



# SUNNYSIDE UNION SCHOOL DISTRICT

21644 Avenue 196 - Strathmore, California 93267 - (P) 559-568-1741 - [www.sunnysideunion.com](http://www.sunnysideunion.com)

## BOARD OF EDUCATION

### AGENDA

For the Regular Board Meeting of Tuesday, January 14, 2020, at 6:00 p.m., in the **Multi-Purpose Room**, at Sunnyside Elementary School, 21644 Avenue 196, Strathmore, California.

#### I. CALL TO ORDER

##### A. Attendees

##### BOARD OF EDUCATION

	Present	Absent	Late
Kimberly Braziel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> : _____
Schuyler Glover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> : _____
Humberto Quezada (Vice President)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> : _____
Humberto Cárdenas (President)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> : _____
Andy Manning (Clerk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> : _____

#### II. ADA ACCOMMODATION REQUIREMENT

A. Persons who are in need of a disability-related modification or accommodation to participate in the board meeting must request in writing to the District Office of the Superintendent-Principal, 21644 Avenue 196, Strathmore, California, 559-568-1741 x. 203. A request or accommodation should specify the nature of the modification or accommodation requested, including any necessary auxiliary aids or services required and the name and telephone number of the person making the request. The written request should be done as soon as possible and no later than two days before the meeting. The agenda, agenda packet and any written documents distributed to the board during a public meeting will be made available in appropriate alternative formats upon request by a person with a disability as required by the Americans with Disabilities Act.

B. Written documents concerning agenda items are available for public inspection during normal business hours within 72 hours of a regular board meeting at the Sunnyside Union School District Office, 21644 Avenue 196 in Strathmore, California.

#### III. GENERAL BUSINESS

A. Pledge of Allegiance (Student Video Presentation)

B. Welcome (visitors please sign-in on visitor's sheet)

C. Approve the Agenda of the January 14, 2020 Regular Board Meeting

MOTION BY: \_\_\_\_\_ SECOND BY: \_\_\_\_\_ VOTES: \_\_\_\_\_

#### IV. PUBLIC COMMENTS

Members of the public may address the board on any items within the board's jurisdiction, but which are not on the agenda (Public input for agenda items are accepted, at the time the matter is considered. Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. The total time limit for input on each item is 15 minutes).

**Board of Trustee:** Kimberly Braziel | Humberto Cardenas | Schuyler Glover | Andy Manning | Humberto Quezada  
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## V. ACKNOWLEDGEMENTS AND REPORTS

### A. Acknowledgements

### B. Staff Reports

- a. Employee Groups (Certificated, Classified, Confidential)
- b. Save the Children
- c. Vice Principal – Categorical Manager
- d. Superintendent-Principal

## VI. ROUTINE MATTERS – ACTION REQUIRED

### A. Consent Calendar

- a. Approve payroll for December 2019
- b. Approve the December 10, 2019, Governing Board Meeting Minutes
- c. Approve the December 17, 2019, Special Governing Board Meeting Minutes
- d. Approve the Pay Vouchers/Purchase Orders for December 10<sup>th</sup> and 23<sup>rd</sup> of 2019

