

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Special Board Meeting Agenda
Tuesday, February 19, 2019

Time: 8:00 PM Open Session;

Location: Shandon High School- Library

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

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

1.0 OPEN SESSION

1.1 Call to Order and Roll Call

Marlene Thomason, President

Kate Twisselman, Clerk

Jennifer Moe

Robert Van Parlet

Nataly Ramirez

1.2 PLEDGE OF ALLEGIANCE TO THE FLAG

2.0 ADOPTION OF AGENDA

3.0 ACTION/DISCUSSION ITEM

- 3.1 Presentation and Approval of Comprehensive Support and Improvement Application Grant**
-2018-19 every student succeeds act comprehensive support and improvement local education agency application for funding.

4.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for March 5, 2019 at
Shandon High School, Library, Closed Session at 6:30 PM, Open/Regular Session at 7:00 PM.

5.0 ADJOURNMENT

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

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

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

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

OFFICIAL AGENDA POSTED AT THE DISTRICT OFFICE/SHANDON HIGH SCHOOL

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Special Meeting of the Board of Trustees

MEETING DATE: February 19, 2019

AGENDA ITEM TITLE:

Approval of Presentation and Approval of Comprehensive Support and Improvement Application Grant

PREPARED BY:

Kristina Benson

AGENDA SECTION:

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

SUMMARY:

Shandon High only has one indicator on the California dashboard, suspension rates, and that is where we meet the criteria for the Comprehensive Support and Improvement eligibility. Our suspension rates last year were higher than we would like to see so we will be concentrating our efforts on reducing suspension rates by providing alternatives to suspension and more counseling efforts and opportunities in the area of reducing and/or eliminating drug usage for our students. We will likely bring in outside experts to assist us in training staff and students on meeting goals in these areas.

RECOMMENDED ACTION:

Approval

DRAFT

**2018–19 Every Student Succeeds Act
Comprehensive Support and Improvement
Local Educational Agency Application for Funding**

Due: February 22, 2019

**This document is for reference only.
Please do not submit this document to the CDE.**

Application Overview

Purpose

Section 1003 of the Every Student Succeeds Act (ESSA) provides resources and assistance to local educational agencies (LEAs) to improve student outcomes in schools that meet the criteria for Comprehensive Support and Improvement (CSI).

The ESSA requires LEAs to submit an application in order to receive ESSA, Section 1003 funds for CSI. As a condition of funding, the LEA must partner with stakeholders, including school principals and other school leaders, teachers, and parents to locally develop and implement a plan for the school to improve student outcomes. School planning and LEA support and assistance for each school receiving comprehensive support is incorporated into the Local Control and Accountability Plan (LCAP) and school planning processes.

The California Department of Education (CDE) is accepting applications from LEAs with schools that meet the criteria for CSI.

Statutory Authority

ESSA Section 1003–School Improvement (<https://bit.ly/2GG2iSp>), pages 9 through 11.

ESSA Section 1111(d)(1)–Comprehensive Support and Improvement (<https://bit.ly/2GG2iSp>), pages 33 through 35.

SB–862 Budget Act of 2018 Chapter 449 Section 22 Item 6100-134-0890 Schedule (2) located at <https://bit.ly/2B6QzrW>.

Grant Information

The Budget Act of 2018 appropriated ESSA, Section 1003 local assistance funding for CSI. The project period for this application begins March 18, 2019 and ends on June 30, 2020. ESSA, Section 1003 funds are available to each eligible LEA that submits an approvable application, and will be allocated on the basis of a formula. The formula takes into consideration the total number of schools identified for CSI, statewide.

ESSA, Section 1003 funds are based on California's annual Title I, Part A allocation and are contingent upon the California Budget Act. Future funds will be made available to eligible LEAs.

Eligibility Requirements

Applicants must be an LEA with schools meeting the criteria for CSI. An LEA is defined as a county office of education (COE), school district, or direct-funded charter school.

