

**SHANDON JOINT UNIFIED SCHOOL DISTRICT**  
**Regular Board Meeting Agenda**  
**June 2, 2020**

Time: 6:00PM. – Closed Session 6:30PM Open Session;  
Location: Shandon High School- Gym

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.

This Meeting is being held pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020. Any or all board members may attend the meeting by phone without advance notice. If you are unable to attend this meeting due to COVID-19 sheltering in place and wish to have your public comment read to the audience, you may send your comment to mail to: [ggavilanes@shandonschools.org](mailto:ggavilanes@shandonschools.org). Please limit your comment to no longer than three minutes in length. A link to participate in a zoom meeting will also be made available on the District's website ahead of the meeting on Tuesday, June 2, 2020.

**1.0 OPEN SESSION**

- 1.1 Call to Order and Roll Call**  
Marlene Thomason, President  
Jennifer Moe  
Robert Van Parlet  
Nataly Ramirez  
Flint Speer

- 1.2 Public Comment Limited to Closed Session Items**

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

**2.0 CLOSED SESSION**

- 2.1 Conference with Labor Negotiators (G.C. 54957.6)- Negotiator: Kristina Benson**  
Organization: STA/CTA/NEA, CSEA, and Management /Confidential Employees  
Unrepresented
- 2.2 Review and Possible Action on Appointment, Employment, Discipline, Resignation and Dismissal of District Employee(s) Pursuant to Government Code § 54957, Public Employment**
- 2.3 Superintendent's Evaluation**

**3.0 RECONVENE SESSION / PLEDGE OF ALLEGIANCE TO THE FLAG**

**4.0 REPORT ON ACTION FROM CLOSED SESSION**

**5.0 ADOPTION OF AGENDA**

**6.0 PUBLIC COMMENT**

- 6.1 PUBLIC COMMENT**

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

**7.0 REPORTS FROM SCHOOL RELATED GROUPS (oral)**

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

**8.0 INFORMATION/PRESENTATION ITEMS**

- 8.1 Shandon Elementary School Report**

-A monthly report provided by Mrs. Kepins, Principal of the Shandon Elementary School. This report

includes events, activities, or fundraisers happenings at the Elementary or Middle School.

**8.2 Superintendent's Report**

- Graduation and promotion updates
- State budget and May revise
- Extended School Year

**8.3 Possible Budget Cuts for 2020-21 school year**

- Superintendent Dr. Benson will bring recommendations to the Board of possible budget cuts for the Board of Trustees to consider implementing for the budget being presented at the following meeting.

**9.0 APPROVAL OF CONSENT AGENDA**

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

- 9.1 Approval of the Minutes of May 5, 2020 Board Meeting
- 9.2 Approval of Warrants and Payroll
- 9.3 Approval of Budget Report
- 9.4 Approval of Student Body Funds
- 9.5 Approval of the Ratification of the Personnel Action Report
- 9.6 Approval of BP 4113.5 Working Remotely (Second Reading)
- 9.7 Approval of BP 6157 Distance Learning (Second Reading)

**10.0 DISCUSSION/ACTION ITEM**

**10.1 Interdistrict Transfer 2020-21-02**

- Student that moved out of the SJUSD and is requesting to continue at SJUSD.

**10.2 Interdistrict Transfer 2020-21-03**

- Student that moved out of the SJUSD and is requesting to continue at SJUSD.

**10.3 Interdistrict Transfer 2020-21-04**

- Student that moved out of the SJUSD and is requesting to continue at SJUSD.

**10.4 Discussion and Approval of SES and PES 2020-21 Student/Parent Handbook**

- Approval of updates and changes to the Handbook.

**10.5 Board Committee Re-Appointment**

- Board of Trustees will appoint a member to the library committee and IDT Committee.

**10.6 Discussion and Approval of the 2020-21 Application for Funding for the Agricultural Career Technical Education Incentive Grant**

- This grant provides local educational agencies with funds to improve the quality of their agricultural vocational education programs. The goal is to maintain a high quality, comprehensive agricultural vocational program in California's public-school system to ensure a constant source of employable, trained, and skilled individuals.

**10.7 Resolution 2019-20-13 Requesting dry period financing for fiscal year 2020-21**

- Resolution of the SJUSD Board of Trustees requesting dry period financing for fiscal year 2020-21.

**11.0 FUTURE AGENDA ITEM REQUESTS**

**12.0 ANNOUNCEMENTS**

The next regular meeting of the Board of Trustees is scheduled for June 16, 2020 at  
**Shandon High School, Closed Session at 6:00 PM, Open/Regular Session at 6:30 PM**

**13.0 ADJOURNMENT**

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"Due to public health directives relating to the COVID-19 pandemic, any materials required by law to be made available to the public prior to or during a meeting of the Board of Trustees of the District can be accessed on the District's website: [www.shandonschools.org](http://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.

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# Board Report June 2020

## Work and Material Collection

All school issued materials including Chromebooks and library books were collected on June 2<sup>nd</sup>. Students also turned in final work packets.

## Grades

All middle school students with a C- or lower at the end of the 3<sup>rd</sup> quarter were given the opportunity to raise their grade by completing a final essay project. Essays were due on May 29<sup>th</sup> and were graded on June 2<sup>nd</sup>.

Report cards will be completed by June 5<sup>th</sup> and mailed home by June 9<sup>th</sup>.

## Promotion

An 8<sup>th</sup> grade parent meeting was held on May 28<sup>th</sup> to discuss the details of the 8<sup>th</sup> grade promotion ceremony. Please find ceremony details in the attached invitation.

Prepared and Submitted by Shannon Kepins



*You're cordially invited to attend the*

**SHANDON MIDDLE SCHOOL  
8TH GRADE  
DRIVE THROUGH  
PROMOTION**

JUNE 5 2020

*Las Viñas Parking Lot  
(Next to SES)*

*5:00pm*



# **Promotion Directions**

## **4:30pm**

- Parents and students should arrive in a decorated vehicle
- Form a single file line in the SES Parking Lot
- Enter the parking lot on the South end
- Vehicles should be facing the cafeteria
- Post the student number you were provided on the outside passenger windshield

## **5:00pm**

- Promotion parade will begin promptly and vehicles should enter Las Viñas Parking Lot
- Stop your vehicle at the designated stopping point
- Graduate and family can exit the vehicle to take pictures and receive certificate of promotion

## **Important Notes**

You may not exit your vehicle at any other time during the parade. This unfortunately means that students will not be able to take pictures with classmates.

Upon leaving the parking lot please proceed to your own residence. Social Distancing Guidelines do not permit for us to congregate on school property or at the park.

Budget Reduction Considerations

.The following are to be considered for reaching the \$425,000 20/21 budget deficit. This list equals more than the value of the deficit.

Personnel changes and reductions in all staff bargaining units up to \$225,000

Restructuring Athletics (CIF sanctioned removed, inter league play instead) (\$41,000)

Delay Textbook Adoption (\$60,000)

Remove all classified overtime

Remove After School Program (\$45,000)

Reducing bus routes

Remove Behavior and Attendance Incentives and Afternoon Snack (\$5,000)

No Field Trips

Sell "extra bus" - 54 Passenger (\$30,000)



# SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: June 2, 2020

9.1

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**AGENDA ITEM TITLE:**

Approval of the Minutes of May 5, 2020 Board Meeting

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**PREPARED BY:**

G. Gavilanes

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**AGENDA SECTION:**

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

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**SUMMARY:**

Provided for your approval are the minutes for the May 5, 2020.

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**RECOMMENDED ACTION:**

Approval



**SHANDON JOINT UNIFIED SCHOOL DISTRICT**  
**Regular Board Meeting Minutes**  
**May 5, 2020**

**1.0 OPEN SESSION**

*Board President called the meeting to order at 6:00PM*

*Members present: Marlene Thomason, President; Nataly Ramirez; Robert Van Parlet;*

*Members absent: Jennifer Moe*

*Staff Present: Kristina Benson, Superintendent; Dr. Brescia, County Superintendent*

**1.1 Public Comment Limited to Closed Session Items**

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

*The Board adjourned to closed session at 6:01PM*

**2.0 CLOSED SESSION**

**2.1 Conference with Labor Negotiators (G.C. 54957.6)- Negotiator: Kristina Benson**  
*Organization: STA/CTA/NEA, CSEA, and Management /Confidential Employees*  
*Unrepresented*

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

**2.3 Superintendent Evaluation**

*Board President adjourned closed session at 6:17PM*

**3.0 RECONVENE SESSION / PLEDGE OF ALLEGIANCE TO THE FLAG**

*Board President reconvened the meeting to open session at 6:30PM and Board Member Van Parlet led the Pledge of Allegiance.*

**4.0 REPORT ON ACTION FROM CLOSED SESSION**

*Board President Thomason reported that there was no action taken on any items discussed.*

**5.0 ADOPTION OF AGENDA**

*A motion passed to adopt the agenda (Parlet/Ramirez) (3/0/0/1) Ramirez, Parlet, and Thomason voted aye.*  
*Board member Moe was absent. One vacant.*

**6.0 PUBLIC COMMENT**

**6.1 PUBLIC COMMENT-** *There was no request for public comment*

**7.0 BOARD CANDIDATE INTERVIEWS**

*Superintendent Benson welcomed the four candidates for the provisional Board of Trustees position and asked each member a series of 8 questions.*

*Board Member Moe arrived at 6:52PM*

**8.0 BOARD DISCUSSION, DELIBERATION, AND POSSIBLE VOTE**

*A motion passed to appoint Flint Speer to the Board of Trustees (Thomason/Ramirez) Roll call; Moe, Parlet, Ramirez and Thomason voted aye.*

**9.0 OATH OF OFFICE**

*Superintendent Benson administered the Oath of Office to Mr. Speer*

**10.0 REPORTS FROM SCHOOL RELATED GROUPS (oral)**

**10.1 Student Body Reports-** *there was no report*

**10.2 Staff Reports-** *there was no report*

**10.3 Bargaining Representative Report-** *there was no report*

**10.4 Board Report-** *there was no report*

**11.0 INFORMATION/PRESENTATION ITEMS**

**11.1 Cafeteria Report –** *was provided in the Board Packet.*

**11.2 Shandon Elementary School Report-** *was provided in the Board Packet.*

11.3 Superintendent's Report- **Distance learning during the COVID-19 closure**, approx. 66% of our students did not have internet access on 3/13 and approx. 90% of our student have access now. **Summer school** will be a distance learning format, session one will be from 6/9-6/25 from 8-1:30pm. Session two 6/29-7/15, extended school year from 6/15-7/16 from 8:30-1:30pm. Breakfast will be included.

**Grading for K-12 during covid-19 closure**, grades 6-12 final grades will be based on grade at 3<sup>rd</sup> quarter, just before the closure. Students will be able to improve their grades but will only be able to receive one letter grade lower than where they were at their 3<sup>rd</sup> quarter mark. Final exams 6-12, only held for students who are at risk for failing the class (C- or lower). The distance learning final exam can only improve a student's grade. Graded by a group of teachers so they can calibrate. Grades K-5 students cannot receive a grade lower than their 2<sup>nd</sup> trimester mark. Students can improve their grades with distance learning work. Standards which will not be covered will be noted on the report cards. Students with IEPs, paraeducators and teachers are working with them to support with school work. At the secondary level many phone calls have been made. Teachers and Mrs. Dobberpuhl

## 12.0 APPROVAL OF CONSENT AGENDA

A motion passed to approve the consent agenda (Parlet/Moe) (4/0/1) Moe, Ramirez, Parlet, and Thomason voted aye. Board member Speer abstained due to just being appointed to Board of Trustees.

## 13.0 DISCUSSION/ACTION ITEM

- 13.1 A motion passed to approve the Agreement For Psychologist Services Between Pleasant Valley and SJUSD (Moe/Ramirez) (5/0) Moe, Parlet, Ramirez, Speer, and Thomason voted aye.
- 13.2 A motion passed to approve the Summer School Distance Learning (Moe/Ramirez) (5/0) Moe, Parlet, Ramirez, Speer, and Thomason voted aye.
- 13.3 A motion passed to approve resolution 2019-20-10 Requesting that the District's Governing Board Member election to be held November 3, 2020, be consolidated with other elections called for the same day in the same territory (Moe/Ramirez) (5/0) Moe, Parlet, Ramirez, Speer, and Thomason voted aye.
- 13.4 A motion passed to approve resolution 2019-20-11 Ordering Governing Board Member Election (Moe/Ramirez) (5/0) Moe, Parlet, Ramirez, Speer, and Thomason voted aye.
- 13.5 A motion passed to approve resolution 2019-20-12 Ordering a school bond election, establishing specifications of the election order, requesting consolidation with other elections occurring on November 3, 2020 (Moe/Parlet) (5/0) Moe, Parlet, Ramirez, Speer, and Thomason voted aye.
- 13.6 A motion passed to approve the Declaration of Need for Fully Qualified Educators (Moe/Ramirez) (5/0) Moe, Parlet, Ramirez, Speer, and Thomason voted aye.
- 13.7 A motion passed to approve the agreement for Bond Services Between SJUSD and Dannis Woliver Kelley (Moe/Ramirez) (5/0) Moe, Parlet, Ramirez, Speer, and Thomason voted aye.
- 13.8 Proposed Revisions BP 4113.5 Working Remotely (First Reading)
- 13.9 Proposed Revision BP 6157 Distance Learning (First Reading)
- 13.10 A motion passed to approve the Novels for fifth grade class reading instruction for 2020-21 school year (Moe/Ramirez) (5/0) Moe, Parlet, Ramirez, Speer, and Thomason voted aye.
- 13.11 A motion passed to approve Interdistrict Transfer 2020-21-01 (Moe/Ramirez) (5/0) Moe, Parlet, Ramirez, Speer, and Thomason voted aye.
- 13.12 A motion passed to approve the Service Agreement for the provision of election services between SJUSD and Monterey County registrar of voters November 3, 2020. (Moe/Ramirez) (5/0) Moe, Parlet, Ramirez, Speer, and Thomason voted aye.

## 14.0 FUTURE AGENDA ITEM REQUESTS

- Superintendent's evaluation

## 15.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for June 2, 2020 at  
**Shandon High School Gym, Closed Session at 6:30 PM, Open/Regular Session at 7:00 PM**

**16.0 ADJOURNMENT**

*Board President Thomason adjourned open session at 9:50PM*

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Marlene Thomason, President of the Board

Or

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Kristina Benson, Superintendent and Secretary  
to the Board of Trustees

# SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: June 2, 2020

9.2

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**AGENDA ITEM TITLE:**

Approval of Warrants and Payroll for May 2020

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**PREPARED BY:**

Sadie Howard

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**AGENDA SECTION:**

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

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**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 #41-44

General Fund (01)	\$ 180,463.61
Food Service/Cafeteria Fund (13)	\$3,796.53

***TOTAL WARRANT APPROVALS******\$184,260.14***

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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.