MOTION BY: \_\_\_\_\_ SECOND BY: \_\_\_\_\_ VOTES: \_\_\_\_\_

## VII. NEW BUSINESS

### ACTION ITEMS

### A. Approve the Budget Revision for the 2019-2020 SY

MOTION BY: \_\_\_\_\_ SECOND BY: \_\_\_\_\_ VOTES: \_\_\_\_\_

### B. Discuss and approve setting special Budget/LCAP board meeting.

MOTION BY: \_\_\_\_\_ SECOND BY: \_\_\_\_\_ VOTES: \_\_\_\_\_

### C. Approve the 4<sup>th</sup> Quarter Williams Valenzuela Complaint Survey Report.

MOTION BY: \_\_\_\_\_ SECOND BY: \_\_\_\_\_ VOTES: \_\_\_\_\_

### D. Approve donation list for student fundraising event.

MOTION BY: \_\_\_\_\_ SECOND BY: \_\_\_\_\_ VOTES: \_\_\_\_\_

### E. Approve surplus nonusable material list for sell of disposable for January 2020.

MOTION BY: \_\_\_\_\_ SECOND BY: \_\_\_\_\_ VOTES: \_\_\_\_\_

### F. Approve Board Policy 5141.52 Suicide Prevention

MOTION BY: \_\_\_\_\_ SECOND BY: \_\_\_\_\_ VOTES: \_\_\_\_\_

### G. Approve Administrative Regulation 5141.52 Suicide Prevention

MOTION BY: \_\_\_\_\_ SECOND BY: \_\_\_\_\_ VOTES: \_\_\_\_\_

### H. Approve Board Policy 5144 Student Discipline

MOTION BY: \_\_\_\_\_ SECOND BY: \_\_\_\_\_ VOTES: \_\_\_\_\_

### I. Approve Administrative Regulation 5144 Student Discipline

MOTION BY: \_\_\_\_\_ SECOND BY: \_\_\_\_\_ VOTES: \_\_\_\_\_

### J. Approve Board Policy 6175 Migrant Education Program

MOTION BY: \_\_\_\_\_ SECOND BY: \_\_\_\_\_ VOTES: \_\_\_\_\_

### K. Approve Administrative Regulation 6175 Migrant Education Program

MOTION BY: \_\_\_\_\_ SECOND BY: \_\_\_\_\_ VOTES: \_\_\_\_\_

## VIII. INFORMATION AND DISCUSSION

### A. LOCAL CONTROL AND ACCOUNTABILITY PLAN & BUDGET

- a. Update on the 2019-2020 Local Control Accountability Plan

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- b. Discussion on the 2020-2021 Local Control Accountability Plan – Stakeholder Input, Stakeholder Surveys, Timeline

## B. OPERATIONS

- a. Review and discussion of Annual Pesticide Report as presented by Operations staff.
- b. Review and discussion of Sunnyside Pick-Up and Drop Off points in school parking lot.

## C. INSTRUCTIONAL SERVICES

- a. Review and discussion of the California School Dashboard
- b. Review and discussion of the 2020-2021 School Calendar
- c. Review and discussion of Local Assessments (report from Instructional Coach)

## D. STUDENT ACTIVITIES

- a. Results of the 2019 School Wide Science Day Activity
- b. Results of the 2019 Junior High Science Day Competition
- c. Update on Sunnyside Athletic Program
- d. Update on Fundraising from the Class of 2020 and Class of 2021
- e. Review of upcoming participation in County Wide Activities
- f. Discussion on developing a schoolwide student leadership program

## E. BOARD

- a. **Discuss and review board policies (Second Reading)**
  - i. Board Policy 1100 Communication With The Public
  - ii. Board Policy 6173.2 Education Of Children Of Military Families
  - iii. Administrative Regulation 6173.2 Education Of Children Of Military Families
  - iv. Administrative Regulation 6183 Home And Hospital Instruction
  - v. Exhibit 6183 Home And Hospital Instruction
  - vi. Board Bylaws 9322 Agenda/Meeting Materials
  - vii. Board Bylaws 9324 Minutes And Recordings
- b. **Discussion on Board Reading Presentations**

## F. BOARD POLICIES FOR REVIEW

- a. **The following policies will be presented to the board (First Reading)**
  - i. Administrative Regulation 3580 District Records
  - ii. Board Policy 3290 Gifts, Grants and Bequests
  - iii. Board Policy 3320 Claims And Actions Against The District
  - iv. Administrative Regulation 3320 Claims And Actions Against The District
  - v. Administrative Regulation 3460 Financial Reports And Accountability

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vi. Board Policy 4114 Transfers

**G. ADJOURN TO CLOSED SESSION (Read Items Below)**

a. Public Employee Discipline/Dismissal/Release (Government Code 54597).

**H. ADJOURN TO CLOSED SESSION \_\_\_\_\_ PM**

**I. RECONVENE TO OPEN SESSION \_\_\_\_\_ PM**

**J. REPORT OF ACTION TAKEN IN CLOSED SESSION (IF ANY)**

**IX. NEXT SCHEDULED BOARD MEETING**

**A. Regular Board Meeting February 11, 2020 (6:00 PM)**

**X. ADJOURNMENT \_\_\_\_\_ PM**

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## GOVERNING BOARD REPORT

January 14, 2020

### Before Break

- Annual Christmas – Winter Concert Highlights
  - Beginning Band: Currently running at about 30-40 fourth and fifth grade students
  - Jazz Band: Performing at a very high level under the direction of Snider Hendrickson. They have impressed everyone who has had the opportunity to hear them.
  - Folkloric Dance: The group performed at the concert. Again to rave reviews.
  - Second-Third Combo: Mrs. Demerath's class were the only ones that volunteered to participate in the evening performance.
  - 8<sup>th</sup> Grade Auction: The 8<sup>th</sup> grader raised over\$ \_\_\_\_\_. The auctioned off homemade wreaths, Class of 2020 jerseys, donated items from local businesses.
  - Premium Seating: 14 seat sold for the \$15 each (including tri-tip ticket). Scan Cards were given out to those who purchased.