Under the ESSA, the state must identify schools in need of additional assistance based on various criteria. This requirement went into effect for the first time in 2018–19. Schools were selected for the first time in January 2019 based on the 2018 Dashboard.

School eligibility for CSI occurs one time every three years. Schools are eligible for CSI if they are a public high school with a graduation rate below 67 percent or at least the lowest-performing five percent of Title I schools.

CSI criteria and program information is located at <https://www.cde.ca.gov/sp/sw/t1/csi.asp>.

Allowable Activities and Costs

As a condition of funding, the LEA must partner with stakeholders, including school principals and other school leaders, teachers, and parents to locally develop and implement a plan for each school meeting the criteria for CSI.

School planning and LEA assistance for each school that meets the criteria for CSI will be incorporated into the LCAP and school planning processes. If ESSA, Section 1003 funds for CSI are used to implement actions/services to meet a goal articulated in the LCAP, those funds would be included in the LCAP. ESSA, Section 1003 funds for CSI that are distributed to the school from the LEA must be included in the School Plan for Student Achievement (SPSA), formerly known as the Single Plan for Student

Achievement. CSI improvement strategies and activities must align to the goals, actions, and services identified in the LEA's LCAP.

ESSA, Section 1003 funds must only be spent on CSI strategies and/or activities directly related to the following improvement planning and implementation efforts:

- Capacity building
- Plan development and implementation, including:
 - Partnering with stakeholders
 - Conducting needs assessments and root cause analysis
 - Identification/development of evidence-based interventions, strategies, and/or activities
 - Using data to develop, implement, monitor, and evaluate improvement efforts
 - Reviewing/identifying resource inequities, which may include a review of LEA- and school-level budgeting

Federal planning requirements are established in the California *Education Code* Section 64001 (<https://bit.ly/2G9Fn1a>) and the Approved LCAP Template 2019 located at <https://www.cde.ca.gov/re/lc/documents/lcaptemplate2019.docx>.

Plan instructions for the LCAP and SPSA are located at <https://www.cde.ca.gov/re/lc/>.

CSI program requirements and information are located at <https://www.cde.ca.gov/sp/sw/t1/csi.asp>.

Disallowable Activities and Costs

Funds provided under this grant shall not be used for the following purposes:

- Hiring additional permanent staff
- Supplanting of existing funding and efforts, including costs otherwise necessary to operate a school without these funds
- Acquisition of equipment for administrative or personal use
- Acquisition of furniture (e.g., bookcases, chairs, desks, file cabinets, tables) unless it is an integral part of an equipment workstation
- Food services, refreshments, banquets, or meals
- Purchase or rental of space
- Payment for memberships in professional organizations

- Purchase of promotional favors, such as bumper stickers, banners, pencils, pens, T-shirts, etc.
- Subscriptions to journals or magazines
- Travel outside of the United States
- Capital Outlay (Object Code 6000–6999)

Use of federal funds must be consistent with the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. OMB information is located at <https://www.grants.gov/web/grants/learn-grants/grant-policies/omb-uniform-guidance-2014.html>.

Grant Reporting Requirements

Actual expenditures for each performance period within the grant period shall be reported to the CDE as part of regular grant management and administration. The table below details reporting information and timelines.

Report Name	Reporting Data	Performance Period	Reporting Due Date
Report 1	Expenditures	March 18, 2019, to June 30, 2019	July 31, 2019
Report 2	<ul style="list-style-type: none"> • Expenditures • Date the local school board approved each school's SPSA 	July 1, 2019, to October 31, 2019	November 30, 2019
Report 3	Expenditures	November 1, 2019, to February 29, 2020	March 31, 2020
Final Report	Expenditures	March 1, 2020, to June 30, 2020	July 31, 2020

Combined LEA- and school-level expenditures will be submitted for each required report. In addition to expenditure data, Report 2 must also include the date that the local school board approved each school's SPSA. If the CDE does not receive the required reports, funding may be delayed or the CDE may bill the LEA to recover funds distributed to the LEA.