May 10 <sup>th</sup>	\$5,605.96
May 30 <sup>th</sup>	\$218,457.01

***TOTAL******\$224,062.97***

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**RECOMMENDED ACTION:**

Approve Accounts Payable and Payroll warrants

4

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
AMERIPRIDE UNIFORM SERVICES	INV#1502594432,T		174.47	05/11/2020
AMERIPRIDE UNIFORM SERVICES	INV#1502601250,T		174.47	05/11/2020
AT&T	BAN#9391001883,M	2019/2020 PHONE BILL	262.92	05/21/2020
BLAKE'S INC	INV#1346502,RENT		34.46	04/23/2020
BOYS & GIRLS CLUBS OF MID	INV#202004,APRIL	2019/20 BOYS & GIRLS CLUB	3,600.00	05/11/2020
BREZDEN PEST CONTROL	INV#359421,HIGH	2019/2020 PEST CONTROL	430.00	05/21/2020
CDW-GOVERNMENT	CLOSE PO	CAMERAS	0.00	05/21/2020
CENTURY LINK	INV#110182164,PH	2019/2020 PHONE BILL	211.87	05/04/2020
COAST PIPE	INV#65444,COW PA		3,946.80	05/26/2020
CSA 16	APN#017181058,YE	2019/2020 WATER BILL	30.00	05/11/2020
CSA 16	APN#017181057,YE	2019/2020 WATER BILL	30.00	05/11/2020
CSA 16	APN#017311003,YE	2019/2020 WATER BILL	30.00	05/11/2020
CSA 16	APN#017311008,YE	2019/2020 WATER BILL	30.00	05/11/2020
CSA 16	APN#017311009,YE	2019/2020 WATER BILL	30.00	05/11/2020
CULLIGAN WATER	ACC#SM10823369,D	2019/20 DRINKING WATER	50.00	05/11/2020
CULLIGAN WATER	ACC#SM01823351,D	2019/20 DRINKING WATER	109.95	05/11/2020
NPS INVOICE	APRIL 2020 INVOI	2019/2020 SPEC.ED SUPPLIES	6,208.50	05/19/2020
NPS INVOICE	APRIL 2020 MILEA	2019/2020 SPEC.ED SUPPLIES	146.05	05/19/2020
DELTA LIQUID ENERG # 82112	INV#15527,PRKFLD	2019/2020 PRKFLD PROPANE	315.47	05/05/2020
DWK ATTORNEYS AT LAW	CLIENT#7515,2020		1,809.00	05/04/2020
EDUCATIONAL TESTING SERVICE	CLOSE PO	2019/2020 ELPAC TESTING LABLES	0.00	05/21/2020
FARM SUPPLY COMPANY	INV#193571,HOG S		322.00	05/05/2020
FARM SUPPLY COMPANY	INV#193571,HOG S		179.16	05/05/2020
FARM SUPPLY COMPANY	INV#193920,SHAVI		179.03	05/11/2020
FARM SUPPLY COMPANY	INV#194249,CALF		28.95	05/18/2020
FARM SUPPLY COMPANY	INV#194250,SHEEP		155.54	05/18/2020
FIRST STEP	CLOSE PO	AG PLUG TRAYS	0.00	05/21/2020
FOLLETT SCHOOL SOLUTIONS INC.	CLOSED	2019/2020 H.S. LIBRARY BOOKS	0.00	05/21/2020
FRONTIER COMMUNICATIONS	ACC#805463233105	2019/2020 PRKFLD PHONE BILL	62.48	05/21/2020
J.B.DEWAR INC.	INV#105169,	2019/2020 TRANSP. FUEL AND GAS	181.11	05/04/2020
J.B.DEWAR INC.	INV#106563	2019/2020 TRANSP. FUEL AND GAS	77.07	05/11/2020
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,GROUND		51.87	05/04/2020
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,SUPER H		197.54	05/04/2020
MEDPOST URGENT CARE	INV#632249,R.VAL		150.00	05/18/2020
MOSS LEVY & HARTZHEIM	CLOSE PO	2019/2020 BOND AUDIT	0.00	05/21/2020
NEWEGG BUSINESS INC	CLOSE PO	SSD 480G DRIVE	0.00	05/21/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC33644187859-6	2019/2020 PG&E	28.95	04/28/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#62309617983,	2019/2020 PG&E	171.08	05/04/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#57621613900,	2019/2020 PG&E	2,258.37	05/05/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#28511953-3,P	2019/2020 PG&E	12.22	05/26/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#6978927856-6	2019/2020 PG&E	11.56	04/28/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#1779527540-7	2019/2020 PG&E	108.09	04/28/2020
PASO ROBLES HEATING & AIR	INV#364408,PRKFL	PARKFIELD HOUSE	2,480.00	05/11/2020
POSTMASTER	15 ROLLS OF STAM	2019/2020 POSTAGE FEES	825.00	05/21/2020
PROCARE JANITORIAL SUPPLY INC.	INV#133107,ESPR		2,063.11	05/19/2020
RANCH WIFI	INV#23421,PRKFLD	2019/2020 PRKFLD INTERNET	140.00	05/18/2020
SAN LUIS OBISPO COUNTY OFFICE	INV#200914,CSI C	TRAINING AND SUPPORT HS. STAFF	18,785.00	04/23/2020
SAN LUIS OBISPO COUNTY OFFICE	INV#201022,CSI C	TRAINING AND SUPPORT HS. STAFF	18,785.00	05/26/2020

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
SAN LUIS OBISPO COUNTY OFFICE	INV#200955,2019/		3,709.50	05/26/2020
SAN LUIS OBISPO COUNTY OFFICE	INV#200937,BUS.S	2019/2020 BUSINESS SERV.	33,008.00	05/18/2020
SAN LUIS OBISPO COUNTY OFFICE	INV#200926,2019/		678.37	05/19/2020
SAN MIGUEL GRABAGE	ACC#318244,MAY 2	2019/2020 GARBAGE FEES	1,044.50	05/05/2020
SCHOOL FACILITY CONSULTANTS	INV#14886,MARCH.	MODERNIZATION AND HARDSHIP MON	343.75	04/28/2020
SELF INSURED SCHOOLS OF CA.	ID#68833,MAY 202		55,586.10	05/04/2020
SPURR	INV#106478,		758.42	05/18/2020
TEMPLETON UNIFIED SCHOOL DIST.	INV#200187,TECH	2019/2020 IT CONTRACT	15,000.00	05/18/2020
THE COLLEGE BOARD	INV#17101.11TH G		340.00	05/21/2020
U.S. BANK CORPORATE PMT SYSTEM	BENSON,NURSE SUP		26.73	04/23/2020
U.S. BANK CORPORATE PMT SYSTEM	SCIOCCHETTI,SOFT		62.50	04/23/2020
U.S. BANK CORPORATE PMT SYSTEM	FULLER,SHEEP FOO		120.00	04/23/2020
U.S. BANK CORPORATE PMT SYSTEM	VALENICA, RENTAL		654.45	04/23/2020
U.S. BANK CORPORATE PMT SYSTEM	BENSON,STAMPS		550.00	04/23/2020
U.S. BANK CORPORATE PMT SYSTEM	KEPINS,POSTAGE		26.85	04/23/2020
U.S. BANK CORPORATE PMT SYSTEM	BENSON,SPORTS AW		177.90	04/23/2020
U.S. BANK CORPORATE PMT SYSTEM	RENDON,VECH.WORK		1,133.62	04/23/2020
U.S. BANK CORPORATE PMT SYSTEM	MORTON,FFA SUPPL		347.76	04/23/2020
U.S. BANK CORPORATE PMT SYSTEM	FULLER,FFA COWS,		115.72	04/23/2020
U.S. BANK EQUIPMENT FINANCE	INV3412847543,CO	2019/2020 COPIER FEES	1,710.61	05/04/2020
VERIZON - 508105832-00001	ACC#508105832000	2019/2020 PRKFLD HOT SPOT	38.01	05/18/2020
WASTE MANAGEMENT	INV#945486005271		153.73	05/05/2020

'OTAL FUND 01

180,463.61

VENDOR NAME	FUND : 13 DESCRIPTION	CAFETERIA FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
AMERIPRIDE UNIFORM SERVICES	INV#1502601250,C		40.00	05/11/2020
AMERIPRIDE UNIFORM SERVICES	INV#1502594432,C		40.00	05/11/2020
CALIFORNIA DEPT.OF EDUCATION	INV#20SF-35370,C		233.70	05/04/2020
CRYSTAL CREAMERY	INV#105133022	2019/2020 CAFE FOOD	143.75	05/18/2020
CRYSTAL CREAMERY	INV#105126022,CA	2019/2020 CAFE FOOD	169.91	05/11/2020
CRYSTAL CREAMERY	INV#105140024,CA	2019/2020 CAFE FOOD	189.62	05/21/2020
CRYSTAL CREAMERY	INV#105112019,CA	2019/2020 CAFE FOOD	189.62	04/23/2020
CRYSTAL CREAMERY	INV#105105016,CA	2019/2020 CAFE FOOD	225.58	04/23/2020
CRYSTAL CREAMERY	INV#621098005,CA	2019/2020 CAFE FOOD	218.40	04/23/2020
EDNA'S BAKERY	INV#1077583,CAFE	2019/2020 CAFE FOOD	152.00	05/05/2020
EDNA'S BAKERY	CREDIT	2019/2020 CAFE FOOD	18.50	05/05/2020
EDNA'S BAKERY	INV#1076873,CAFE	2019/2020 CAFE FOOD	100.40	05/05/2020
EDNA'S BAKERY	INV#1078511,CAFE	2019/2020 CAFE FOOD	144.40	05/18/2020
GOLD STAR FOODS INC.	INV#3310900,CAFE	2019/2020 CAFE FOOD	210.81	05/11/2020
GOLD STAR FOODS INC.	INV#3310902,CAFE	2019/2020 CAFE FOOD	93.38	05/11/2020
MID COAST FIRE PROTECTIONS	INV#51151,SEMI A	2019/2020 CAFE HOOD SYSTEM	240.57	05/05/2020
THE BERRY MAN INC.	INV#10655068,CAF	2019/2020 CAFE FOOD	175.05	04/23/2020
THE BERRY MAN INC.	INV#10658823,CAF	2019/2020 CAFE FOOD	149.50	05/18/2020
THE BERRY MAN INC.	INV#10557792,CAF	2019/2020 CAFE FOOD	196.35	05/05/2020
THE BERRY MAN INC.	INV#10659964,CAF		175.35	05/21/2020
U.S. BANK CORPORATE PMT SYSTEM	WESCH,CAFE SUPPL		726.64	04/23/2020
'OTAL FUND 13			3,796.53	
'OTAL DISTRICT			184,260.14	

# SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: June 2, 2020

9.3

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**AGENDA ITEM TITLE:**

Approval of the Budget Report

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**PREPARED BY:**

Sadie Howard

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**AGENDA SECTION:**

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

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**SUMMARY:**

Attached is the Budget Report through June 30, 2020 for approval.

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**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	1,683,797.00	1,127,070.00-	556,727.00	685,287.00	128,560.00-	123.09
8012	Rev Limit State Aid EPA	57,762.00	374.00-	57,388.00	43,000.00	14,388.00	74.92
8019	REV LIMIT STATE AID-PRIOR YEAR	.00		.00	5,400.00	5,400.00-	NO BDGT
8021	HOME OWNERS EXEMPTION	11,748.00	14,780.00	26,528.00	16,631.02	9,896.98	62.69
8041	SECURED TAX ROLLS	1,870,835.00	3,495,557.00	5,366,392.00	5,282,237.42	84,154.58	98.43
8042	UNSECURED ROLL TAXES	49,463.00	200,525.00	249,988.00	198,474.00	51,514.00	79.39
8043	PRIOR YEARS TAXES	4,670.00	181.00-	4,489.00	1,423.09	3,065.91	31.70
8044	SUPPLEMENTAL TAXES	61,792.00	61,792.00-	.00	42,700.28	42,700.28-	NO BDGT
8045	EDUC REV AUGMENTATION FUND	161,357.00	161,357.00-	.00	.00	.00	NO BDGT
8097	PROPERTY TAXES TRANSFERS	101,467.00	4,433.00	105,900.00	109,361.00	3,461.00-	103.26
TOTAL REVENUE LIMIT SOURCES :		4,002,891.00	2,364,521.00	6,367,412.00	6,384,513.81	17,101.81-	100.26
FEDERAL REVENUES :							
8181	SP ED ENTITLEMENT PER UDC	50,556.00	1,273.00	51,829.00	.00	51,829.00	0.00
8182	SPEC ED-DISCRETIONARY GRANTS	611.00	14.00	625.00	.00	625.00	0.00
8290	ALL OTHER FEDERAL REVENUES	213,287.00	54,895.00	268,182.00	104,194.00	163,988.00	38.85
TOTAL FEDERAL REVENUES :		264,454.00	56,182.00	320,636.00	104,194.00	216,442.00	32.49
OTHER STATE REVENUES :							
8550	MANDATED COST REIMBURSEMENT	11,614.00	126.00-	11,488.00	11,488.00	.00	100.00
8560	STATE LOTTERY REVENUE	59,915.00	13,219.00	73,134.00	40,335.93	32,798.07	55.15
8590	ALL OTHER STATE REVENUES	146,156.00	230,744.00	376,900.00	149,367.00	227,533.00	39.63
TOTAL OTHER STATE REVENUES :		217,685.00	243,837.00	461,522.00	201,190.93	260,331.07	43.59
OTHER LOCAL REVENUES :							
8650	LEASES & RENTALS	22,500.00		22,500.00	21,350.00	1,150.00	94.88
8660	INTEREST	15,000.00	14,586.00	29,586.00	29,585.81	.19	99.99
8677	INTERAGENCY SERV BETWN LEA'S	16,963.00	2,200.00	19,163.00	9,390.00	9,773.00	49.00
8698	STALE-DATED WTS/PRIOR YR WTS	.00		.00	830.30	830.30-	NO BDGT
8699	ALL OTHER LOCAL REVENUES	35,936.00	13,425.00	49,361.00	25,188.49	24,172.51	51.02
8792	TF OF APPORT FROM COE	174,529.00	3,291.00-	171,238.00	134,268.09	36,969.91	78.41
TOTAL OTHER LOCAL REVENUES :		264,928.00	26,920.00	291,848.00	220,612.69	71,235.31	75.59
* TOTAL YEAR TO DATE REVENUES		* 4,749,958.00	* 2,691,460.00	* 7,441,418.00	* 6,910,511.43	* 530,906.57	* 92.86