### During Break

- The following meetings were scheduled but canceled:
  - Tulare County Hispanic Leadership Network: January 6, 2020
  - Tulare County Office of Education Foundation: January 7, 2020
- Contacted Sandy Hook "Say Anything"
  - Plan
    - Required Training for Contact Staff (Steve, Jody, and Jeannette) at the end of January
    - Roll Out Program End of February
- School Safety: Classroom Privacy Tents and Buckets (with general supplies) were put together in case of a significant (long period of time) Lockdown
- Unfortunate Sunnyside Community Incident
  - How it was handled upon return . . .

### After Break

- Superintendent's Advisory Meeting TCOE: January 13
- Small School Superintendent's Meeting: January 13
- School Site Council Meeting: January 13
- ELPAC Training: January 16
- Martin Luther King Day: No School: January 20
- Parent Conferences: January 21 – January 23

Other: \_\_\_\_\_

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## *Board Notes*

### Local Control Accountability Plan

Currently we are on budget for our current LCAP. We are in the planning stages for the 2020-2021 plan. School Site Council is discussing and looking at data to address any of the district's areas of need. During parent conferences we will provide a English/Spanish survey for parents to complete during conferences. We collected some input during Grandparent's Day. We will also provide a survey for the Fifth-Eighth graders to give the district an idea on how to further improve their education. Mr. Tredway is assisting in the development of this year's LCAP and has already attended a training. This is a very lengthy and time consuming process that requires your specific input.

### Operations

#### *Pesticide Report*

Brian Roberts puts together our annual pesticide usage report that needs to be sent to the State by the end of January. He is our Integrated Pest Management lead and maintains his pesticide use license on behalf of the district.

#### *Pick Up/Drop Off Project*

Prior to Christmas Break, Bob Vollmer had us remove then fence that is involved in the Parking Lot Project. It was removed by Vollmer's. They excavated most of the area and refilled (so we did not end up with a pool over vacation). Our staff framed and poured the footer and is ready for fence/gate reinstallation. Our staff contacted Vollmer's and they said that all of the asphalt plants are down and they would be right back on the job once they reopen. They still need to excavate the area west of the pump house. We are hoping there are no live lines still under this small area. It is hard to tell because there use to be barrack buildings in the lot itself. Everything should be capped off. I have begun working on a flyer to be sent home to parents prior to the official opening of the drop of lane. The draft is included in the board packet. We will also communicate using our website and app. We are also working on making it possible for Preschool parents to continue to pick up and drop off in the bus circle area.

### Instructional Services

#### *School Dashboard*

We will review the results of the California School Dashboard at the meeting.

#### *School Calendar*

The 2020-2021 draft calendar is included in your packet. I have reached out to the teacher's union for input per contract. They can make suggestions but the board has final discretion. I have also reached out to the classified union (CSEA), which is not required, but I do so in good faith. The only input that I have received as of January 7, 2020 is the following:

- Possibly starting earlier in August. This would actually be the first week!
- Consider going to a four-day February Holiday
- What is the effect of Early Release Professional Development Days on Prep Times

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As requested by the Governing Board at our previous meeting I reviewed the instructional minute times to move Professional Development days to Wednesday. Our calculations indicate that we would still sufficiently be over the required minutes. This would actually increase the number of Professional Development Days (including the day of graduation) and match up with Porterville Unified to help parents/families.

Description	Sunnyside	Porterville
Start Date	August 13	August 13
Thanksgiving	Out the Friday Before	Out the Day Before (half day)
Christmas Break	Out Friday December 18 (half day)	Out with Students Thursday, December 17
February Holiday	Currently Monday – Monday	Four Day Weekend (Friday-Monday)
Easter/Spring Break	Traditional Easter Week + 1 Day	March 15 – March 19 Good Friday and Monday
Last Day of School	June 10	June 4

Porterville gets out earlier because they do all of their professional development days prior to school starting + Friday of Christmas Break. They also do the extra three days at Thanksgiving

We take our professional development days in October and March. We would continue to do the March days (Thursday and Friday) the same week of Porterville's Spring Break. This gives the families the opportunity to have a few common days during this time.

This also allows for our graduation to not interfere with the High School. This has also been a big problem in the past.

## Student Activities

### *School Wide Science Day*

On Wednesday, December 17, we held a tower building contest for Kindergarten through Eighth grade. The students worked in groups of three in their rooms. The winning tower school wide was over 60 centimeters tall. We will provide pictures of the students working. The goal was to have students use spaghetti (18-20 pieces) and a meter of tape and string to build a tower with a large marshmallow on top. All classes had at least one successful project. The students needed to creatively work together using collective knowledge. Some of the projects were simple and met the requirements other were downright amazing using guidewires (string). Our eventual goal is to do the project again late in the spring but mixing students with different grade levels (i.e. Kindergartener, Fifth Grader, Eight Grader) to start developing leaders and mentors. I was also interesting to see how each individual teacher rolled the challenge out.