In addition to the above reporting requirements, the CDE is required to include in its annual State Accountability Report Card the following: (1) the amount of ESSA, Section 1003 funds each school received, and (2) the types of strategies implemented in each school that received ESSA, Section 1003 funds.

The CDE will determine the method for collecting this data and provide details at a later date.

Apportionments

The table below provides information for funds apportioned to the LEA.

First Apportionment	Second Apportionment	Third Apportionment	Fourth Apportionment	Final Apportionment
25 percent of the total LEA allocation	Claimed expenditures less prior payment	Claimed expenditures less prior payment	Claimed expenditures less prior payment	Claimed expenditures less prior payment

The CDE will process payments approximately one month after the final date of each reporting period.

Grant Monitoring

LEAs and schools that receive ESSA, Section 1003 funds for CSI will be monitored through the CDE's Federal and Program Monitoring process.

Application and Funding Results Timeline

Activity	Due Date
Funding Profile Posted to the CDE Web Page	January 31, 2019
2018–19 ESSA CSI LEA Application for Funding Release Date	February 4, 2019
2018–19 ESSA CSI LEA Application for Funding Webinar Walk-through	February 5, 2019 at 10 a.m.
2018–19 ESSA CSI LEA Application for Funding Due to the CDE	February 22, 2019 by 4 p.m.
2018–19 ESSA CSI LEA Application for Funding Review by CDE Staff	February/March 2019
Funding Results and Schedule of Apportionments Posted to the CDE Web Page	March/April 2019

Technical Assistance

The CDE will conduct a webinar to walk through the process to complete the 2018–19 ESSA CSI LEA Application for Funding. The webinar will be conducted on February 5, 2019 at 10:00 a.m. For log on details, please visit the CSI web page located at <https://www.cde.ca.gov/sp/sw/t1/csi.asp>.

Application Process

The 2018–19 ESSA CSI LEA Application for Funding is an online application that includes six sections: (1) Intent to Apply; (2) General Assurances, Certifications, Terms, and Conditions; (3) Local Educational Agency Applicant Information; (4) Narrative Responses; (5) 2018–19 Comprehensive Support and Improvement Funding Plan; and (6) Signatures.

In order to receive ESSA, Section 1003 funds, each eligible LEA must complete and submit the 2018–19 ESSA CSI LEA Application for Funding to the CDE by the date specified in the Application and Funding Results Timeline. The LEA will receive email confirmation upon submission. The CDE will review each LEA application. If the LEA wishes to revise its online application after submission, the LEA must resubmit the application prior to the application due date as specified in the Application and Funding Results Timeline.

The CDE is not able to modify the application information after submission. Incomplete or late applications may delay funding.

2018–19 Every Student Succeeds Act Comprehensive Support and Improvement Local Educational Agency Application for Funding

Section 1: Intent to Apply

Each LEA with schools meeting the criteria for CSI must submit the 2018–19 ESSA CSI LEA Application for Funding. Any LEA that chooses not to apply for CSI funding is asked to submit this application to the CDE to communicate its intent. This will allow the CDE to reallocate the amount of funds available to those LEAs choosing to apply for funding.

Pursuant to Section 1111(d)(1)(B) of the ESSA, upon notification from the CDE, the LEA shall, for each school identified by the CDE and in partnership with stakeholders, locally develop and implement a plan for the school to improve student outcomes.

Choosing not to accept ESSA, Section 1003 funds **does not** relieve the LEA from meeting its statutory obligations under the ESSA, Section 1111(d)(1). ESSA, Section 1003 provides resources and assistance to the LEA with schools meeting the criteria for CSI.

The LEA must indicate if it intends to apply for funding.