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	1,317,242.00	43,938.00-	1,273,304.00	1,141,552.30	131,751.70	89.65
1130	CERTIFICATED TEACHER HOURLY	.00	470.00	470.00	469.62	.38	99.91
1150	CERTIFICATED TCHER EXTRA DUTY	21,796.00	2,772.00	24,568.00	6,697.07	17,870.93	27.25
1160	CERTIFICATED TEACHER SUBSTITUT	43,000.00	12,711.00-	30,289.00	27,375.00	2,914.00	90.37
1161	CERT TCHR SUBS-LONG TERM	.00	28,100.00	28,100.00	17,515.00	10,585.00	62.33
1190	CERTIFICATED TEACHER OTH ASSIG	45,448.00	2,440.00-	43,008.00	27,633.64	15,374.36	64.25
1200	CERT PUPIL SUPPORT SALARY	161,519.00	8,348.00	169,867.00	154,678.00	15,189.00	91.05
1300	CERTIFICATED SUPERV & ADM SAL	37,950.00	1,497.00	39,447.00	36,221.25	3,225.75	91.82
1340	SCHOOL ADMINISTRATORS	188,716.00	5,414.00	194,130.00	178,257.12	15,872.88	91.82
TOTAL CERTIFICATED SALARIES :		1,815,671.00	12,488.00-	1,803,183.00	1,590,399.00	212,784.00	88.19
CLASSIFIED SALARIES :							
2100	INSTRUCTIONAL AIDE SALARIES	183,538.00	8,459.00	191,997.00	168,361.96	23,635.04	87.68
2130	INSTRUCTIONAL AIDE HOURLY	890.00		890.00	.00	890.00	0.00
2150	INSTRUCTIONAL AIDE EXTRA DUTY	.00	248.00	248.00	247.07	.93	99.62
2160	INSTRUCTIONAL AIDE SUBSTITUTE	13,000.00	617.00-	12,383.00	3,364.46	9,018.54	27.16
2190	INSTRUCTIONAL AIDE STUDENTS	28,276.00	4,539.00-	23,737.00	15,748.20	7,988.80	66.34
2200	CLASSIFIED SUPPORT SALARIES	297,947.00	6,218.00-	291,729.00	257,368.88	34,360.12	88.22
2250	CLASSIFIED SUPPORT EXTRA DUTY	3,000.00	1,765.00-	1,235.00	1,234.63	.37	99.97
2260	CLASSIFIED SUPPORT SUBSTITUTE	3,000.00		3,000.00	2,567.37	432.63	85.57
2270	CLASSIFIED SUPPORT OVERTIME	8,500.00		8,500.00	6,515.65	1,984.35	76.65
2400	CLERICAL/TECHNICAL/OFFICE SAL	193,674.00	7,975.00-	185,699.00	163,061.45	22,637.55	87.80
2450	CLERICAL AND OFFICE EXTRA DUTY	4,000.00	888.00-	3,112.00	60.00	3,052.00	1.92
2460	CLERICAL & OFFICE SUBSTITUTE	3,000.00		3,000.00	.00	3,000.00	0.00
2470	CLERICAL & OFFICE OVERTIME	4,500.00	500.00-	4,000.00	177.60	3,822.40	4.44
2900	OTHER CLASSIFIED SALARIES	20,673.00	27.00	20,700.00	8,200.07	12,499.93	39.61
TOTAL CLASSIFIED SALARIES :		763,998.00	13,768.00-	750,230.00	626,907.34	123,322.66	83.56
EMPLOYEE BENEFITS :							
3101	STRS CERTIFICATED	433,004.00	89,164.00	522,168.00	262,618.15	259,549.85	50.29
3201	PERS CERTIFICATED	10,427.00	69.00	10,496.00	8,914.74	1,581.26	84.93
3202	PERS CLASSIFIED	150,877.00	12,485.00-	138,392.00	116,960.41	21,431.59	84.51
3301	SOCIAL SECURITY CERTIFICATED	3,035.00	170.00-	2,865.00	2,610.91	254.09	91.13
3302	SOCIAL SECURITY CLASSIFIED	47,379.00	3,651.00-	43,728.00	35,899.12	7,828.88	82.09
3311	MEDICARE - CERTIFICATED	27,116.00	1,682.00-	25,434.00	21,901.55	3,532.45	86.11
3312	MEDICARE - CLASSIFIED	11,085.00	1,265.00-	9,820.00	8,395.54	1,424.46	85.49
3401	HEALTH & WELFARE CERTIFICATED	275,815.00	20,622.00-	255,193.00	229,541.70	25,651.30	89.94
3402	HEALTH & WELFARE CLASSIFIED	137,067.00	35.00	137,102.00	120,054.09	17,047.91	87.56
3420	HEALTH & WELFARE BOARD	8,835.00	8,835.00-	.00	.00	.00	NO BDGT
3501	UNEMPLOYMENT - CERTIFICATED	936.00	2,079.00	3,015.00	866.12	2,148.88	28.72
3502	UNEMPLOYMENT - CLASSIFIED	376.00	34.00-	342.00	289.48	52.52	84.64

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
EMPLOYEE BENEFITS :							
3601	WORKERS COMP - CERTIFICATED	43,197.00	2,071.00-	41,126.00	34,328.05	6,797.95	83.47
3602	WORKERS COMP - CLASSIFIED	17,134.00	1,580.00-	15,554.00	13,201.45	2,352.55	84.87
TOTAL EMPLOYEE BENEFITS :		1,166,283.00	38,952.00	1,205,235.00	855,581.31	349,653.69	70.98
BOOKS AND SUPPLIES :							
4100	APPRVD TEXTBKS/CORE CURRICULA	74,909.00	833.00-	74,076.00	35,969.67	38,106.33	48.55
4200	BOOKS AND REFERENCE MATERIALS	225.00	1,076.00	1,301.00	1,301.77	.77-	100.05
4300	MATERIALS AND SUPPLIES	82,384.00	99,502.00	181,886.00	118,239.10	63,646.90	65.00
4310	FUEL GAS	36,750.00	989.00	37,739.00	22,110.95	15,628.05	58.58
4318	COPIER USAGE	30,000.00		30,000.00	20,985.93	9,014.07	69.95
4319	TIRES AND TUBES	4,000.00	1,625.00-	2,375.00	750.99	1,624.01	31.62
4320	GREASE & OIL	1,000.00		1,000.00	499.36	500.64	49.93
4321	CUSTODIAL SUPPLIES	12,000.00		12,000.00	13,066.45	1,066.45-	108.88
4325	TOOLS	500.00		500.00	439.27	60.73	87.85
4328	TESTING MATERIALS	700.00	105.00-	595.00	595.00	.00	100.00
4339	REPAIR PARTS	10,550.00	705.00	11,255.00	8,329.88	2,925.12	74.01
4355	SOFTWARE	70.00	4,189.00	4,259.00	4,258.65	.35	99.99
4375	FOOD FOR IN-HOUSE INSERVICE	.00	262.00	262.00	261.90	.10	99.96
4380	PAPER	4,479.00		4,479.00	1,897.74	2,581.26	42.36
4398	FUEL TAX	500.00		500.00	308.20	191.80	61.64
4400	NON-CAPITALIZED EQUIPMENT	10,000.00	48,618.00	58,618.00	42,064.21	16,553.79	71.75
4700	FOOD	1,800.00		1,800.00	.00	1,800.00	0.00
TOTAL BOOKS AND SUPPLIES :		269,867.00	152,778.00	422,645.00	271,079.07	151,565.93	64.13
SERVICES, OTHER OPER. EXPENSE:							
5110	Subagmt SPED outside agency	90,978.00	33,978.00-	57,000.00	29,217.05	27,782.95	51.25
5200	TRAVEL & CONFERENCE	53,315.00	1,991.00-	51,324.00	28,388.36	22,935.64	55.31
5230	MILEAGE	9,027.00	5,389.00-	3,638.00	3,637.62	.38	99.98
5300	DUES & MEMBERSHIPS	10,180.00	997.00	11,177.00	10,152.00	1,025.00	90.82
5400	INSURANCE	35,625.00	5,128.00	40,753.00	40,753.30	.30-	100.00
5510	WATER	5,000.00		5,000.00	3,404.48	1,595.52	68.08
5520	GAS	6,800.00	6,090.00	12,890.00	13,648.84	758.84-	105.88
5530	ELECTRICITY	75,000.00	3,000.00	78,000.00	67,600.28	10,399.72	86.66
5550	DISPOSAL/GARBAGE REMOVAL	12,040.00	975.00	13,015.00	13,004.55	10.45	99.91
5600	RENTALS, LEASES, REPAIRS, IMPROVM	10,000.00		10,000.00	1,362.00	8,638.00	13.62
5630	REPAIRS/MAINT - BUILDING	.00	14,000.00	14,000.00	13,975.00	25.00	99.82
5640	REPAIRS/MAINT OF EQUIPMENT	15,600.00	2,500.00-	13,100.00	8,691.70	4,408.30	66.34
5650	REPAIRS/MAIN - VEHICLES	500.00	2,006.00	2,506.00	2,505.87	.13	99.99
5800	PROFES'L/CONSULTG SVCS/OP EXP	132,791.00	26,642.00	159,433.00	134,889.34	24,543.66	84.60
5809	TRANSLATOR	.00	253.00	253.00	252.70	.30	99.88
5810	SERVICES PROVIDED BY SLOCOE	144,435.00	87,255.00	231,690.00	192,737.11	38,952.89	83.18

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
SERVICES, OTHER OPER. EXPENSE:							
5811	SERVICES PROVIDED BY DISTRICTS	.00	30,000.00	30,000.00	15,000.00	15,000.00	50.00
5822	MAINTENANCE AGREEMENTS	7,000.00	5,411.00	12,411.00	12,222.67	188.33	98.48
5830	HAZARDOUS WASTE DISPOSAL	1,000.00	992.00	1,992.00	1,991.50	.50	99.97
5840	PHYSICAL EXAMS-FINGERPRINTING	1,150.00	835.00	1,985.00	1,985.32	.32	100.01
5841	PHYSICAL EXAMS-IMMUNIZATION	500.00		500.00	312.00	188.00	62.40
5845	RANDOM DRUG/ALCOHOL TESTING	400.00	600.00	1,000.00	216.00	784.00	21.60
5855	OUTSIDE PRINTING	1,200.00	1,236.00	2,436.00	1,236.24	1,199.76	50.74
5861	FIELD TRIPS (OUTSIDE VENDOR)	.00	100.00	100.00	100.00	.00	100.00
5865	IN LIEU OF TRANSPORTATION	18,148.00	18,148.00	.00	.00	.00	NO BDGT
5872	LEGAL FEES	22,675.00	34,650.00	57,325.00	45,657.65	11,667.35	79.64
5874	AUDIT FEES	6,165.00	2,220.00	8,385.00	2,165.00	6,220.00	25.81
5881	Software/Licenses	.00	2,775.00	2,775.00	2,775.80	.80	100.02
5890	OTHER SERVICES	2,500.00		2,500.00	.00	2,500.00	0.00
5894	LICENSES AND PERMITS	1,471.00	12,825.00	14,296.00	14,296.00	.00	100.00
5899	CATEGORICAL HOLDING ACCOUNT	86,030.00	84,463.00	1,567.00	.00	1,567.00	0.00
5922	COMMUNICATION - TELEPHONE SVCS	9,810.00		9,810.00	8,272.47	1,537.53	84.32
5930	COMMUNICATION - POSTAGE/METER	3,400.00	572.00	3,972.00	3,455.83	516.17	87.00
TOTAL SERVICES, OTHER OPER. EXPENSE:		762,740.00	92,093.00	854,833.00	673,906.68	180,926.32	78.83
CAPITAL OUTLAY :							
6221	DSA PLAN CHECK FEES	.00	11,566.00	11,566.00	11,566.47	.47	100.00
6400	EQUIPMENT	10,000.00	10,000.00	.00	.00	.00	NO BDGT
TOTAL CAPITAL OUTLAY :		10,000.00	1,566.00	11,566.00	11,566.47	.47	100.00
OTHER OUTGOING :							
7141	OTH TUIT,EXC CST PMT TO DIST	74,498.00	15,160.00	89,658.00	6,554.31	96,212.31	0.00
7142	OTH TUIT,EXC CST PMT TO COE	104,850.00		104,850.00	48,671.13	56,178.87	46.41
TOTAL OTHER OUTGOING :		179,348.00	15,160.00	194,508.00	42,116.82	152,391.18	21.65
DIRECT SUPPORT/INDIRECT COSTS:							
TOTAL DIRECT SUPPORT/INDIRECT COSTS:		.00	.00	.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE EXPENDITURES * *		4,967,907.00 *	274,293.00 *	5,242,200.00 *	4,071,556.69 *	1,170,643.31 *	77.66

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET USED
OTHER FINANCING SOURCES ( USES )							
INTERFUND TRANSFERS - OUT :							
7616	INT-FD TF FR GENERAL TO CAFE	31,243.00-	7,211.00	24,032.00-	.00	24,032.00-	0.00
TOTAL INTERFUND TRANSFERS - OUT :		31,243.00-	7,211.00	24,032.00-	.00	24,032.00-	0.00
CONTRIB.- RESTRICTED PROGRAMS:							
TOTAL CONTRIB.- RESTRICTED PROGRAMS:		.00	.00	.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE OTHER FINANCING *		31,243.00-*	7,211.00 *	24,032.00-*	.00 *	24,032.00-*	0.00

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	1,347,315.46	2,666,908.24	4,014,223.70
9130	REVOLVING CASH ACCOUNT	1,500.00	.00	1,500.00
9210	ACCOUNTS RECEIVABLE PRIOR YEAR	122,127.42	122,127.42-	.00
9508	SALES TAX PAYABLE	854.11-	195.75-	1,049.86-
9510	ACCOUNTS PAYABLE (CURRENT LIAB)	258,418.27-	249,848.27	8,570.00-
9515	UNEMPLOYMENT	68.34	129.23	197.57
9516	W/COMP PASS THROUGH		9,357.19-	9,357.19-
9521	MEDICAL	146,102.32-	10,638.36	135,463.96-
9550	PAYROLL HAND WARRANTS	34.00-	.00	34.00-
9650	DEFERRED REVENUE	43,111.00-	43,111.00	.00
* NET YEAR TO DATE FUND BALANCE * *		1,022,491.52 *	2,838,954.74 *	3,861,446.26 *
9791	FUND BAL-BEGINNING BALANCE	1,022,491.52-	.00	1,022,491.52-
* EXCESS REVENUES ( EXPENDITURES ) * *		.00 *	2,838,954.74 *	2,838,954.74 *

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	4,749,958.00	2,691,460.00	7,441,418.00	6,910,511.43	530,906.57	92.86
B.	EXPENDITURES	4,967,907.00	274,293.00	5,242,200.00	4,071,556.69	1,170,643.31	77.66
C.	EXCESS REVENUES ( EXPENDITURES )	217,949.00-	2,417,167.00	2,199,218.00	2,838,954.74	639,736.74-	129.08
D.	OTHER FINANCING SOURCES ( USES )	31,243.00-	7,211.00	24,032.00-	.00	24,032.00-	0.00
E.	NET CHANGE IN FUND BALANCE	249,192.00-	2,424,378.00	2,175,186.00	2,838,954.74	663,768.74-	130.51
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	1,022,491.52	.00	1,022,491.52	1,022,491.52	.00	100.00
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	1,022,491.52	.00	1,022,491.52	1,022,491.52	.00	100.00
G.	ENDING BALANCE	773,299.52	2,424,378.00	3,197,677.52	3,861,446.26	663,768.74-	120.75

## 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	206,000.00		206,000.00	155,853.84	50,146.16	75.65
TOTAL FEDERAL REVENUES :		206,000.00	.00	206,000.00	155,853.84	50,146.16	75.65
OTHER STATE REVENUES :							
8520	CHILD NUTRITION	15,735.00	8,416.00	24,151.00	19,751.99	4,399.01	81.78
TOTAL OTHER STATE REVENUES :		15,735.00	8,416.00	24,151.00	19,751.99	4,399.01	81.78
OTHER LOCAL REVENUES :							
8634	FOOD SERVICE SALES	8,000.00	2,832.00-	5,168.00	5,094.30	73.70	98.57
8660	INTEREST	149.00	561.00-	412.00-	411.79-	.21-	99.94
8699	ALL OTHER LOCAL REVENUES	2,000.00	1,480.00-	520.00	519.70	.30	99.94
TOTAL OTHER LOCAL REVENUES :		10,149.00	4,873.00-	5,276.00	5,202.21	73.79	98.60
* TOTAL YEAR TO DATE REVENUES		231,884.00 *	3,543.00 *	235,427.00 *	180,808.04 *	54,618.96 *	76.80

## EXPENDITURE DETAIL

## CLASSIFIED SALARIES :

2200	CLASSIFIED SUPPORT SALARIES	64,127.00		64,127.00	55,974.68	8,152.32	87.28
2260	CLASSIFIED SUPPORT SUBSTITUTE	2,304.00	423.00-	1,881.00	1,185.90	695.10	63.04
2270	CLASSIFIED SUPPORT OVERTIME	.00		.00	201.69	201.69-	NO BDGT
2300	CLASSIFIED SUPERV & ADMIN SAL	50,430.00	160.00-	50,270.00	44,411.46	5,858.54	88.34
TOTAL CLASSIFIED SALARIES :		116,861.00	583.00-	116,278.00	101,773.73	14,504.27	87.52
EMPLOYEE BENEFITS :							
3202	PERS CLASSIFIED	24,191.00	1,660.00-	22,531.00	18,415.71	4,115.29	81.73
3302	SOCIAL SECURITY CLASSIFIED	7,245.00	19.00	7,264.00	5,537.12	1,726.88	76.22
3312	MEDICARE - CLASSIFIED	1,695.00	4.00	1,699.00	1,294.96	404.04	76.21
3402	HEALTH & WELFARE CLASSIFIED	36,778.00	5,200.00-	31,578.00	28,420.65	3,157.35	90.00
3502	UNEMPLOYMENT - CLASSIFIED	58.00		58.00	44.68	13.32	77.03
3602	WORKERS COMP - CLASSIFIED	2,665.00	7.00	2,672.00	2,036.22	635.78	76.20
TOTAL EMPLOYEE BENEFITS :		72,632.00	6,830.00-	65,802.00	55,749.34	10,052.66	84.72