### *Junior High Science Day*

Every Friday before Christmas Break we hold a 6-8 grade science competition. This year randomly selected groups of three had to build a prototype of a sandwich box out of paper and tape. Their boxes were put into a crusher to see which design could hold the most weight (in our case water bottles). The winner this year was able to sustain 32 water

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bottles before being eliminated. We will bring pictures of the event, the crusher and materials that students could use. The most exciting thing about the event is the excitement shown by the students. Also, everything was being projected onto the big screen. And . . . when the winning project finally "failed" It takes all morning and each of the teachers takes on a role. The winners received Amazon Fire Tablets, Sleeping Bags or Portable Chargers.

## *Athletics*

Soccer season came to a close. For soccer we only field varsity teams. Louie Chavez (a behavior specialist aide) coached the boys' varsity and Maria Jimenez (Primary Physical Education teacher) did the varsity girls. This was their first experience coaching at Sunnyside. The week prior to Christmas Break we held basketball tryouts for all four teams. Mr. Merzoian and Mr. Kimball will be working with the boys teams, while Mr. Miranda and Mrs. Bravo work with the girls teams.

## *Student Leadership*

There have been a few staff members on campus discussing how we can establish some formal program around student leadership. What has been identified is that students are getting into the upper grades without any formal trained leadership skills. We identify leaders but we are not presenting them with a formal process, environment and opportunities. We have some folks who are willing to volunteer time to work with students in the primary grades through the upper grades on developing the necessary skills. This would include peer-to-peer leadership/mentoring opportunities. The older students would develop skills working with younger students, while the younger students are learning what mentoring is all about. It is an attempt to develop a more cohesive "family" where all students no matter their age and ability have a mentor. In addition, it would give students a chance to work on projects across grade levels.

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## AGENDA ITEM SUMMARY SHEET

### Agenda Heading

- ☐ Closed Session
- ☐ Acknowledgement and Reports
- ☒ Routine Matters – Consent Calendar
- ☐ Information and Discussion
  - ☐ Business
  - ☐ Maintenance, Operations, and Transportation
  - ☐ Instruction
  - ☐ Board
- ☐ Local Control Accountability Plan
- ☒ Action Items

**Agenda Item:** VI. A. a. Payroll Approval for December 2019

**Date:** January 14, 2019

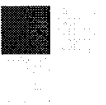
**Presented By:** Candy Alari

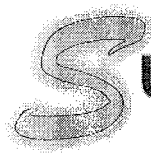
**Attachments:** Yes ☐ No ☒

### Summary

The total payroll paid for the month of December, 2019, is \$261,916.01.

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- ☐ Local Control Accountability Plan
- ☒ Action Items

**Agenda Item:** VI. A. b. Approve Minutes from December 10, 2019, Regular Governing Board Meeting

**Date:** January 14, 2020

**Presented By:** Jeannette Torres-Marquez

**Attachments:** Yes ☒ No ☐

### Summary

The attached board meeting minutes are from the board meeting held on December 10, 2019. The notes on the minutes are from the information gathered during the board meeting.

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Sunnyside Union Elementary School  
Governing Board Minutes  
December 10, 2019  
6:00 pm – Multi-Purpose Room

- I. CALL TO ORDER AT 6:01 PM
  - A. Attendees
    - Board of Education Present: Schuyler Glover, Andy Manning, Humberto Quezada, Kimberly Braziel, Humberto Cárdenas
- II. ADA ACCOMMODATIONS REQUIREMENT
  - A. All Accommodation Meet
  - B. All Accommodation Meet
- III. ADJOURN TO CLOSED SESSION
  - A. Public Employee Discipline/Dismissal/Release (Government Code 54597)
- IV. ADJOURN TO CLOSED SESSION – No Adjournment
- V. RECONVENE TO OPEN SESSION – No Closed Session
- VI. GENERAL BUSINESS
  - A. Pledge of Allegiance (Student Presented Video) – Schuyler Glover
  - B. Welcome – Ana Gasca, Janelly Venegas, Luz Medel, Mia Medel, Josh Tredway,
  - C. Report of Action Taken is Closed Session (if any) – **No Action Taken**
  - D. Approve the Agenda of the December 10, 2019, Regular Board Meeting
  - Motion By: Andy Manning
  - Second By: Humberto Cárdenas
  - Votes: 5-0
- VII. PUBLIC COMMENTS – None
- VIII. ACKNOWLEDGMENTS AND REPORTS
  - A. **ACKNOWLEDGMENTS**
    - a. Student of the Month for October – Mrs. Gunderman acknowledged and presented the following students with a certificate for students of the month; Janelly Venegas, Stephanie Vazquez, Melania Larios, Emma Franco, and Mia Medel. She also acknowledged the student who were not present; Januel Rangel, Jade Rivas Carranza, Ramon Rodriguez, Alberto Salas, Oneida Bedolla, Jacqueline Sanchez, Izaac Ibarra, Janelle Moreno, Ramon Rodriguez, Jocelyn Valle Mendoza, Kaileah Vath, and Gabriela Peleaz Calleja. The students were also acknowledged during lunch in the presence of their peers.
  - B. **STAFF REPORTS**
    - a. Employee Groups (Certificated, Classified, Confidential)
    - b. Academic Coach
    - c. Save the Children
    - d. Vice Principal – Categorical Manager – Mrs. Gunderman let the board know that this week, she will be working on IEPs, 504 Plans, and Student Study Team. Besides working on these programs, she is finishing up with the preschool evaluation. She commented that the discipline is not as bad as last month. Then she let the board know that she will be taking the first two weeks off, and working the last week of vacation break.
    - e. Superintendent-Principal – Mr. Tsuboi provided his report in the board packet. He asked the board if they had any questions regarding any of the items; there were no questions asked by the board.
- IX. ROUTINE MATTERS – ACTION REQUIRED
  - A. Consent Calendar

### General Business

- a. Approve payroll for November 2019, in the amount of \$270,547.73.
- b. Approve Pay Vouchers/Purchase Orders for October 30<sup>th</sup>, November 7<sup>th</sup> and 14<sup>th</sup> of 2019, numbering from 200482 – 200582, totaling \$143,762.31.
- c. Approve November 12, 2019, Governing Board Meeting Minutes

### Personnel

- a. Approve the hiring of Robert Soto, Part-time Yard Duty Supervisor
  - b. Approve the hiring of Diana Arellano, Part-time Yard Duty Supervisor
- Motion By: Kimberly Braziel  
Second By: Humberto Quezada  
Votes: 5-0

X. PUBLIC NOTICE - None

### XI. NEW BUSINESS – ACTION ITEMS

- A. Approve Budget Revision for 2019-2020 SY - Mrs. Alari briefly updated the board on the budget changes to Preschool, Instruction Aides, Title I, and Cafeteria because of spending that changed the budget amount. She stated that overall the budget is good.  
Motion By: Andy Manning  
Second By: Humberto Cárdenas  
Votes: 5-0
- B. Approve Participation of Classified Employees Summer Assistance Program for the 2019-2020 SY – Mr. Tsuboi explained to the board that the program was started last year. However, we were hesitant about whether the state would follow through with the funds, but since they did at no cost to the district, we are approving it again this year.  
Motion By: Humberto Cárdenas  
Second By: Kimberly Braziel  
Votes: 5-0
- C. Approve the CHOICES Memorandum of Understanding (MOU) for 2019-2020 School Year.  
Motion By: Humberto Quezada  
Second By: Kimberly Braziel  
Votes: 5-0
- D. Approve the Agency Agreement between Tulare County Superintendent of Schools and Sunnyside Union School District for the CHOICES Program.  
Motion By: Andy Manning  
Second By: Humberto Cárdenas  
Votes: 5-0
- E. Approve participation in County Wide Consortium (TCOE) with the Sandy Hook Say Something Reporting Program.  
Motion By: Kimberly Braziel  
Second By: Humberto Quezada  
Votes: 5-0
- F. Accept proposal for Student Drop-Off/Pick Up Parking Lot Zone in the amount of \$14,950 from Vollmer Excavation.  
Motion By: Kimberly Braziel  
Second By: Humberto Cárdenas  
Votes: 5-0
- G. Approve and Certify the First Interim Report for the Fiscal Year 2019-2020. Mrs. Alari explained to the board that the school had a positive certification with enough reserve, which show us solvent. We had an increase of \$198,000 from last year's funds that were not all spent.  
Motion By: Kimberly Braziel  
Second By: Humberto Cárdenas

Votes: 5-0

**XII. INFORMATION AND DISCUSSION**

**A. LOCAL CONTROL AND ACCOUNTABILITY PLAN & BUDGET**

- a. Update and information on LCAP 2019-20 Budget - Mr. Tsuboi briefly explained to the board that we are doing good on the LCAP. The Security & Safety, as well as the new technology, is on track overall and all in line.
- b. State Dashboard Review and Information for 2019 - Mr. Tsuboi let the board know that there were no reports available yet, but the program should be updated sometime this week. He explained to the board that they have access to the data and that he will have reports for the next meeting.
- c. Review of Feedback from Grandparents' Day – District Glows and Grows - Mr. Tredway updated the board on the survey that was given during Grandparent's Day. The survey had two-questions, and if completed, the grandparents were given a ticket to enter a raffle for a prize. The data was reviewed during a staff development day. It shows that the climate and culture of the community is changing for the good. Some of the recommendations were better parking, more events, bigger popcorn machine, more coffee, and shorter lunch lines during the event. The next survey will be directed toward student achievement and academics.