- The LEA **intends** to apply for fiscal year (FY) 2018 ESSA, Section 1003 funds and must complete the remaining sections of the application.
- The LEA **does not intend** to apply for FY 2018 ESSA, Section 1003 funds and understands its statutory obligation to meet the requirements of the ESSA, Section 1111(d)(1). The LEA will be redirected to Section 6 to sign and submit this application.

2018–19 Every Student Succeeds Act Comprehensive Support and Improvement Local Educational Agency Application for Funding

Section 2: General Assurances, Certifications, Terms, and Conditions

General assurances, certifications, terms, and conditions are requirements of applicants and sub-grantees as a condition of receiving funds. The signed grant application submitted to the California Department of Education is a commitment to comply with the general assurances, certifications, terms, and conditions associated with the grant.

General Assurances and Certifications

The general assurances and certifications are available on the CDE Funding Forms web page at <https://www.cde.ca.gov/fg/fo/fm/ff.asp>. Applicants do not need to sign and return the general assurances and certifications with the grant application. Instead, applicants must download the general assurances and certifications to keep them on file and available for compliance reviews, complaint investigations, or audits.

Terms and Conditions

The 2018–19 ESSA CSILEA Application for Funding must be electronically signed by the authorized agent of the LEA and submitted to the CDE using the online application.

The first apportionment will be processed upon review and approval of the 2018–19 ESSA CSI LEA Application for Funding. Subsequent apportionments will be processed based upon approved expenditures reported by the LEA.

All funds must be encumbered, expended, and legally obligated within the dates designated and must not exceed the maximum amount indicated in the Apportionment Letter. No extensions or carryover of this grant will be allowed.

In addition, the LEA agrees to comply with the following state and federal program terms and conditions:

1. Utilize the Local Control and Accountability Plan (LCAP) and school planning processes to locally develop and implement plans that meet federal requirements for each school receiving funds under Section 1003 of the ESSA for CSI.

NOTE: This document is for REFERENCE ONLY. Do not submit this document to the CDE.

2. Align improvement strategies and activities to the goals, actions, and services in the LEA's LCAP.
3. Monitor schools receiving ESSA, Section 1003 funds for CSI.
4. Use a rigorous review process to recruit, screen, select, and evaluate any external partners, other than the county office of education and other agencies within the state system of support that the LEA would partner with to develop and implement the plan for CSI.
5. Align other federal, state, and local resources to carry out activities supported with funds received.
6. Modify practices and policies as appropriate, to provide operational flexibility that enables full and effective implementation of the plans to improve student outcomes in schools meeting the criteria for CSI.
7. Assure that each school that the LEA serves will receive all of the state and local funds it would have received in the absence of ESSA, Section 1003 funds.
8. Ensure that ESSA, Section 1003 funds are spent as indicated in this application, and agree that funds will be used only to provide support to the schools meeting the criteria for CSI, including locally developing, implementing, monitoring, evaluating, and approving plans for the school to improve student outcomes.

2018–19 Every Student Succeeds Act Comprehensive Support and Improvement Local Educational Agency Application for Funding

Section 3: Local Educational Agency Applicant Information

SAMPLE Unified School District (County: SAMPLE)

LEA Address

Preliminary FY 2018 LEA Allocation: \$0.00

County/District Code 00000000000000

NCES: 0000000 DUNS: 000000000

The CDE will prepopulate the LEA contact information above. In order to proceed, the LEA will be required to confirm the accuracy of this information. If the information is correct, the LEA will be allowed to enter the contact information required below. If the prepopulated information is incorrect, the LEA will be instructed to contact the School Improvement and Support Office for assistance at 916-319-0833.

Applicant Information can be verified on the California School Directory web page at <https://www.cde.ca.gov/schooldirectory/>.

LEAs can verify their DUNS number through the Online Public Update for Schools web page located at <https://www3.cde.ca.gov/opuscads/default.aspx>.

LEAs will provide the following contact information for the Primary and Secondary Grant Coordinators and the Fiscal Coordinator. If the LEA only has a Primary Grant Coordinator, please duplicate that information for the Secondary Grant Coordinator.

- First and Last Name
- Title
- Phone
- Extension
- Email
- Fax

2018–19 Every Student Succeeds Act Comprehensive Support and Improvement Local Educational Agency Application for Funding

Section4: Narrative Responses

The LEA must provide complete responses to the three prompts below. Please note the character limits allowed for each prompt.

The LEA is required to utilize the LCAP and school planning processes to locally develop and implement a plan for the school to improve student outcomes in each school meeting the criteria for CSI.

Prompt 1: Describe any separate planning processes or activities that the LEA will use. If the LEA will not use any separate or additional planning process, please type **NA** for the response. **(Max 500 characters)**

The LEA is required to utilize the LCAP and school planning processes to monitor schools identified for CSI.

Prompt 2: Describe any separate monitoring processes or activities that the LEA will use. If the LEA will not use any separate monitoring processes, please type **NA** for the response. **(Max 500 characters)**

For the prompt below, external partners include any external service provider **other than the county office of education and other agencies within the state system of support that the LEA would partner with to develop and implement the CSI plan.**

Prompt 3: Describe the LEA's rigorous review process to recruit, screen, select, and evaluate any external service provider with whom the LEA will partner. If the LEA will not partner with any external service provider/s, please type **NA** for the response. **(Max 500 characters)**

**2018–19 Every Student Succeeds Act
Comprehensive Support and Improvement
Local Educational Agency Application for Funding**

**Section 5:2018–19 Comprehensive Support and
Improvement Preliminary Funding Plan**

LEA Name	Preliminary FY 2018 LEA Allocation
SAMPLE Unified School District	\$0.00

From the LEA's preliminary allocation under this grant, the LEA may distribute funds among the schools meeting the criteria for CSI. The total amount of distributed funds must match the LEA's preliminary allocation.

Note: Final LEA allocations will be determined by the first reporting period. At that time, the LEA will be required to revise its Funding Plan according to the final funding results. Instructions for the revision will be provided to the LEA at a later date.

LEA and School Name	FY 2018 Amount of Funds Distributed
SAMPLE Unified (District)	\$0.00
ABC Elementary	\$0.00
DEF Middle School	\$0.00
GHI High School	\$0.00
Total Distributed	\$0.00

**2018–19 Every Student Succeeds Act
Comprehensive Support and Improvement
Local Educational Agency Application for Funding**

Section 6: Signatures

ASSURANCES/CERTIFICATIONS/TERMS/CONDITIONS:

If the LEA applies for CSI Funding, the following statements must be acknowledged.

- As the duly authorized representative of the applicant, I have read all assurances, certifications, terms, and conditions associated with the 2018–19 ESSA CSI LEA Application for Funding and CSI program requirements; and I agree to comply with all requirements as a condition of funding.
- I certify that all applicable state and federal rules and regulations will be observed and that to the best of my knowledge, the information contained in this application is correct and complete.

If the LEA does not apply for CSI Funding, the following statement must be acknowledged.

- As the duly authorized representative of the applicant, I confirm that this LEA **does not intend** to apply for FY 2018 ESSA, Section 1003 funds and acknowledge that the LEA understands its statutory obligation to meet the requirements of ESSA, Section 1111(d)(1).

SIGNATURE

By signing this application electronically, the duly authorized representative of the applicant, agrees that their electronic signature is the legally binding equivalent to their handwritten signature. The LEA will provide the following information:

- LEA Name
- First and Last Name
- Title
- Date
- Email
- Phone Number

Note: If the LEA wishes to revise its online application after submission, the LEA must resubmit the application prior to the application due date as specified in the Application and Funding Results Timeline.

The CDE is not able to modify the application information after submission. Incomplete or late applications may delay funding.