UNRESTRICTED/RESTRICTED COMBINED

## FUND: 13 CAFETERIA FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
BOOKS AND SUPPLIES :							
4300	MATERIALS AND SUPPLIES	6,000.00	10,972.00	16,972.00	7,674.57	9,297.43	45.21
4355	SOFTWARE	305.00		305.00	.00	305.00	0.00
4700	FOOD	65,000.00		65,000.00	57,692.64	7,307.36	88.75
TOTAL BOOKS AND SUPPLIES :		71,305.00	10,972.00	82,277.00	65,367.21	16,909.79	79.44
SERVICES, OTHER OPER. EXPENSE:							
5200	TRAVEL & CONFERENCE	54.00	54.00-	.00	.00	.00	NO BDGT
5800	PROFES'L/CONSULTG SVCS/OP EXP	930.00	3,062.00	3,992.00	4,053.14	61.14-	101.53
5890	OTHER SERVICES	733.00		733.00	.00	733.00	0.00
5894	LICENSES AND PERMITS	612.00	18.00	630.00	630.00	.00	100.00
TOTAL SERVICES, OTHER OPER. EXPENSE:		2,329.00	3,026.00	5,355.00	4,683.14	671.86	87.45
* TOTAL YEAR TO DATE EXPENDITURES * *		263,127.00 *	6,585.00 *	269,712.00 *	227,573.42 *	42,138.58 *	84.37
OTHER FINANCING SOURCES ( USES )							
INTERFUND TRANSFERS - IN :							
8916	INTFD TF TO CAFETERIA FR GEN	31,243.00	7,211.00-	24,032.00	.00	24,032.00	0.00
TOTAL INTERFUND TRANSFERS - IN :		31,243.00	7,211.00-	24,032.00	.00	24,032.00	0.00
* TOTAL YEAR TO DATE OTHER FINANCING *		31,243.00 *	7,211.00-*	24,032.00 *	.00 *	24,032.00 *	0.00



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	20,562.26-	15,911.89-	36,474.15-
9210	ACCOUNTS RECEIVABLE PRIOR YEAR	32,305.17	32,305.17-	.00
9508	SALES TAX PAYABLE	37.42-	.00	37.42-
9510	ACCOUNTS PAYABLE(CURRENT LIAB)	1,451.68-	1,451.68	.00
* NET YEAR TO DATE FUND BALANCE * *		10,253.81 *	46,765.38-*	36,511.57-*
9791	FUND BAL-BEGINNING BALANCE	10,253.81-	.00	10,253.81-
* EXCESS REVENUES ( EXPENDITURES ) * *		.00 *	46,765.38-*	46,765.38-*

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	231,884.00	3,543.00	235,427.00	180,808.04	54,618.96	76.80
B.	EXPENDITURES	263,127.00	6,585.00	269,712.00	227,573.42	42,138.58	84.37
C.	EXCESS REVENUES ( EXPENDITURES )	31,243.00-	3,042.00-	34,285.00-	46,765.38-	12,480.38	136.40
D.	OTHER FINANCING SOURCES ( USES )	31,243.00	7,211.00-	24,032.00	.00	24,032.00	0.00
E.	NET CHANGE IN FUND BALANCE	.00	10,253.00-	10,253.00-	46,765.38-	36,512.38	456.11
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	10,253.81	.00	10,253.81	10,253.81	.00	100.00
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	10,253.81	.00	10,253.81	10,253.81	.00	100.00
G.	ENDING BALANCE	10,253.81	10,253.00-	.81	36,511.57-	36,512.38	0.00

UNRESTRICTED/RESTRICTED COMBINED

FUND: 21 BUILDING FUND - BOND PROCEEDS

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE DETAIL							
OTHER LOCAL REVENUES :							
8660	INTEREST	.00	49.00	49.00	49.26	.26-	100.53
TOTAL OTHER LOCAL REVENUES :		.00	49.00	49.00	49.26	.26-	100.53
* TOTAL YEAR TO DATE REVENUES		.00 *	49.00 *	49.00 *	49.26 *	.26-*	100.53
EXPENDITURE DETAIL							
SERVICES, OTHER OPER. EXPENSE:							
5800	PROFES'L/CONSULTG SVCS/OP EXP	.00	350.00	350.00	350.00	.00	100.00
5874	AUDIT FEES	.00	2,000.00-	2,000.00-	2,000.00-	.00	100.00
TOTAL SERVICES, OTHER OPER. EXPENSE:		.00	1,650.00-	1,650.00-	1,650.00-	.00	100.00
* TOTAL YEAR TO DATE EXPENDITURES		.00 *	1,650.00-*	1,650.00-*	1,650.00-*	.00 *	100.00

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	11,809.54	10,110.28-	1,699.26
9510	ACCOUNTS PAYABLE (CURRENT LIAB)	11,809.54-	11,809.54	.00
* NET YEAR TO DATE FUND BALANCE		.00 *	1,699.26 *	1,699.26 *
* EXCESS REVENUES ( EXPENDITURES )		.00 *	1,699.26 *	1,699.26 *

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	49.00	49.00	49.26	.26-	100.53
B.	EXPENDITURES	.00	1,650.00-	1,650.00-	1,650.00-	.00	100.00
C.	EXCESS REVENUES ( EXPENDITURES )	.00	1,699.00	1,699.00	1,699.26	.26-	100.01
D.	OTHER FINANCING SOURCES ( USES )	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	.00	1,699.00	1,699.00	1,699.26	.26-	100.01
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	1,699.00	1,699.00	1,699.26	.26-	100.01

UNRESTRICTED/RESTRICTED COMBINED

FUND: 25 CAPITAL FACILITIES FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE DETAIL							
OTHER LOCAL REVENUES :							
8660	INTEREST	500.00	320.00	820.00	1,285.82	465.82-	156.80
8681	MITIGATION/DEVELOPER FEES	.00	21,270.00	21,270.00	21,269.48	.52	99.99
TOTAL OTHER LOCAL REVENUES :		500.00	21,590.00	22,090.00	22,555.30	465.30-	102.10
* TOTAL YEAR TO DATE REVENUES		500.00 *	21,590.00 *	22,090.00 *	22,555.30 *	465.30-	102.10
EXPENDITURE DETAIL							
CAPITAL OUTLAY :							
6200	BUILDINGS & IMPROVEMNT OF BLDG	.00	20,000.00	20,000.00	20,000.00	.00	100.00
TOTAL CAPITAL OUTLAY :		.00	20,000.00	20,000.00	20,000.00	.00	100.00
* TOTAL YEAR TO DATE EXPENDITURES		.00 *	20,000.00 *	20,000.00 *	20,000.00 *	.00 *	100.00
OTHER FINANCING SOURCES ( USES )							
CONTRIB.- RESTRICTED PROGRAMS:							
TOTAL CONTRIB.- RESTRICTED PROGRAMS:		.00	.00	.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE OTHER FINANCING		.00 *	.00 *	.00 *	.00 *	.00 *	NO BDGT

UNRESTRICTED/RESTRICTED COMBINED

FUND: 25 CAPITAL FACILITIES FUND

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	54,818.96	2,555.30	57,374.26
* NET YEAR TO DATE FUND BALANCE	* *	54,818.96 *	2,555.30 *	57,374.26 *
9791	FUND BAL-BEGINNING BALANCE	54,818.96-	.00	54,818.96-
* EXCESS REVENUES ( EXPENDITURES )	* *	.00 *	2,555.30 *	2,555.30 *

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	500.00	21,590.00	22,090.00	22,555.30	465.30-	102.10
B.	EXPENDITURES	.00	20,000.00	20,000.00	20,000.00	.00	100.00
C.	EXCESS REVENUES ( EXPENDITURES )	500.00	1,590.00	2,090.00	2,555.30	465.30-	122.26
D.	OTHER FINANCING SOURCES ( USES )	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	500.00	1,590.00	2,090.00	2,555.30	465.30-	122.26
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	54,818.96	.00	54,818.96	54,818.96	.00	100.00
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	54,818.96	.00	54,818.96	54,818.96	.00	100.00
G.	ENDING BALANCE	55,318.96	1,590.00	56,908.96	57,374.26	465.30-	100.81

9.4

# SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: June 2, 2020

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**AGENDA ITEM TITLE:**

Approval of the Student Body Funds

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**PREPARED BY:**

Sadie Howard

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**AGENDA SECTION:**

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

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**SUMMARY:**

Attached for your review and approval are the Student Body Funds for Shandon Elementary School and Shandon High School for the month of April 2020.

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**RECOMMENDED ACTION:**

Approve the Student Body Funds.

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

April-2020

<b>CLASSES</b>	<b>Authorized</b>	<b>ENDING BAL.</b>	<b>BALANCE</b>	<b>WITHDRAWALS</b>	<b>DEPOSITS</b>	<b>ENDING BAL.</b>
<b>CLUBS</b>	<b>Advisor</b>	<b>3/31/2020</b>	<b>FORWARD</b>			<b>4/30/2020</b>
High General	D. Sciocchetti	\$ 133.55	\$ 133.55			133.55
Seniors	Fuller/Morton	\$ 3,277.34	\$ 3,277.34			3,277.34
Junior	Stuart/Voorhies	\$ 1,583.91	\$ 1,583.91			1,583.91
Sophomore	Dobberpuhl	\$ 943.31	\$ 943.31			943.31
Freshman	D. Sciocchetti	\$ 1,867.57	\$ 1,867.57			1,867.57
Thanksgiving feast	D. Sciocchetti	\$ 244.59	\$ 244.59			244.59
FNL	D. Sciocchetti	\$ 59.70	\$ 59.70			59.70
Gate/Officials	Sciocchetti/Bus. Off.	\$ 553.90	\$ 553.90			553.90
Ag Mechanics Class	Fuller	\$ 705.41	\$ 705.41			705.41
Drama Class	Barthauer	\$ 495.49	\$ 495.49			495.49
F.F.A. General	Morton/Fuller	\$ 8,627.71	\$ 8,627.71			8,627.71
F.F.A. Revolving	Morton/Fuller	\$ 2,174.49	\$ 2,174.49	420.00		1,754.49
YearBook Class	D. Sciocchetti	\$ 282.42	\$ 282.42			282.42
BLOCK-S	D. Sciocchetti	\$ 579.16	\$ 579.16			579.16
*Football	D. Sciocchetti	\$ -	\$ -			0.00
*H.S. Volleyball	D. Sciocchetti	\$ 100.48	\$ 100.48			100.48
*Basketball	D. Sciocchetti	\$ -	\$ -			0.00
*Softball	D. Sciocchetti	\$ 1,202.05	\$ 1,202.05			1,202.05
*Baseball	D. Sciocchetti	\$ -	\$ -			0.00
<b>TOTAL in Fund Balances/Ties to Bank Balance</b>		<b>\$ 22,831.08</b>	<b>\$ 22,831.08</b>	<b>\$ 420.00</b>	<b>\$ -</b>	<b>\$ 22,411.08</b>

*Approved*

# Shandon Elementary ASB Heritage Oaks Bank

April 1, 2020

CLASSES/CLUBS	BALANCE FORWARD 3/31/2020	WITHDRAWALS	DEPOSIT	ENDING BALANCE 3/31/2020
SES ABS General	\$ 4,916.19	\$ 18.62	\$ 31.39	\$ 4,928.96
SES ASB Middle School	\$ 3,139.37	\$ 288.88		\$ 2,850.49
8th Grade	\$ 3,279.29			\$ 3,279.29
Library	\$ 154.85			\$ 154.85
Parkfield	\$ 4,722.28			\$ 4,722.28
Gate	\$ 250.50			\$ 250.50
Cross County	\$ 0.41			\$ 0.41
Kindergarten	\$ 184.92			\$ 184.92
Stabley PGE Funds	\$ 631.56			\$ 631.56
Drone Program	\$ 298.97			\$ 298.97
<b>TOTAL</b>	<b>\$ 17,578.34</b>	<b>\$ 307.50</b>	<b>\$ 31.39</b>	<b>\$ 17,302.23</b>

Shannon



# SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: June 2, 2020

9.5

## AGENDA ITEM TITLE:

Ratification of the Personnel Action Report

## PREPARED BY:

Sadie Howard

## AGENDA SECTION:

\_\_\_\_ Reports      X   Consent    \_\_\_\_ Action    \_\_\_\_ First Reading    \_\_\_\_ Information    \_\_\_\_ Resolution

## PERSONNEL ACTION REPORT

### NEW HIRES

Lindsey Melendy

### CLASSIFICATION

High School Special Ed Teacher

### EFFECTIVE DATE

Aug. 17, 2020

### SPORT COACHES

### RESIGNATIONS

## RECOMMENDED ACTION:

Approval of the Personnel Action Report

9.6

# Shandon Joint Unified School District

## Board Policy

### Working Remotely

BP 4113.5

#### Personnel

The Governing Board recognizes that working remotely at home or at another alternative location may be necessary at times when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts the district's ability to effectively conduct operations at the school or worksite. A full-time, part-time, or short-term remote work arrangement may also be granted by the Superintendent or designee to an individual employee, upon request, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder district operations.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.5 - Emergency Schedules)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4113 - Assignment)

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

(cf. 6157 - Distance Learning)

The opportunity to work remotely shall be entirely at the district's discretion, and no grievance or appeal right may arise from district denial of any employee request for remote work.

Employees approved for remote work shall comply with all district policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4151/4251/4351 - Employee Compensation)

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

Unless otherwise approved in advance by the Superintendent or designee, employees working remotely shall do so within regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or in connection with their employment as soon as practically possible.

in accordance with Board policy.

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

The district shall provide to employees who work remotely all supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, as necessary, a technology device and Internet access. Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the district in order to safeguard confidential information. Employees shall be responsible for maintaining and protecting equipment on loan from the district and shall adhere to the district's Acceptable Use Agreement. The employee's personally owned equipment may only be used for district business when approved by the Superintendent or designee.

(cf. 4040 - Employee Use of Technology)

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

Work done at a remote work location is considered official public business. District records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential or made accessible to the public in accordance with law.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

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

(cf. 5125 - Student Records)

Any employee working remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline and/or termination of remote work responsibilities. Employees shall be required to attend virtual or in-person meetings when directed by their supervisor.

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

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

Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

Remote work arrangements may be discontinued at any time at the discretion of the Superintendent or designee.

Legal Reference:

GOVERNMENT CODE

6250-6270 California Public Records Act

12900-12996 Fair Employment and Housing Act

LABOR CODE

226.7 Mandated meal, rest, or recovery periods

6400 Safe and healthful employment and place of employment

6401 Unsafe workplace

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

WEB SITES

California Department of Industrial Relations: <http://www.dir.ca.gov>

New policy

4/20

9.7

# Shandon Joint Unified School District

## Board Policy

### Distance Learning

BP 6157

#### Instruction

The Governing Board recognizes that distance learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is physically closed due to widespread illness, natural disaster, or other emergency.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.5 - Emergency Schedules)

(cf. 4113.5/4213.5/4313.5 - Working Remotely)

(cf. 6158 - Independent Study)

The district may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer or communications technology. They may also include the use of print materials with written or oral feedback.

The Superintendent or designee shall review and select distance learning courses, which may include those taught by district staff or others, that are of high academic quality and are aligned with district standards and curricula. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction among the teacher and students.

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6143 - Courses of Study)

The Superintendent or designee shall, in collaboration with teachers, plan for schoolwide or long-term distance learning in the event of a school closure. In developing the plan, the Superintendent or designee shall analyze the course sequence, prioritize content and standards to be completed, and recommend the grading criteria. In such circumstances, students' social-emotional wellness shall be taken into account, and schedules and learning experiences shall be designed to build continuity, routine, and regular connections with students.

(cf. 5141.5 - Mental Health)

As needed, the Superintendent or designee shall provide teachers with training and ongoing support, including technological support and guidance, to effectively implement distance learning. The district shall also provide opportunities for teachers to communicate and collaborate with each other to exchange information on effective practices.

(cf. 4131 - Staff Development)

Staff shall comply with all copyright regulations in developing materials to be used in distance education courses.

(cf. 6162.6 - Use of Copyrighted Materials)

The district shall take steps to ensure that distance learning opportunities are available to all students, including economically disadvantaged students, students with disabilities, and English learners. Teachers may use multiple methods of providing instruction to meet student needs. All online programming and Internet content shall meet accessibility standards for students with disabilities, including compatibility with commonly used assistive technologies.

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

(cf. 0415 - Equity)

(cf. 6159 - Individualized Education Program)

(cf. 6174 - Education for English Learners)

The Superintendent or designee shall assess students' access to technological devices and the Internet and, consistent with the district's budget and technology plan, may loan devices to students to use at home and/or assist families in identifying free service providers. Students are expected to use district technology responsibly in accordance with the district's Acceptable Use Agreement. To the extent possible, the district shall make technical and academic support available to students.

(cf. 0440 - District Technology Plan)

(cf. 3311.4 - Procurement of Technological Equipment)

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

(cf. 6163.4 - Student Use of Technology)

Teachers shall provide regular communications to students and parents/guardians about expectations, assignments, and available resources to assist the student in successful completion of distance learning coursework.

(cf. 6020 - Parent Involvement)

Grading of distance learning assignments and assessments of end-of-course knowledge and understanding of the subject matter shall be consistent with district policy on grading for equivalent courses.

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6146.3 - Reciprocity of Academic Credit)

(cf. 6146.11 - Alternative Credits Toward Graduation)

Legal Reference:

EDUCATION CODE

35182.5 Contracts for electronic products or services; prohibitions

51210-51212 Course of study for grades 1-6  
51220-51229 Course of study for grades 7-12  
51740-51741 Authority to provide instruction by correspondence  
51745-51749.3 Independent study  
51865 California distance learning policy  
PUBLIC CONTRACT CODE  
20118.2 Contracting by school districts; technological equipment  
UNITED STATES CODE, TITLE 20  
7131 Internet safety  
UNITED STATES CODE, TITLE 47  
254 Universal service discounts (E-rate); Internet safety

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

COVID-19 Guidance for K-12 Schools

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines

WEB SITES

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

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

New Policy

4/20





# SHANDON JOINT UNIFIED SCHOOL DISTRICT

10.1

Regular Meeting of the Board of Trustees

MEETING DATE: June 2, 2020

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**AGENDA ITEM TITLE:**

Interdistrict Transfer Student 2020-21-02

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**PREPARED BY:**

G. Gavilanes

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**AGENDA SECTION:**

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

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**SUMMARY:**

Provided for your consideration is IDT Student 2020-21-02.

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**RECOMMENDED ACTION:**

# SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: June 2, 2020

10.2

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**AGENDA ITEM TITLE:**

Interdistrict Transfer Student 2020-21-03

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**PREPARED BY:**

G. Gavilanes

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**AGENDA SECTION:**

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

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**SUMMARY:**

Provided for your consideration is IDT Student 2020-21-03.

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**RECOMMENDED ACTION:**

# SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: June 2, 2020

10.3

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**AGENDA ITEM TITLE:**

Interdistrict Transfer Student 2020-21-04

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**PREPARED BY:**

G. Gavilanes

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**AGENDA SECTION:**

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

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**SUMMARY:**

Provided for your consideration is IDT Student 2020-21-04.

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**RECOMMENDED ACTION:**

# SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: June 2, 2020

10.4

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**AGENDA ITEM TITLE:**

Discussion and Approval of SES and PES 2020-21 Student/Parent Handbook

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**PREPARED BY:**

S. Kepins

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**AGENDA SECTION:**

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

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**SUMMARY:**

Provided for your revision and approval is the SES 2020-21 Student/parent handbook.

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**RECOMMENDED ACTION:**

# Shandon Joint Unified School District



## STUDENT/PARENT HANDBOOK 2020-2021

### SHANDON ELEMENTARY SCHOOL

301 South First St.

P.O. Box 49, Shandon, CA 93461

Phone: 805-238-1782 Fax: 805-238-6314

### PARKFIELD ELEMENTARY SCHOOL

70585 Parkfield-Coalinga Road

Parkfield, Ca 93451

Phone: 805-463-2331 Fax: 805-463-2331

## 2020-2021 DISTRICT MISSION STATEMENT

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

*Shandon Elementary School provides an environment that promotes student educational and personal success. We strive to empower students to continue their education and be responsible, productive members of our society.*

The parents and staff of Shandon Elementary recognize that our students have specific and unique needs that must be addressed. Our vision is to provide a healthy start in school by providing social experiences for those students not attending a school setting before public school, to provide a realm of opportunities for all students to learn, to provide language-rich educational experiences, to enhance the educational experience of students who excel in the classroom, and to provide intervention programs for those students who are at risk of failing in the classroom. Equipping students with the 21<sup>st</sup> century learning skills of critical thinking, rational decision making, and cooperative problem solving skills will prepare each student for the tasks of adult life.

## List of Staff 2020-2021

### Office Staff

Kristina Benson	Superintendent
Shannon Kepins	Principal
Otilia Rendon	Administrative Assistant
Leslie Almaguer	Bilingual Clerk/ Library Aide
Jessie Wesch	Food Service Manager
Kelli Smith	Food Service
Gelene Coelho	Food Service
Maria Ayala	Food Service

### Teaching Staff

Jill Smith	Room 13
Lori Esser	TK, Kindergarten/Reading Specialist
Shelbi Stanley	1 <sup>st</sup> Grade
Michelle Lieber	2 <sup>nd</sup> Grade
Stephanie Diaz	3 <sup>rd</sup> Grade
Brianna Larinto	4 <sup>th</sup> Grade
Judith Ibarra	5 <sup>th</sup> Grade
Kara Turton	Middle School Math
Alan Sciocchetti	Middle School Aleks & Physical Education
Sioux Miller	Middle School English Language Arts
Steve Martin	Middle School Science & History
Mayra Solis	K-6 <sup>th</sup> Grade- Parkfield

### Support Services

Danya Pratt	Special Education Coordinator/ K-5 Resource Specialist
Tracy White	Speech Therapist
Jeanette Daily	Occupational Therapist
Lindsey Melendy	6-8 Resource Specialist
April Holt	Nurse
Andy Needles	Psychologist
Amanda Dobberpuhl	Counselor
Martha Soto	Paraeducator
Sunshine Wright	Paraeducator
Jenni Valdez	Paraeducator
Michele Fielder	Paraeducator
Danielle Lambert	Paraeducator
Sheryl Easterbrook	Paraeducator
Nellie Celis	Custodial
Bertha Valencia	Custodial
Loida Garcia	Custodial
Rudy Valencia	Lead Maintenance
Kim Rendon	Utility/Lead Transportation/Safety Coordinator
Lilla Hewitt	Bus Driver/Maintenance
Kelly Kuhnle	Bus Driver

## Board of Trustees 2020-2021

**Jennifer Moe, Van Parlet, Nataly Ramirez, Flint Speer, Marlene Thomason**

## Message to the Parents from Principal

Dear Parents, Guardians, and Students,

Welcome to the 2020-2021 school year. This handbook is intended to provide you with important information concerning the operations and expectations of Shandon and Parkfield Elementary Schools. It is our goal to ensure that your student's educational experience is positive, challenging, and rewarding.

We believe that a positive learning experience is vital for children to have a successful beginning in their life-long learning. We further believe that education is a shared responsibility between home and school working as a team. Our staff invites you to join us in this important effort. Your involvement is welcome and necessary.

Providing regular school attendance is one of the most significant things that parents can do for their students. This includes insuring that they get a good night's rest and eat a healthy breakfast. Reinforcing the importance of good citizenship, expecting your student to complete assignments, and providing a quiet place to work, will facilitate their learning experience. It is also important that there is regular communication between parents and teachers. This gives you first hand information on your student's progress, areas needing more support, and areas where they excel. Please, make sure to contact your student's teacher should you have questions or concerns.

If you have questions about this booklet or any other school related matter, please feel free to call the school office, 805-238-1782.

On behalf of all Shandon Unified School District staff members, we appreciate you entrusting us with your student each day and look forward to providing your student with a high quality education.

Respectfully,

Shannon Kepins, Principal

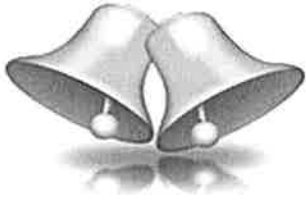
**Shandon Elementary School**  
**Grades TK-5**  
**2020-2021**  
**Daily Bell Schedule**

<b>Times</b>	<b>K-5</b>
8:15 – 8:25	Play
8:25	School Begins
10:15 – 10:30	Recess
11:30 – 12:10	LUNCH
1:45 – 2:00	Recess
3:10	Dismissal

**Minimum Day Schedule**  
**Wednesday**

<b>Times</b>	<b>K-5</b>
8:15 – 8:25	Play
8:25	School Begins
10:15 – 10:30	Recess
11:30 – 12:10	LUNCH
1:00	Dismissal





**BELL SCHEDULE\*\***  
**6th, 7th, and 8th Grade**

**Monday, Tuesday, Thursday, Friday**

<b>Warning Bell</b>	<b>8:10</b>	
<b>Period 1/5</b>	<b>8:15-9:45</b>	<b>90 Minutes</b>
Break	9:45-9:55	10 Minutes
Passing	9:55-10:00	5 Minutes
<b>Period 2/6</b>	<b>10:00-11:30</b>	<b>90 Minutes</b>
Passing	11:30-11:35	5 Minutes
<b>Period 3/7</b>	<b>11:35-12:20</b>	<b>50 Minutes</b>
<b>Lunch</b>	<b>12:20-12:50</b>	<b>30 Minutes</b>
<b>Period 3/7</b>	<b>12:55-1:35</b>	<b>40 Minutes</b>
Passing	1:35-1:40	5 Minutes
<b>Period 4/8</b>	<b>1:40-3:10</b>	<b>90 Minutes</b>

**Minimum Days/Wednesday**

<b>Warning Bell</b>	<b>8:10</b>	
<b>Period 1/5</b>	<b>8:15-9:20</b>	<b>65 Minutes</b>
Passing	9:20-9:25	5 Minutes
<b>Period 2/6</b>	<b>9:25-10:30</b>	<b>65 Minutes</b>
Passing	10:30-10:35	5 Minutes
<b>Period 3/7</b>	<b>10:35-11:40</b>	<b>65 Minutes</b>
Passing	1:40-1:45	5 Minutes
<b>Period 4/8</b>	<b>11:45-12:15</b>	<b>30 Minutes</b>
<b>Lunch</b>	<b>12:15-12:45</b>	<b>Lunch</b>
Passing	12:45-12:50	5 Minutes
<b>Period 4/8</b>	<b>12:50-1:20</b>	<b>30 Minutes</b>

**\*\*Bell schedule is subject to change**

Parkfield Elementary School  
2020-2021  
Daily Bell Schedule

Times	K-6
8:00	Breakfast
10:00-10:15	Recess
12:00-12:35	Lunch
2:30	Dismissal

Minimum Day Schedule

Times	K-6
8:00	Breakfast
10:00-10:15	Recess
12:00-12:30	Lunch
12:30	Dismissal

## **Contract for Student Success**

We, at Shandon and Parkfield Elementary Schools, work to provide a supportive and successful climate for all students. We believe that a working relationship between students, parents, and staff must be maintained to ensure a positive education for students. To keep this relationship strong, certain expectations are set for each group.

### **Students Will:**

- Demonstrate their best efforts on all assignments, whether in the classroom or as homework.
- Come to school on time, prepared, and ready to learn.
- Take responsibility for completing assignments and projects.
- Work cooperatively with classmates.
- Maintain appropriate behavior in and out of the classroom.
- Respect the school, classmates, staff, and families.

### **Parents Are Expected To:**

- Assist their children with assignments.
- Attend parent-teacher conferences and other similar meetings.
- Ensure regular, punctual attendance.
- Ask for support when needed.
- Respect the school, staff, students, and families.

### **School Staff Will:**

- Conference with parents regarding student progress and support strategies.
- Provide an orderly and supportive environment for the acquisition of the basic skills in language arts and math.
- Provide support activities as needed.
- Assist parents by providing written and verbal information regarding student goals, basic skill acquisition, and support strategies.
- Respect the school, students, staff, and families.

Our working together to achieve school success will be of benefit to all of our students. We appreciate your support and welcome your comments.

### **Simple Solutions**

We know you may have questions or concerns throughout the school year, and we would like to provide you with these simple guidelines:

When a question or concern arises, please contact your child's teacher first.

If you do not feel your concern has been resolved, then contact the elementary school Principal, at 805-238-1782.

If there is still a problem, contact the District Superintendent, at 805-238-0286.

## Courtesy to Employees

The students shall treat all adult employees of the school district with respect and courtesy, and any request or directive given by them shall be followed. This shall include custodians and office personnel and shall apply whenever school activities are in operation.

## Student Responsibility

Student responsibility is a quality that is encouraged at Shandon Elementary. Students are responsible for their own behavior and choices. By being responsible for their own actions, students learn the first steps to being productive in school and in their own lives. If there is an incident at school involving poor choice or student misbehavior, staff and teachers utilize four questions, they are:

1. What are you doing?
2. Why is that a problem?
3. What could you do differently next time?
4. How did your behavior affect \_\_\_\_\_? (The class, another student, themselves, etc.)

These questions give consistency to how misbehaviors are handled school wide and promote student responsibility by teaching students how to make better choices.

## Student Rights and Responsibilities

### Students Rights

A "right" is something that belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights.

***You have a right to learn.*** This means you should be able to pay attention to what the teachers say without being bothered or distracted by others.

***You have a right to be respected and treated with kindness at school.*** This means that others should not laugh at you, make fun of you, or hurt your feelings. No one is to embarrass you in front of the class.

***You have a right to a safe school.*** This means that your school should provide safe classrooms, equipment, and rules to ensure your safety at school.

***You have a right to be an individual at school.*** This means you should not be treated unfairly because you are tall or short, boy or girl, or because it takes you a little longer to get the right answer.

***You have the right to express yourself.*** This means you may talk freely and appropriately about your ideas and feelings.

***You have a right to tell your side of the story.*** This means that you may tell your side of the story when accused of breaking a rule.

### Student Responsibilities

There are some things you should do without being told. Some of these things you do for others and some of these things you do for yourself.

These are:

***You have a responsibility to allow others to work without being bothered.*** This means that you quietly make good use of your time and not bother others.

***You have a responsibility to complete your classroom assignments.*** This means that you do your best with your class assignments and homework, being sure to hand them in on time.

***You have a responsibility to help make school a good place to be.*** This means being thoughtful, respectful, and courteous to others.

***You have a responsibility to take care of property.*** This means that you take care of school property and respect the property of others.

***You have a responsibility to come to school.*** This means that you come to school every day, on time, unless you are sick or excused.

***You have a responsibility to take school messages home.*** This means that it is important for you to take all school messages to your parents.