**B. OPERATIONS**

- a. School Facilities Update - Mr. Tsuboi briefly explained to the board that the roof in the third wing is rotting, and at some point, we will have to address it. We contacted the Safe School Department, and they sent three representatives to check the issue. After they completed the survey, they said the issue is not that bad. To make the repairs, we will have to either wait for MOD money or budget for the repairs, which will be expensive. Hopefully, it will go in our favor!
- b. Annual Review of District Signed Contracts and Vendors - Mr. Tsuboi let the board know that he provided the information so that they will know what contracts we have, and how much money it costs the district. The board liked the information.
- c. Information on School Facility Funding

**C. INSTRUCTIONAL SERVICES**

- a. Report from Josh Tredway Academic Coach - Mr. Tredway updated the board on the Academic Coaching program. He let the board know that the groups are working on the DRA, finishing Unit 2 of ELA, and have completed the 1st Benchmark. The group is looking at the data and collaborating on the results. The 6th-8th grade groups visited Woodlake ELA classes, Mr. Kimball attended a Social Science workshop at TCOE, I participated in Reading Time with Mrs. Ramos TK, and Mrs. Demerath's Class worked with her students on the Text Reconstruction. I will be attending the Curriculum & Instruction Leaders Networking Meeting on Friday.
- b. Information on the After School Enrichment Programs (Monday – Early Release Days) - Mr. Tsuboi briefly updated the board on the enrichment program. He explained that the program is being utilized by band members and 8th-grade students who are making wreaths as a fundraiser.
- c. Discussion on District Policy regarding Independent Study - Mr. Tsuboi let the board know that the Independent Study Program will need to be looked at soon because of the number of students who are enrolling in the program and the criteria of the middle-grade students.
- d. Special Education Suspension Flowchart Review - Mr. Tsuboi briefly went over the flow chart with the board.

**D. STUDENT ACTIVITIES**

- a. Discuss the Perfect Attendance Incentive Trips and Proposed Locations - Mrs. Gunderman briefly updated the board on some of the locations she was thinking about for the attendance incentive trips. She was thinking about the Bowlero Bowling in Visalia for TK-3<sup>rd</sup> grade and Great America in Santa Clara for 4<sup>th</sup>-8<sup>th</sup> grade. The board made some other suggestions like Pirate Times in Buena Park, Magic Mountain, Miniatures Golf, Johns Incredible Pizza, and Dave & Busters; Mrs. Gunderman will look into the location.
- b. Information and report regarding Grandparents' Day 2019
- c. Information and report on the 2019-20 Student-Parent College Trip
- d. Report on the 2019 Junior High Science Day & School Wide Science and Engineering Competition - Mr. Tsuboi briefly explained to the board that the annual junior high science event always brings out a lot of innovative ideas. The students always enjoy putting together the project.

- e. Update on the Sunnyside Athletic Program – Mr. Tsuboi let the board know that the athletic program is going well and that basketball tryouts will start next week.
- f. Update on Fundraising from the Class of 2021 – Mr. Kimball briefly updated the board on the fundraisers for the Class of 2021. The 7th-graders are working on it now so that they will not have to work so hard as 8th-graders. The students want to go to Universal Studios. They are trying to raise enough money to cover the entire cost of the trip. So far, they have raised \$300 by selling popcorn and Capri Suns. They are hoping to raise most of the funds from the Tri-Tip sales on February 7, 2020, and help the current 8th graders with a percent of the prophets.

**E. BOARD**

- a. Information from California State Controller Reports of State-Mandated Claims and Interest Offsets for School Districts
- b. Continued Discussion on State Small School Districts Association Board Policies
- c. **Discuss and review board policies (Second Reading)**
  - i. Board Policy 5141.52 Suicide Prevention
  - ii. Administrative Regulation 5141.52 Suicide Prevention
  - iii. Board Policy 5144 Student Discipline
  - iv. Administrative Regulation 5144 Student Discipline
  - v. Board Policy 6175 Migrant Education Program
  - vi. Administrative Regulation 6175 Migrant Education Program
- d. Information regarding Small School District's Association (SSDA) Board Policies

**F. BOARD POLICIES FOR REVIEW**

- a. **The following policies will be presented to the board (First Reading)**
  - i. Board Policy 1100 Communication With The Public
  - ii. Board Policy 6173.2 Education Of Children Of Military Families
  - iii. Administrative Regulation 6173.2 Education Of Children Of Military Families
  - iv. Administrative Regulation 6183 Home And Hospital Instruction
  - v. Exhibit 6183 Home And Hospital Instruction
  - vi. Board Bylaws 9322 Agenda/Meeting Materials
  - vii. Board Bylaws 9324 Minutes And Recordings

**XIII. NEXT SCHEDULED BOARD MEETING**

- A. Special Board Meeting: December 17, 2019 (5:00 PM)

**XIV. ADJOURNMENT AT 8:04 PM**

Respectfully Submitted,

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Andy Manning, Clerk

## AGENDA ITEM SUMMARY SHEET

### Agenda Heading

- ☐ Closed Session
- ☐ Acknowledgement and Reports
- ☒ Routine Matters – Consent Calendar
- ☐ Information and Discussion
  - ☐ Business
  - ☐ Maintenance, Operations, and Transportation
  - ☐ Instruction
  - ☐ Board
- ☐ Local Control Accountability Plan
- ☒ Action Items

**Agenda Item:** VI. A. c. Approve Minutes from December 17, 2019, Special Governing Board Meeting

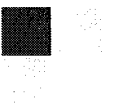
**Date:** January 14, 2020

**Presented By:** Jeannette Torres-Marquez

**Attachments:** Yes ☒ No ☐

### Summary

The attached board meeting minutes are from the special board meeting held on December 17, 2019. The notes on the minutes are from the information gathered during the board meeting.



Sunnyside Union Elementary School  
Special Governing Board Minutes  
December 17, 2019  
5:00 pm – STEM Room, Room 17

- I. CALL TO ORDER AT 5:03 PM
  - A. Attendees  
Board of Education Present: Schuyler Glover, Andy Manning (came in at 5:05 pm), Humberto Quezada, Kimberly Braziel, Humberto Cárdenas
- II. ADA ACCOMMODATIONS REQUIREMENT
  - A. All Accommodation Meet
  - B. All Accommodation Meet
- III. GENERAL BUSINESS
  - A. Pledge of Allegiance – Schuyler Glover
  - B. Welcome – None
  - C. Annual Election of Officers of the Governing Board
    - a. President  
Motion to elect: Humberto Cárdenas  
Motion by: Kimberly Braziel  
Second by: Schuyler Glover  
Votes: 4-0  
Newly elected President took the gravel at 5:05 pm
    - b. Vice President  
Motion to elect: Humberto Quezada  
Motion by: Humberto Cárdenas  
Second by: Schuyler Glover  
Votes: 5-0
    - c. Clerk  
Motion to elect: Andy Manning  
Motion by: Schuyler Glover  
Second by: Humberto Quezada  
Votes: 5-0
- IV. NEW BUSINESS (NON ACTION ITEMS)
  - A. Sign Authorized Signatures for Calendar Year 2019
  - B. Sign Certification of District Clerk Election
  - C. Sign Statement of Facts Roster of Public Agencies Filing
  - D. Governing Board Member Information Sheet
- V. GENERAL BUSINESS
  - A. Approve the Agenda of the December 17, 2019, Special Board Meeting  
Motion By: Kimberly Braziel  
Second By: Humberto Quezada  
Votes: 5-0
- VI. PUBLIC COMMENTS – None
- VII. ROUTINE MATTERS – ACTION REQUIRED
  - A. CONSENT CALENDAR  
General Business
  - B. Approve Pay Vouchers/Purchase Orders for November 26<sup>th</sup> and December 5<sup>th</sup> of 2019



Motion By: Schuyler Glover  
Second By: Kimberly Braziel  
Votes: 5-0

VIII. NEW BUSINESS

A. Approve the Annual Report of Developer Fees

Motion By: Kimberly Braziel  
Second By: Schuyler Glover  
Votes: 5-0

B. Approve and establish Regular Board Meeting Dates and Time – Mr. Tsuboi suggested that they remove the July board meeting and move up the August board meeting to the first Tuesday in August. The board agreed with the changes.

Motion By: Humberto Quezada  
Second By: Schuyler Glover  
Votes: 5-0

C. Approve the Nomination of Board Representative to Vote in the 2020 Election of County Committee - Mrs. Braziel nominated Schuyler Glover to represent the board.

Motion By: Kimberly Braziel  
Second By: Humberto Quezada  
Votes: 5-0

D. Approve the Nomination of Board Representative to Vote in the 2020 CSBA Delegate Assembly Election - Mrs. Braziel nominated Schuyler Glover to represent the board.

Motion By: Kimberly Braziel  
Second By: Andy Manning  
Votes: 5-0

E. Approve district Surplus Non Usable List for Sale or Destruction

Motion By: Schuyler Glover  
Second By: Humberto Quezada  
Votes: 5-0

F. Approve the Say Something Anonymous Reporting System (SS-ARS) Memorandum of Understanding (MOU) between Sandy Hook Promise Foundation and the School District (Affiliated(s) or District(s) listed as Signatories to the MOU who are affiliates of the Tulare County Office of Education.

Motion By: Kimberly Braziel  
Second By: Schuyler Glover  
Votes: 5-0

G. Approve donations for Student Fundraising Events - Mr. Tsuboi provided the board with a list of items for the fundraiser; see attached.

Motion By: Schuyler Glover  
Second By: Humberto Quezada  
Votes: 5-0

H. Approve the Committee on Assignments Members for the 2019-2020 SY - Mr. Tsuboi provided a list of the representative that sits on the Committee on Assignments; see attached.

Motion By: Kimberly Braziel  
Second By: Schuyler Glover  
Votes: 5-0

IX. INFORMATION AND DISCUSSION

A. INSTRUCTIONAL SERVICES

- a. Preliminary review and discussion of the 2020-2021 School Calendar - Mr. Tsuboi presented the board with the 2020-2021 school calendar and explained that what they see is pretty much it for next year. The only thing he wants to change is Monday's minimum days to Wednesdays. It will help parents that have students

enrolled in Porterville Schools. The board was okay with the changes, as long as the minutes calculate for the year.  
Mr. Tsuboi will get back to the board at the next board meeting.

- X. NEXT SCHEDULED BOARD MEETING
  - A. Regular Board Meeting: January 14, 2020 (6:00 PM)
- XI. ADJOURNMENT AT 5:22 PM

Respectfully Submitted,

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Andy Manning, Clerk

# SUNNYSIDE UNION SCHOOL DISTRICT

21644 Avenue 196 - Strathmore, California 93267 - (P) 559-568-1741 - [www.sunnysideunion.com](http://www.sunnysideunion.com)

## DONATION LIST FOR APPROVAL: December 17, 2019

### DONATIONS FOR CLASS OF 2020 Auction

#### Black Bear Restaurant

- Teddy Bear Value: \$10
- Slippers Value: \$13
- Bottle Value: \$12

#### Starbucks

- One Pound of Coffee Value: \$15

#### Les Schwab Tires

- Bag and Tools Value: \$50

#### Richard Miranda – Strathmore High School Girls Basketball

- Shirt Value: \$13
- Sweater Value: \$25

#### Anonymous Family Member of Class of 2020

- Three Mugs Value: \$4 each

#### Multiple Donors

- Materials for Wreaths (7) Value: \$10 each

#### Anonymous Donor

- Class of 2020 Jerseys (2) Value: \$25-\$30 each

#### The Chop Shop

- 4 Haircut Certificates Estimated Value: \$20 each

#### China's Alley

- 2 Certificates Value: \$25 each

#### Anonymous Donor

- Picture Frame Estimated Value: \$80
- Clock
- Cooking Basket
- Blanket
- Colorful Wreath

**Board of Trustee:** Kimberly Brazier | Humberto Cardenas | Schuyler Glover | Andy Manning | Humberto Quezada  
**Administration:** Steve Tsuboi, Superintendent-Principal | Jody Gunderman, Vice Principal-Categorical Manager  
Candy Alari, Business Manager | Jeannette Torres-Marquez, Administrative Secretary



21644 Avenue 196 - Strathmore, California 93267 - (P) 559-568-1741 - [www.sunnysideunion.com](http://www.sunnysideunion.com)

## COMMITTEE ON ASSIGNMENTS 2019-2020

JODY GUNDERMAN  
JOSH TREDWAY  
YESICA BEDOLLA  
GINGER LAWSON  
THERESA ARMAS  
STEVE TSUBOI

**Board of Trustee:** Kimberly Braziel | Humberto Cardenas | Schuyler Glover | Andy Manning | Humberto Quezada  
**Administration:** Steve Tsuboi, Superintendent-Principal | Jody Gunderman, Vice Principal-Categorical Manager  
Candy Alari, Business Manager | Jeannette Torres-Marquez, Administrative Secretary





# SUNNYSIDE UNION SCHOOL DISTRICT

21644 Avenue 196 - