDITURE)	0.00	207,120.41	1,174,166.69	1,381,287.10-
Fund	:	21			TOTALS					(INCOME)	0.00	0.00	0.00	0.00

Shandon Joint Unified Athletics

2017 Football Times

Date	Opponent	Game Time
Sat. August 26	@ Valley Christian Carnival	1000am
Sat. September 9	@ Alpaugh	700
Fri. September 29	@ Cuyama Valley	700
Fri. October 13	@ Valley Christian	700
Fri. October 20	Vs. Maricopa	330
Fri. October 27	@ Coast Union	700

Volleyball Game Times

Date	Opponent	Game Time
Sat. September 9	@ Alpaugh	400
Thu. September 21	@ Coast Union	400
Tue. September 26	@ Valley Christian	400
Thu. September 28	@ Coastal Christian	400
Tue. October 3	Vs. Maricopa	400
Thu. October 5	@ Cuyama Valley	400
Tue. October 10	Vs. Coast Union	400
Thu. October 12	Vs. Valley Christian	400
Tue. October 17	Vs. Coastal Christian	400
Thu. October 19	@ Maricopa	400
Tue. October 24	Vs. Cuyama Valley	400
Thu. October 26	Vs. SLO Classical	400

SHANDON HIGH SCHOOL

MASTER SCHEDULE 2017-2018

7/6/2017

Minimum day every Wednesday.

BLOCK DAY	1 - 4				5 - 8			
	1	2	3	4	5	6	7	8
PERIODS								
Regular Day	8:15 - 9:45	10:00 - 11:30	12:05 - 1:35	1:40 - 3:10	8:15 - 9:45	10:00 - 11:30	12:05 - 1:35	1:40 - 3:10
Minimum Day	8:15 - 9:20	9:25 - 10:30	10:35 - 11:40	12:15 - 1:20	8:15 - 9:20	9:25 - 10:30	10:35 - 11:40	12:15 - 1:20
MS. CHERRY								
Rm. 1	R.S.P. SUPPORT	PRE-ALGEBRA Gr. 9-11	R.S.P. SUPPORT	SUCCESS 101 Gr. 9	LEARNING CTR Gr. 9-12	R.S.P. SUPPORT	LEARNING CTR Gr. 9-12	PREP
MS. CONFORTY								
Rm. 5	AVID 10-12 AVID TUTORL 9-12	AVID 10-12 AVID TUTORL 9-12	ENGLISH 3 AP ENGLISH Gr. 11	PREP	ENGLISH 1 ENGL 1 HONORS Gr. 9	EXPOS RDG WRT AP ENGLISH Gr. 12	THEATRE 1 THEATRE 2 Gr. 9-12	ENGLISH 2 ENGL 2 HONORS Gr. 10
MR. FULLER								
Rm. 11	AG CONSTRUCT Gr. 11-12	AG BUSINESS Gr. 11-12	BEG AG WELD Gr. 10-12	PREP	AG CONSTRUCT Gr. 11-12	BEG AG MECH Gr. 9	ADV WELD 101 Gr. 11-12	PROJECT SUPERVISION
MS. JOHNSON								
Gym				COED P.E. Gr. 9-12				COED P.E. Gr. 9-12
MRS. MORTON								
Rm. 12	PROJECT SUPERVISION	AG CHEMISTRY Gr. 10-12	AG SCIENCE 1 Gr. 9	LANDSCAPE Gr. 11-12	PREP	AG BIOLOGY Gr. 9-12	AG LEADERSHIP Gr. 10-12	GREENHOUSE Gr. 11-12
MRS. SCIOCCHETTI								
Rm. 2 & 4	WORLD HISTORY Gr. 10	PREP	GOVT CYBERSEC AP GOVT & POL Gr. 12	AVID 9 Gr. 9	AVID 10-12 AVID TUTORL 9-12	U.S. HISTORY Gr. 11	AVID 10-12 AVID TUTORL 9-12	ECONOMICS AP MICROECON Gr. 12
MS. TURTON								
Rm. 6	SPANISH 1 Gr. 9-12				SPANISH 2 SPANISH 3 Gr. 10-12			
MR. VOORHEIS								
Rm. 10	ART 2 GRAPH DES Gr. 10-12	ALGEBRA 1 Gr. 9-12	MUSIC GUITAR+ Gr. 9-12	ALGEBRA 2 PRE-CALCULUS Gr. 10-12	PHYSICS Gr. 10-12	ART 1 Gr. 9-12	GEOMETRY Gr. 9-12	PREP

Shandon Middle School

2017-2018 Master Schedule

Period	Time	Turton	Miller	Martin	Sciocchetti	Johnson
1	8:15-8:57		AVID 7	AVID 8	AVID 6	
2	9:03-9:45		ELA 7	Sci 8	ALEX 6	
Break	9:45-10:00					
3	10:00-10:42	Math 6	Rdg 7	Hist. 8	PREP	
4	10:48-11:30	Math 7	ELA 8	Sci 6	ALEX 7 Accelerated	
5	11:36-12:18	PREP	PREP	PREP	PE	PE
Lunch	12:18-12:48					
6	12:53-1:35	Math7 Accelerated	Rdg 8	Hist. 6	ALEX 7	
7	1:40-2:22	Math 8	ELA 6	Sci 7	ALEX - Algebra	
8	2:28-3:10	Algebra	Rdg. 6	Hist. 7	ALEX 8	

Shandon Elementary School

2017-2018

Daily Bell Schedule

Times	K-5
8:15 – 8:25	Play
8:25	School Begins
10:15 – 10:30	Recess
11:30 – 12:10	LUNCH
1:45 – 1:55	Recess
3:10	Dismissal

Minimum Day Schedule Wednesday

Times	K-5
8:15 – 8:25	Play
8:25	School Begins
10:20 – 10:35	Recess
11:20 – 12:00	LUNCH
1:00	Dismissal