***You have a responsibility to obey school rules.*** This means observing all safety, playground, and classroom rules.

***You have a responsibility to practice good personal hygiene.*** This means that you come to school clean.

## **Discipline Policy**

A student may be recommended for suspension or expulsion from school for the following offenses (as stipulated by the California Education Code):

1. The possession and/or use of any controlled substance (drug), including alcohol
2. Fighting - Any student who, when he/she has a choice, elects to fight has violated the Education Code
3. Vandalism - Destruction of school property
4. Theft and/or possession of stolen personal or school property
5. Defiance of valid authority and/or disruption of school activities, including false fire alarms
6. Possession or use of tobacco products, including smokeless and vape
7. Obscene or vulgar acts
8. Habitual profanity
9. Racial, ethnic, religious, handicapped, and/or sexual slurs and innuendo
10. Sexual harassment
11. Possession of dangerous objects, such as guns or knives
12. Unlawful possession of any drug paraphernalia (Section 11014.5 of Health & Safety Code)

Students are strongly advised not to participate in vaping while on or off campus. Students who are found to possess, use, provide, sell or negotiate to sell vaping devices or parts of vaping devices, including the vaping liquid product itself while on campus or at a school activity, will be required to attend an eight hour anti-vaping training to take place during two Saturday school assignments. Students who are in possession of THC vaping products will be recommended to the Sheriff's department for citation(s). Students will not be allowed to attend extra curricular activities such as field trips or dances until they have completed the Anti Vaping curriculum, unless prior arrangements to complete the curriculum have been approved by the Principal.

It is the practice of our school to reward positive student behavior. Such rewards include, but are not limited to, classroom parties and school wide events for special recognition of students, such as the trimester Good Citizen assemblies.

Eighth grade students and families need to be aware that a suspension during the eighth grade year may result in the loss of the privilege of attending the 8<sup>th</sup> Grade End of Year Trip and participating in the Promotion Ceremony.

*"It pays to have character, not be a character."*

## **Playground Expectations**

1. Students will treat others with kindness and respect.
2. Students will use playground equipment for intended purposes only.
3. Students will play only in designated areas in view of supervising adults.
4. Students will enter and leave classrooms in an orderly manner, respecting the rights of others to be safe at school.

## **Playground Rules for Shandon Elementary**

1. Rough physical contact is prohibited, in all games, at all times. This includes blocking, tackling, kicking another person, or in any way playing a game so that there is risk of injury to other students. Students are informed they are to keep hands, feet and objects to themselves.
2. Students may play on the blacktop or grass area, not going past the end of the grass or over fences. Students should not be in front of the school, over by the doors to rooms 11, 12 and 13 (the portable classrooms), or by the doors to rooms 9 and 10.
3. Children may not be in the office without a pass from the teacher or yard duty supervisor.
4. Students are not to play in restrooms. Primary students are to use the restrooms by room 3. Older students are to use the restrooms in the newer building.
5. Students in grades 4, 5, 6, 7 & 8 may not play on the play structure unless supervised during P.E.
6. Students are not to run on the play structure. Jumping from it is also prohibited. Students are to go down the slides appropriately. No "tag" in the sandbox and play structure area.
7. Games are open to everyone, with the exception of playground supervisor organized activities.
8. Toys should not be brought from home or played with on the playground. Shandon Joint Unified School District is not responsible for lost or stolen personal item.
9. When the bell rings, students are to stop playing, return equipment, and line up with their class. The class is to wait quietly for the classroom teacher.
10. No balls are to be kicked on the blacktop except for ball wall game.
11. Rubber balls are not to be kicked, ever.
12. Students are to use extreme safety around the drinking fountains. No pushing or bullying.
13. Other school rules, such as the rules against put downs or profane language are always in effect.
14. No climbing on the ball wall.
15. Do not use basketball, football, or other hardballs on the ball-wall.
16. No games that involve students as targets may be played against the ball-wall.
17. No running on the blacktop.

Students who violate rules will face consequences, which include but are not limited to:

- Being asked to leave a game
- Losing the privilege of playing on equipment
- Walking with a playground supervisor
- losing recess privileges
- parent contact

### **Playground Rules for Parkfield Elementary**

1. Rough physical contact is prohibited, in all games, at all times. This includes blocking, tackling, kicking another person, or in any way playing a game so that there is risk of injury to other students. Students are informed they are to keep hands, feet and objects to themselves.
2. Students are not to play in restrooms.
3. Students are not to run on the play structure. Jumping from it is also prohibited. Students are to go down the slides appropriately.
4. Games are open to everyone, with the exception of playground supervisor organized activities.
5. Toys should not be brought from home or played with on the playground. Shandon Joint Unified School District is not responsible for lost or stolen personal item.
6. When the bell rings, students are to stop playing, return equipment, and line up with their class. The class is to wait quietly for the classroom teacher.
7. Rubber balls are not to be kicked.
8. Students are to use extreme safety around the drinking fountains. No pushing or bullying.
9. Other school rules, such as the rules against put downs or profane language are always in effect.

Students who violate rules will face consequences, which include but are not limited to:

- Being asked to leave a game
- Losing the privilege of playing on equipment
- Walking with a playground supervisor
- losing recess privileges
- parent contact

# SHANDON and PARKFIELD ELEMENTARY SCHOOLS

## TK-8 Student Dress Code

1. Children need to be properly dressed for the normal activities of each school day.
2. All children must wear flat heeled shoes, under 1 inch, at all times for their own safety. Shoes must have a back strap on them. Clogs, flip-flops, and open-toed sandals are not permitted due to possible injury during athletic/playground activity.
3. Shorts/Skirts/Dresses are allowed but must be walking length (which is interpreted as halfway between the inseam and kneecap). **Clothes must conceal undergarments.**
4. Ripped pants and shorts must not have rips that expose undergarments or skin above what is considered walking length (halfway between the inseam and kneecap).
5. No halter tops or spaghetti straps and bras must be covered completely. The neckline must not plunge below a line drawn between the underarms. Shirts must cover your tummy when your arms are raised above your waist. No midriffs. **Clothes must conceal undergarments.**
6. Tattered clothes are also not appropriate for school wear, nor are any jewelry that creates a health or safety hazard. Studded or spiked belts, collars, or cuffs are not allowed. Any fabric that is sheer, transparent or fishnet type must include clothing worn under the fabric that meets the dress code standards. **Clothes must conceal undergarments.**
7. Students may not wear clothing, or have personal items such as binders, water bottles, etc., that contain inappropriate language or symbols. This includes alcohol, drug, or tobacco slogans as well as anything sexually suggestive or that advocates racial, ethnic, or religious prejudice. Gang-related clothing or other items are not allowed.
8. ~~Hair shall be clean. Haircuts, hairstyles, or makeup that draws undue attention to the wearer or detracts from the educational process are not permitted.~~
9. Shirts must be worn at all times. (This includes physical education classes, except during swimming.)
10. No hats are to be worn within school buildings. The brim must face forward, not backwards or sideways when worn outside of school buildings. No bandanas or nets are to be worn on the head or other parts of the student's body.
11. No nonprescription sunglasses are to be worn inside (unless medically required).
12. No distracting or unsafe piercing/s.
13. No wide armhole tank tops. No Classics White A-Shirts (undershirt tank top).  
This includes during physical education.
14. Pants must be no lower than the hipbones, and undergarments should not be visible.

*No list of dress guidelines can be written that will anticipate potential dress and/or grooming extremes. The school reserves the right to determine whether student dress/grooming is disruptive, threatens to disrupt the educational process, and/or poses a safety risk.*





## **Bus Safety Rules**

Shandon Unified School District  
Transportation Department

*Authority of Driver* - Pupils transported in a school bus shall be under the authority of, and responsible to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. (Title 5 CAC Sec. 14103)

Abuse of the following rules is reason for denial of transportation.

1. *Be courteous and obey the driver.*
2. *Use no profane language or obscene gestures.*
3. *Do not eat or drink on the bus.*
4. *No glass containers or cans.*
5. *No animals or live insects.*
6. *No tobacco, alcohol, or controlled substances.*
7. *Do not be destructive.*
8. *Stay in your seat.*
9. *Keep aisle clear at all times.*
10. *Keep all parts of body inside the bus.*
11. *No loud talking, whistling, or clapping.*
12. *Bus driver is authorized to assign seats.*
13. *Shirts and shoes are required.*

Bus students are responsible for checking in with the bus supervisor after being dismissed from class.

*Remember – providing bus transportation is not required by law, but is a service and a privilege for students who cooperate.*

### *Denial of Transportation:*

Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. (Title 13 CAC 1217(h)).

### **Notice**

Bus students must have a note from home for the driver if they need to exit at a different stop

### **Safe Drop off and Pick Up of Students** **At Shandon Elementary School**

Please drop your students off at the white curb in front of the main office. Do not park in front of the red curb to drop off or pick up your student. This is a bus loading area and you will be asked to move and may be cited by the Sheriff. Do not call for your child from across the street. We have had too many "near accidents" as students run to meet their parents. You may walk your child to your car or you may park across the street and direct your child to cross the street with the assistance of the crossing guard and crosswalk.

## PROHIBITED CONDUCT POLICY, B.P. 5131

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful towards their teachers, other staff, students, and volunteers.

The Governing Board believes that certain behaviors are not acceptable at school sites or school activities and will not be tolerated. Violation of the Prohibited Conduct Policy may lead to an expulsion from the district.

1. A student found in possession of or furnishing a firearm at school or at a school activity off school grounds. **Mandatory Expulsion – EC 48915 (c)**  
If a student possesses, sells, or otherwise furnishes a firearm at school or at a school event, the principal or designee must notify the appropriate local law enforcement authorities.
2. A student brandishing a knife at a person. **Mandatory Expulsion – EC 48915 (c)**
3. Selling a controlled substance. **Mandatory Expulsion – EC 48915 (c)**
4. Committing or attempting to commit a sexual assault or battery as defined in subsection (n) of EC Section 48900. **Mandatory Expulsion – EC 48915 (c)**
5. Behavior that endangers staff and/or students
6. Behavior that disrupts the orderly classroom or school environment
7. Harassment of students or staff, including bullying, intimidation, hazing, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering
8. Damage to or theft of property belonging to the district, staff, or students.
9. Possession, use or sale of alcohol, tobacco, vape, or other drugs.
10. Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose, including employment. (Penal Code 417.27)  
Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.
11. Profane, vulgar or abusive language
12. Plagiarism or dishonesty in schoolwork or on tests
13. Inappropriate dress
14. Tardiness and unexcused absence from school
15. Failure to remain on school premises in accordance with school rules
16. Possession of Cellular Phones and Other Electronic Signaling Devices (see paragraph to follow)

**Students may possess or use electronic signaling devices, including but not limited to pagers, beepers and cellular/digital telephones, provided that such devices do not disrupt the educational program or school activity. Electronic signaling devices shall be turned off during school hours. If disruption occurs, the employee will direct the student to turn off the device and/or confiscate the device until the end of the school day or activity.**

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purpose. (Education Code 48901.5)

## **RESTRICTED ITEMS**

Due to health, safety, and theft problems the following items are specifically not allowed at school, in classrooms, or in school buses or vehicles:

1. **GUM**
2. **IPODS, MP3 Players and similar electronic devices**
3. **Sunflower seeds with shells still on**

For gum and sunflower seeds the students will receive a warning on the first offense and a referral for each subsequent offence. For IPODS, MP3 players and similar devices the student will receive a warning on the first offence and the item will be taken away and then returned to the student at the end of the day. On any subsequent offense the student will have the item taken away and then a parent or guardian must pick up the item from the office.

## **CHEATING AND PLAGIARISM POLICY**

Public education is free to all students in the U.S. and with that right, the responsibility for all students to learn at the best of their ability. School Boards confer diplomas upon the successful completion of Board and State requirements for high school graduation. That diploma signifies the recipient has attained a level of competency that employers and colleges can rely upon for job skills and educational background. When students copy or cheat as a way to meet graduation requirements, it cheapens the meaning of the diploma for all. Consequences for cheating (class work, homework, projects, and tests, including talking, copying by hand, photo, or machine, transmitting, text messaging or note passing) should be severe in order to dissuade students from attempting to copy or cheat. Consequences for cheating or plagiarism are as follows:

First occasion: The student shall receive a discipline referral and a zero or an "F" on that assignment or exam, and the teacher shall inform the parents in writing.

Second occasion: The student shall receive a discipline referral and an "F" for the semester for the course, and the teacher shall inform the parents in writing.

Parents may request a meeting with the teacher and/or principal to discuss and review the incident.

## **Attendance**

**Regular and prompt attendance is the responsibility of the students and the parents.** Parents are welcome to check into the office and walk their child to class before school starts, but they must exit campus before the Tardy Bell. 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 incentives, 3 unexcused tardies will count as 1 absence.

Exceptions will be made for students with conditions that effect attendance as identified in their Health Plans, IEP's, 504 Plans or COVID-19 related illnesses. Additional exceptions can be made on a case by case basis.

## Medications

Our school has written policy to assure the safe administration of medication to students during the school day. It is based on California Education Code, rules that guide schools in providing safe care to children during the school day.

According to California Education Code 49423, every medication, even over the counter medication, must have a medication authorization form for the school filled out by the doctor.

If your child must have medication of any type given during school hours, including over-the counter drugs, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time(s).
2. You may obtain a copy of a medication form from the school nurse. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor and by you, the parent or guardian. Prescription medicines must be brought to school in a pharmacy-labeled bottle that contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.
3. You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours). School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by both doctor and parent/guardian, and the medication has been received in an appropriately labeled container. This is to protect the safety of your child and in fairness to those administering the medication.

For students needing to self-administer medication, such as asthma inhalers, epi-pens, insulin, etc., the doctor must check the box that states your child may safely administer the medication by themselves.

If you have questions about the policy, or other issues related to the administration of medication in the schools, or any health related issues, please contact the school nurse at 805-238-1782.



### Health Services

If you are not feeling well or have an injury, please let your teacher or another adult staff member know, and you will be sent to the office. Parents will be notified if you have a temperature and/or need to go home.

### Head Lice

Each year we have some problems with head lice. It is our policy to exclude from school all children who have lice or nits (eggs). If students are sent home with head lice they are allotted only one excused absence. Any additional days will be unexcused.

## Books and Supplies

Textbooks are issued free of charge to the student by the classroom teacher. Students are responsible for the care and return of these books and will be charged accordingly if books are lost or damaged beyond the wear normally expected through proper usage. When found, lost books will be returned to the main office. It is suggested that each student have a backpack or storage for pencils, crayons, and other materials.

## K- 5 Grading System

Students will be graded in three trimesters. Each trimester is approximately 60 school days long. Conferences between parents and teachers will be held during the fall and spring trimesters. Students will be assessed by how well they retain California Standards in each academic subject. If a particular standard is not addressed that trimester, the student will not receive a grade. Instead of letter grades, all students in grades K-5 will receive a 4-point rubric score that indicates students' progress toward grade level academic expectations:

Performance Levels for Academic Expectations
<b>4 - Exceeds Expectations</b>
Student applies and connects standard(s) in ways that are in-depth and beyond grade level expectations.
<b>3 - Meets Expectations</b>
Student consistently demonstrates mastery of the standard(s) based on grade-level trimester benchmark.
<b>2 – Approaches Expectations</b>
Student demonstrates some understanding of the standard(s) based on grade-level trimester benchmark.
<b>1 – Needs More Time/Practice to Develop</b>
Student needs more time/practice to demonstrate understanding of the standard(s).
<b>NE – Not Evaluated</b>

## Learning Behaviors

Parents of K-5 students will also be provided information regarding student behaviors that support learning. The four level rubric score will be used to indicate a child's progress towards grade level behavior expectations. It is based upon observed behaviors that are aligned to 21<sup>st</sup> Century learning skills needed for college and career readiness.

BEHAVIORS THAT SUPPORT LEARNING
<b>Self – Directed Learner</b>
<i>The ability to be responsible for one's own learning</i>
Sets goals and evaluates progress towards achieving them
Works independently and asks for help when needed
Makes productive use of class time
Prepared for learning
<b>Community Contributor</b>

<i>The understanding that it is essential for human beings to work together</i>
Demonstrates respect to peers and adults
Follows school and classroom rules
Takes responsibility for own behavior
<b>Complex Thinker</b>
<i>The ability to demonstrate critical thinking and problem solving strategies</i>
Explains answers and makes adjustments
Solves problems in different ways
Thinks creatively
<b>Quality Producer</b>
<i>The ability to recognize and produce quality performance and quality products</i>
Strives to complete work neatly, correctly, and on time
Demonstrates fine motor skills (cut, copy, pencil control, etc.)
<b>Effective Communicator</b>
<i>The ability to communicate effectively</i>
Collaborates with peers
Listens effectively to peers and adults
Speaks audibly and expresses thoughts, feelings, and ideas clearly
<b>Effective and Ethical User of Resources &amp; Technology</b>
<i>The ability to use a variety of resources effectively and ethically</i>
Draws upon multiple resources to produce quality products
Organizes and uses classroom resources responsibly
<b>Performance Levels for Behavior Expectations</b>
<b>C - Consistently</b>
Student regularly demonstrates the behaviors independently.
<b>U - Usually</b>
Student demonstrates most of the behaviors independently. Student may be working on developing skills in one of the areas. On occasions, the student may need teacher direction.
<b>S - Sometimes</b>
Student demonstrates some of the behaviors. The student is developing skills in two or more areas. The student often needs teacher direction.
<b>N – Not Yet</b>
Student demonstrates few of the behaviors without teacher direction.

## Progress Report

A mid-term progress report may be issued during any trimester. Please read them carefully. These notices are used to help communicate student progress. If a student is not doing work at their ability level, then it is important for parents to encourage them and talk to the teacher to see what else can be done. In all cases of failing work, the notice will be issued before a failing grade is given on the trimester report. The form is used with the intention of encouraging student success.

## Shandon Middle School Grading System Grades 6, 7 & 8

### Grades

Parents and guardians have access to individual student performance through confidential access to AERIES, an online grade reporting system found at [Shandonschools.org](http://Shandonschools.org). Parents will receive account and login information from the school.

Teachers individually determine student grades on assignments in their courses and explain their individual grading policies at the beginning of the school year. Questions about grades should be addressed directly to teachers. Middle School report cards will be issued three times a year with parent teacher conferences being held in the fall and spring.

The academic grading system is determined on a letter basis as follows:

Letter Grade	Percentage
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	Below 60

### Progress Reports

A mid-quarter progress report may be issued during any quarter. Please read them carefully. These notices are used to help communicate student progress. If a student is not doing work at their ability level, then it is important for parents to encourage them and talk to the teacher to see what else can be done. In all cases of failing work, the notice will be issued before a failing grade is given on the quarterly report. The form is used with the intention of encouraging student success.



**Shandon Elementary School**  
**8<sup>th</sup> Grade Promotion**

**Eighth Grade Promotion Ceremony and Class Trip**  
**Eligibility Requirements**

**Trip Requirements:**

1. **Grades:** Pass all courses.
2. **Grade Point Average:** Earn a **cumulative** GPA of 2.00 or higher in the eighth grade taking into account all courses taken by the fourth quarter progress report.
3. **Attendance:** In grade eight acquire **no more than eight unexcused absences** and commit no truancies (ditching a class). Any three unexcused tardies will count as one absence.
4. **Citizenship:** In grade eight commit no offenses resulting in suspension, acquire no more than three referrals for offenses that do not result in suspension, and do not otherwise exhibit behavior problems resulting in an administrative change of placement.

**8<sup>th</sup> Grade Promotion Ceremony Requirements:**

1. **Grades:** Pass all required courses.
2. **Grade Point Average:** Earn a **cumulative** GPA of 2.00 or higher in the eighth grade taking into account all courses taken by the fourth quarter progress report.
3. **Attendance:** In grade eight acquire no more than eight unexcused absences and commit no truancies (ditching a class). Any three unexcused tardies will count as one absence
4. **Citizenship:** In grade eight commit no offenses resulting in suspension, acquire no more than three referrals per semester for offenses that do not result in suspension, and do not otherwise exhibit behavior problems resulting in an administrative change of placement.
5. **Ceremony Conduct:** Students who participate in the promotion ceremony are required to adhere to all school rules during the ceremony including, but not limited to dress code and chewing gum.

**Appeal Process:** Parents of eighth grade students will be sent notification two weeks prior to the class trip if their students are not eligible to participate in the class trip or promotion ceremony. Parents or students may submit a written appeal to the middle school Promotion Review Committee. Appeal letters must be submitted to the Review Committee within 1 week of initial notification. The Promotion Review Committee consists of the superintendent, principal and eighth grade teachers. The decision of the Promotion Review Committee is final.

## Hints on How to Study

1. Make it a habit to do your homework in a regular place at a regular time.
2. While studying, sit at a desk or table in a chair that is comfortable.
3. Have all the necessary tools at hand, i.e., pencils, pen, paper, and books.
4. In doing an assignment, be sure to have in mind exactly what is wanted. Find the purpose of the lessons.
5. Outline the assignment on paper. It helps to jot down the parts you do not understand to ask questions about them.
6. Work for quality; try to go a little beyond what is required, to make your work be more than satisfactory. Extra practice, in athletics or music make the star, the artist. Doing more than is asked for in studying produces a top grade, and any extra practice results in greater mastery.
7. If the work assigned is too great or difficult, do as much as you can to the best of your ability.
8. Break your study into intervals with short rest periods in between. Study with concentration for a time, and then walk around for a minute or two.
9. In reading, first read the material rapidly to get the main ideas. Then read it a second time more slowly and accurately to promote comprehension.
10. Review notes and class work before tests or written lessons. Don't cram!
11. Plan your work; give yourself time to do things right. Do not wait until the last minute; working under pressure can cause haphazard results.
12. Review study materials regularly throughout the trimester, not just the night before the test.
13. Studying in the morning when rested is more effective than a double amount of time in the evening when tired (Ten minutes in the morning is equal to 20 minutes study at night).
14. Do your homework!
15. Don't just memorize. Read sentences aloud if necessary to understand their meaning.
16. Use a dictionary frequently. Look up new words. Jot them down in a notebook just for the purpose of building a strong vocabulary.
17. Write down your assignments in your organizer.
18. Review the previous lesson before studying the advanced one. When the assignment calls for both studying and written work, it is better to do the studying first and save the written work for the end of the study period.

## Homework Policy

Homework is provided for students to allow them to practice skills taught in class and to expand their learning by completing additional activities. Regular homework is assigned beginning in kindergarten. Through their homework, students can reinforce academic skills taught in school and learn how to conduct research effectively, develop ideas creatively, and become lifelong learners.

- Homework is the responsibility of the student.
- It is the student's job to develop regular study habits.
- It is the student's job to do most assignments independently.
- The school encourages parents to help as a contributing resource and encourages teachers to structure homework assignments so as to involve the parent without diminishing the student's sense of responsibility.
- Homework should not place an undue burden on students or families.
- Homework should reinforce classroom-learning objectives and be related to individual student needs and abilities.
- Failure to complete homework may result in the lowering of a student's report card grade.
- Students should expect to spend an average of 20-30 minutes of homework at the primary level and an average of 40 minutes of work at the intermediate level (grades 4-5), at least four days per week. Grades 6, 7 & 8 will vary according to need.
- All students are encouraged to read at least 20 minutes each night.
- Students who have been absent from school are responsible for making up all missed work, including homework, assigned in their absence.
- Students who are absent may have parents call the school by 10:00 a.m. and request homework.
- Students are not allowed to call home when homework is forgotten.
- Students can turn in homework later, but such work may be given less credit than if it had been turned in on time.

Please contact your child's teacher or the principal if you have questions regarding homework.

## Parent Involvement

Shandon Joint Unified School District believes that key to each individual child's success is the support, involvement, and collaboration of the parents/guardians. Therefore, we encourage you to become a part of the educational process.

### *Communication is Key*

We make every effort to promote clear communication between the school and family on school programs and children's progress.

- A monthly bulletin is sent home, and posted on the school website, with information about school and classroom activities.
- Notices about student achievement and behavior are sent home on a regular basis.

Communicating with your student's teacher regarding any praise, concerns or questions you may have is vital. A message may be left at the front office.

### *Direct School Involvement*

Parents are welcomed to volunteer in the classrooms, playground, lunch area, and library. Attending field trips, school events, student performances, parent meetings, assemblies, and sports events are other ways to be

directly involved at your child's school. Due to legal requirements, parents who volunteer need to have a completed volunteer packet on file with the school.

Parents are encouraged to be actively involved in the decision making process. Parent participation in School Site Council, Migrant Parents Advisory Committee, and other advisory groups and organizations is an important component in making our schools great.

#### *Other Involvement*

Parents are encouraged to supervise homework and participate in home-learning activities along with their children. These may include daily reading and family discussion that reinforces and enriches children's classroom learning.

Shandon Joint Unified School District strives to provide opportunities for parents to develop their parenting and child-rearing skills. The training is provided in appropriate languages to help parents learn about proper nutrition, quality health care, fostering self-confidence, appropriate behavior, and high expectations, as well as providing a safe, drug-free, and positive home condition.

### **Non-discrimination Policy**

The Shandon Unified School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to:

Coordinator of Title IX,  
Section 504, and Title IV  
Shandon Unified School District  
P.O. Box 79, Shandon, CA 93461

### **Closed Campus**

The elementary schools operate as closed campuses. That means that students may not leave the school grounds from the time they arrive in the morning until dismissal. Parents who wish to take a child from school early are asked to check in at the office. If you are to be picked up by someone who is not listed on your emergency card a phone call or a note from your parents must be given to the office. Persons picking up students may be asked to present identification.

### **Student Safety**

Shandon Elementary students walking to school are required to use the painted crosswalks in front of the elementary school and the high school. Parents are encouraged to walk children to school until students are familiar with the safest route.

Bicycle riders (helmets are mandatory) are reminded that they should practice safe riding habits, including walking bicycles across crosswalks and watching out for motorists. Students should walk their bikes on the school grounds and lock them in the bike rack.

Skateboards, scooters and in-line skates are not to be brought to school. For safety reasons, students must not ride the above items or bicycles around the campus. This rule applies 24 hours a day, 7 days a week.

Parents may drop off forgotten items to the school office. At no time should items be passed through the fence to students.

## **Student Property**

Items such as clothing, lunch boxes, lunch sacks, etc., should be marked with your name. If you lose an item, please check the lost and found area. Smaller lost and found items such as eyeglasses, retainers, etc., are kept in the office. At the end of December, Spring Break and the end of the school year, all unclaimed clothing is donated to charity. Please do not bring toys, sports equipment, radios, cameras, tape recorders, electronic devices, tools, glass containers, or pets to school. Shandon Joint Unified is not responsible for lost or stolen personal items.

## **Library**

The library is used for quiet research, silent study, and pleasure reading. Books are checked out for a period of one week. Students are responsible for books they check out. If a book or magazine is lost, the student will be required to provide funds for replacement. If the article is found after payment has been made, a refund will be issued.

## **S.S.C. Meetings**

The S.S.C. (School Site Council) meets generally one day each month. The dates of these meetings will be listed in the calendar section of the monthly newsletter & on our school website, shandonschools.org. Please try to attend these meetings, if your schedule allows. Attending these meetings are strongly encouraged in order to gather information on district performance and to provide input for improvement.

## **Field Trips**

Field trips are planned throughout the year to enhance the learning experience of the children. Written parent permission will be required to be turned in to the teacher prior to the field trip. Parents who are volunteering to chaperone should not bring any other children or family. Please note that all chaperones will need to have a completed volunteer packet on file.

## **Parties**

Parents must give the office 24 hours notice before bringing store bought treats to celebrate their child's birthday. Please inform the office if your child has any dietary restrictions.

## **Visitors, Guests, Relatives and Volunteers**

We welcome visitors and volunteers to our school. If you wish to spend time in the classroom, please contact the office at least one day before the planned visit. All volunteers and visitors are to check in at the office. No other visitors will be allowed on campus. All classroom volunteers must have a completed volunteer packet on file and be fingerprinted prior to working extensively with students.

## **Communication**

Please contact the school whenever the need arises. Teachers may be contacted by note or by phone. If you call during the school day, the office will leave the teacher a note to return your call. We ask parents not to conference with the teacher during class time. If you would like to talk with the teacher, please make an appointment before or after school or call your child's teacher. We welcome your input on how we can help you and your child.

## **Cafeteria**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, breakfast and a well-balanced lunch are served. This school year we are offering free breakfast and lunch to all students. Breakfast will be served in the classroom for grades Tk-5 and will begin promptly at the start of every school day. Breakfast for grades 6-8 will be offered before school and then again at morning break.

To maintain our free status, all students must complete and return the Free and Reduced Lunch Application. Applications for Free and Reduced Lunch will be provided on the first day of school and are available through the office.



Staff and students will work together to monitor the cafeteria for cleanliness and neatness.

## Change of Address and Phone Numbers

If at any time during the school year it becomes necessary for parents or guardians to change their home or mailing address or phone number we ask that they please report this change immediately to the office. The office needs this information so that each student's school record and emergency card can be kept up-to-date. Please make sure your child knows your current phone number also. For younger children it is suggested that your phone number be put on an index card and kept in the backpack.

## Telephone Use

The school phone is for school business purposes only. Students may use the phone only in emergencies, such as illness or injury. Students will not be allowed to phone for lunch money, homework, baseball mitts, etc. Any student wishing to make a call must have a note from his or her teacher. Please make your transportation and after school care arrangements with your child prior to the beginning of school each day. Should you need to change your transportation or after school care arrangements, please call the school prior to 2:00 p.m. in order for your message to be delivered to your child--except in the case of an emergency. We cannot guarantee that messages called in after 2:00 p.m. will be delivered to the student.



## Student Services

Shandon Joint Unified provides some special student services. These services are listed below. If you would like further information, please contact your school.

**Student Study Team** - This team of educators meets regularly to discuss and develop plans to meet the needs of students. This team will also make recommendations on grade retention.

**Resource Specialist Program** - This program provides instruction specific to the learning-handicapped student.

**Counseling Services** - The School Counselor is available for individual and group counseling on the Shandon Elementary campus. Services offered are social and emotional, academic, group counseling, and guidance. Counseling can be done on a one-time basis or on a continuing basis. In addition, the counselor can assist in referrals to outside agencies. Students wishing to see the counselor should notify their teacher. Parents may also leave a message for the School Counselor in the school office.

**Migrant Education Services** - This program provides assistance for the children of migrant workers.

## Internet

Internet access is available to students and staff in the Shandon School District. This allows local and distant computers to communicate. The computer system is intended to support learning, increase opportunities for communication, and add resources for learning.



**Network Conduct and Acceptable Use:**

The Shandon computer system should be shared and available to all approved users. *Inappropriate conduct may result in disciplinary action.* This includes damage, vandalism, or theft of equipment, services, and software. The system may not be used to communicate unlawful information or to transmit computer viruses. Accessing information which is pornographic, sexist, obscene, racist, or abusive is unacceptable. Users may not plagiarize or violate copyright laws. Users may not disrupt computer systems or network, destroy or modify computer data, or harm or destroy any computer or network hardware. Users may not use inappropriate language. Downloading of alcohol, drug paraphernalia, pornography, or any illegal activities is strictly forbidden. *Students are not allowed to use Chat Rooms or send E-Mail unless it is school related!* Shandon Schools may also find other conduct objectionable.

**Network Etiquette:**

Network users need to respect the privacy of all users. *Do not reveal the personal address, names, or phone numbers of yourself or anyone else.* Keep passwords confidential.

**Network Monitoring:**

It is possible that your child(ren) may find material on the Internet that you would consider objectionable. Although your student's use of the Internet will be supervised by staff, we cannot guarantee that your child(ren) will not gain access to inappropriate material. Shandon staff members will determine what is appropriate use of technology resources. The district staff will refer for disciplinary action any individual who does not comply with the provisions of this agreement. Cancellation of user privileges or disciplinary action will be at the discretion of the staff after application of due process.

**Penalties for Improper Use:**

Any user violating rules, applicable to state and federal laws, or posted classroom and District rules, is subject to loss of network privileges and other disciplinary action. In addition, pertaining to State and federal laws, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of Section 502 of the California Penal Code or applicable federal laws and is subject to criminal prosecution.

## **Shandon Joint Unified School District** **Power Outage Procedures**

While circumstances may vary between the two ends of the district (Shandon and Parkfield), basically, if there is no power to start school at either end of the district, we will revert to our Late Start procedures. Everything will be “backed up” roughly two hours. An initial call will be sent shortly after 6:00 A.M. announcing a Late Start school day. If there is no subsequent call in the next two hours, plan on the Late Start schedule—school will begin at 10:00 A.M. If school is being completely canceled, you will receive a second phone call before 8:00 A.M. announcing this. District employees and students will be subject to “make up” this day, if school is canceled and never started. Please be reminded that decisions will be based on the school’s location, not necessarily conditions at your home.

If we lose power once everyone is at school, site administrators will call PG & E to determine the length of the outage. If the power is going to be out for greater than four hours, two scenarios exist...if we lose power before or during the serving of lunch, students will be sent home at a time when busses can arrive and we can insure our younger student’s parents have adequate notification for their student’s home supervision (1-2 hours); if we lose power after lunch is served, students will remain at school for the remainder of the regular day and busses will run their normal routes. We will have to work around foreseeable problems of not having computers, smartboards, and, in “interior” classrooms on our sites, no visibility, but our top priority, as always, is our student’s safety. Adjustments can be made.

And finally, what if students are in school and the power goes out at one end of the district but not the other? Since all schools bus routes are tied together, if, for example, power is lost at Shandon High School but not Shandon Elementary, whatever decision is made at SHS would apply to SES. We do not have resources to run two separate bus routes. In this same scenario, if there is power in Shandon but not Parkfield, students would remain in our Shandon schools, keeping to their normal schedules. A separate decision can be made regarding Parkfield students and staff.



## **Cell Phone Policy for Shandon and Parkfield Elementary Schools**

According to SB 1253, school districts can regulate the possession and use of electronic signaling devices.

Cell phones are to be turned off once the student arrives on campus. During class periods, recess and lunch, phones may not be used **for any reason** (including talking, listening, ringing, text messaging, checking the time, taking pictures, etc.). The phones must be **powered off** during class time. Phones may **not** be on, ring, or vibrate during the school day.

Parents who need to get information to their students during school hours are encouraged to leave a message in the school office. If a student feels they need to check their phone for an important family matter or emergency, they are to come to the office during a recess or lunch break and request permission to turn on their phone to check messages.

### **The discipline matrix for violations of this policy will be as follows:**

#### **1st Violation**

Confiscate the cell phone and return phone to the student at the end of day or class period.

#### **2nd Violation**

Confiscate the cell phone, contact parent, assign 1 day of after school detention, return phone to the student at the end of the day or class period.

#### **3rd Violation**

Confiscate the cell phone, contact parent, 5 days after school detention, and possible suspension or Saturday School for defiance, return phone to the student at the end of the day or class period.

## Notice to Parents

In the case of a major disaster, we want to assure you that your child will have maximum safety and security in our school. Shandon Joint Unified has a Disaster Preparedness Plan and conducts annual drills and exercises to ensure readiness. As a result, the following procedures and information have been developed:

At any time that a possible emergency exists, all children will remain at school or be transported to an authorized location, such as the high school, to ensure their safety regardless of the location of the emergency. Children retained at school will be released to parents--or an adult whose name appears on the emergency card--or to a responsible adult at the discretion of the adults in charge of the child. Records will be kept on all children released to adults. Children will be released only through the main office or Command Center. (It is important to keep emergency cards updated throughout the year.)

Our schools may be used as an emergency-receiving center during fire, earthquake, or other disaster. The schools are prepared to work in conjunction with the Sheriff's Department, disaster personnel from San Luis Obispo and Monterey County, and the American Red Cross.

It is important that the above information be discussed with your child. You should have a family plan that takes into account a situation in which your child is on the way to or from school and/or that he/she may be alone at home.

It is recommended that you tune your radio to 1230 AM or 92.5 FM for news reports and additional information during an emergency.

Your cooperation and help is appreciated.

## Notice

We want to ensure that all students are given the opportunity to reach their full and individual potential, to instill a love for life-long learning for all students, to foster success for all students through connections between school and real life experiences, and to develop responsible and productive citizens for the future.

We strive to accomplish these goals by means of a coordinated school curriculum in which a commitment has been made to focus on reading, writing, language arts, and math. The staff and adult volunteers in the school are committed to an educational program of excellence and growth for all students.

The Shandon Joint Unified School District does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The district also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the Americans with Disabilities Act and Section 504 may be forwarded to:

Ms. Kristina Benson  
P.O. Box 79  
Shandon, CA 93461  
(805) 238-0286

# SHANDON JOINT UNIFIED SCHOOL DISTRICT

10.5

Regular Meeting of the Board of Trustees

MEETING DATE: June 2, 2020

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**AGENDA ITEM TITLE:**

Board Committee Re-Appointment

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**PREPARED BY:**

G. Gavilanes

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**AGENDA SECTION:**

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

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**SUMMARY:**

Board of Trustees will appoint a member to the Interdistrict Transfer Committee and Library Committee.

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**RECOMMENDED ACTION:**

# SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: June 2, 2020

10.6

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**AGENDA ITEM TITLE:**

Discussion and Approval of the 2020-21 Application for Funding for the Agricultural Career Technical Education Incentive Grant

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**PREPARED BY:**

Deanna Morton

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**AGENDA SECTION:**

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

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**SUMMARY:**

The following is the application for the 2020-2021 Agriculture Incentive Grant funds. The funds are acquired by meeting 12 quality criteria in the following areas outlined below.

1. Curriculum and instruction
2. Leadership and citizenship development
3. Practical application of occupational skills
4. Qualified and competent personnel
5. Facilities, equipment, and materials
6. Community, business, and industry involvement
7. Career guidance
8. Program promotion
9. Program accountability and planning

---

**RECOMMENDED ACTION:**

Approval

# AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2020–21 APPLICATION FOR FUNDING

California Department of Education

(Due Date: To be received in Regional Supervisor's Office by June 30, 2020)

Shandon High School

School Site

Shandon Joint Unified School District

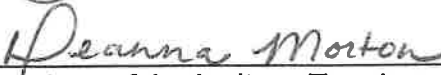
District

Please include the following items with your application:


- ☒ Eligibility Determination Sheet
- ☐ Variance Request Form (if applicable)
- ☐ Quality Criterion 12 Form (if applicable)
- ☐ Award Estimator and Budget Sheet
- ☐ List of Agriculture Teachers

Certification: I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.

  
\_\_\_\_\_  
Signature of Authorized Agent

  
\_\_\_\_\_  
Signature of Agriculture Teacher  
Responsible for the Program

*SUPERINTENDENT*  
\_\_\_\_\_  
Authorized Agent Title

  
\_\_\_\_\_  
Signature of Principal

Contact Phone Number: (805) 238-0286  
\_\_\_\_\_

Date of Local Agency Board Approval: \_\_\_\_\_

# AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2020–21 APPLICATION FOR FUNDING

California Department of Education

(Due Date: To be received in Regional Supervisor's Office by June 30, 2020)

## Eligibility Determination Sheet

IN ORDER TO APPLY FOR FUNDING, YOU MUST MEET **ALL** THE QUALITY CRITERIA LISTED BELOW

Please check each Quality Criteria you meet:

- ☒ 1. Curriculum and Instruction
- ☒ 2. Leadership and Citizenship Development
- ☒ 3. Practical Application of Occupational Skills
- ☒ 4. Qualified and Competent Personnel
- ☒ 5. Facilities, Equipment, and Materials
- ☒ 6. Community, Business, and Industry Involvement
- ☒ 7. Career Guidance
- ☒ 8. Program Promotion
- ☒ 9. Program Accountability and Planning

IF YOU CHECKED **ALL** THE REQUIRED QUALITY CRITERIA, PLEASE  
CONTINUE TO THE NEXT PAGE OF YOUR APPLICATION.

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If you **do not** meet one or more of the criteria listed above, you may submit a Variance Request Form for each unmet criterion.

A variance is a proposed plan to bring your program into compliance with all the quality criteria listed above, prior to the following year's application.

All variances must be approved with this application in order to be eligible for funding. Non-compliance with the terms of the approved variance will result in a loss of funds.

Will you be including a formal Variance Request Form for each unmet criterion?

☐ Yes      ☒ No

IF YOU ARE REQUESTING ONE OR MORE VARIANCES, PLEASE COMPLETE A  
**VARIANCE REQUEST FORM** FOR EACH AND CONTINUE TO THE NEXT PAGE OF  
YOUR APPLICATION.

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IF YOU DO NOT MEET **ALL** REQUIRED QUALITY CRITERIA LISTED ABOVE,  
**AND** YOU ARE **NOT** SUBMITTING A VARIANCE REQUEST FORM

**STOP**

YOU ARE NOT ELIGIBLE TO APPLY FOR FUNDING THROUGH THE AGRICULTURAL  
CAREER TECHNICAL EDUCATION INCENTIVE GRANT.

AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2020–21

APPLICATION FOR FUNDING

California Department of Education  
(Due Date: To be received in Regional Supervisor's Office by June 30, 2020)

AWARD ESTIMATOR

DATES OF PROJECT DURATION: JULY 1, 2020 TO JUNE 30, 2021

Applicant Information (please fill in the underlined fields)

Number of Different Agriculture Teachers at Site  
(Please attach a separate list of Agriculture teachers' names): 2

Total Number of Students from the prior fiscal year R-2 Report: 89

Number of teachers meeting Criterion 10 (Class size - See instructions): 2

Number of teachers meeting Criterion 11a (Year round employment - See instructions): 2

Number of teachers meeting Criterion 11b (Project supervision period - See instructions): 2

Do you meet all criteria on the attached Quality Criterion 12 Form (Y/N)? N

Award Calculations

Part 1: Based on your number of agriculture teachers at the site:  
(Please attach a separate list of Agriculture teachers' names): \$ 4,500.00

Part 2: Based on \$8.00 per member listed on the R-2 Report: \$ 712.00

Part 3a: Based on number of teachers meeting Criterion 10: \$ 4,000.00

Part 3b: Based on number of teachers meeting Criterion 11a: \$ 4,000.00

Part 3c: Based on number of teachers meeting Criterion 11b: \$ 4,000.00

Part 4: Based on meeting all criteria on the Quality Criterion 12 Form: \$ 0.00

Total Estimated Award: \$ 17,212.00



# AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT 2020–21 APPLICATION FOR FUNDING

California Department of Education

(Due Date: To be received in Regional Supervisor's Office by June 30, 2020)

## Budget Sheet

Incentive grant awards must be matched for each Account Number below (4000, 5000, and 6000). Account Number 4000 requires only the subtotal be matched, but Account Numbers 5000 and 6000 must be matched by line item. A waiver of matching must be approved for any instances where matching funds do not meet or exceed Incentive Grant funds.

**Amount left to Allocate:**

\$ 0.00

### 4000: Books & Supplies

Items	Description of Items of Funds Being Used	Incentive Grant Funds	Matching Funds
1.	Instructional Materials & Curriculum	\$ 10,000.00	\$ 10,000.00
Subtotal	N/A	\$ 10,000.00	\$ 10,000.00

5000 Services and Operating Expenses, including services of consultants, staff travel, conferences, rentals, leases, repairs, and bus transportation

Items	Description of Items of Funds Being Used	Incentive Grant Funds	Matching Funds
1.	Travel & Conference	\$ 5,212.00	\$ 5,212.00
2.	Professional Development	\$ 2,000.00	\$ 2,000.00
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Subtotal	N/A	\$ 7,212.00	\$ 7,212.00

6000 Capital Outlay, including sites, buildings, improvement of buildings, and equipment

Items	Description of Items of Funds Being Used	Incentive Grant Funds	Matching Funds
1.			
2.			
3.			
4.			
5.			
Subtotal	N/A	\$ 0.00	\$ 0.00

**Total Allocated Funds:**

\$ 17,212.00

\$ 17,212.00

# SHANDON JOINT UNIFIED SCHOOL DISTRICT

10.7

Regular Meeting of the Board of Trustees

MEETING DATE: June 2, 2020

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**AGENDA ITEM TITLE:**

Resolution 2019-20-13 Requesting dry period financing for fiscal year 2020-21

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**PREPARED BY:**

K. Benson

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**AGENDA SECTION:**

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

---

**SUMMARY:**

Resolution of the SJUSD Board of Trustees requesting dry period financing for fiscal year 2020-21

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**RECOMMENDED ACTION:**

Approval

**SHANDON JOINT UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES  
DRY PERIOD FINANCING REQUEST  
RESOLUTION NO. 2020**

2<sup>nd</sup> day of June, 2020

PRESENT:

ABSENT:

**RESOLUTION NO. 2019-20-13**

**RESOLUTION OF THE SHANDON JOINT UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES REQUESTING DRY PERIOD FINANCING FOR FISCAL YEAR 2020-21**

**WHEREAS**, Article XVI, Section 6 of the California Constitution authorizes the County Treasurer, with County Board of Supervisors approval via resolution, to make such temporary transfers from the funds in his custody between July 1<sup>st</sup> and the last Monday in April of each fiscal year as may be necessary to provide funds for meeting the obligations incurred for maintenance purposes by any district or political subdivision whose funds are in custody and are paid out solely through the County Treasurer's office provided that such temporary transfer of funds shall not exceed 85 percent of the anticipated revenues accruing to such district or political subdivision; and

**WHEREAS**, pursuant to section 42620 of the California Education Code, whenever any County school district does not have sufficient money to its credit to meet current expenses of maintenance, the County Auditor and Treasurer shall, with County Board of Supervisors approval, make a temporary transfer from any funds of the County not immediately needed to pay claims against it to the school district fund of the amount needed, not exceeding 85 percent of the amount of money which will accrue to the school district during the fiscal year; and

**WHEREAS**, pursuant to section 42620 of the California Education Code, it is required that if such temporary transfer of funds occurs, the funds transferred to the credit of a school district be retransferred by the County Auditor and Treasurer to the fund from which they were taken from the first moneys accruing to the school district and before any other obligation of the school district is paid from the money accruing; and

**WHEREAS**, the County of San Luis Obispo proposes that any such temporary transfer of funds shall be repaid to the County at an interest rate equal to the County pool interest rate; and

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the Shandon Joint

Unified School District Board of Trustees as follows:

1. The Shandon Joint Unified School District does not have sufficient money to its credit to meet current expenses of maintenance.
2. The Shandon Joint Unified School District requests from the County of San Luis Obispo a temporary transfer of funds not to exceed 85 percent of the amount of money which will accrue to the school district during the fiscal year.
3. The Shandon Joint Unified School District shall provide the County of San Luis Obispo any requested documentary proof to substantiate the Shandon Joint Unified School District's finding it does not have sufficient money to its credit to meet current expenses of maintenance.
4. If this request for the temporary transfer of funds is granted by the County of San Luis Obispo, such transfer of funds shall be repaid to the fund from which they were taken from the first moneys accruing to the school district and before any other obligation of the school district is paid from the money accruing, at an interest rate equal to the rate earned by the County Treasury pool.
5. \_\_\_\_\_, on behalf of the Shandon Joint Unified School District, is authorized to approve, sign and execute the agreement for the temporary transfer of funds from the County of San Luis Obispo pursuant to the request ordered by this resolution.
6. Certified copies of this resolution shall be forwarded to the County of San Luis Obispo Auditor-Controller-Treasurer-Tax Collector.

[Remainder of page intentionally left blank.]

Upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing Resolution is hereby adopted.

By: \_\_\_\_\_  
Chairperson of the Shandon Joint Unified School  
District Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary of the Shandon Joint Unified School District Board of Trustees

By: \_\_\_\_\_  
Deputy Clerk

APPROVED AS TO FORM AND LEGAL EFFECT:

By: \_\_\_\_\_  
Counsel to the Shandon Joint Unified School District

Dated: \_\_\_\_\_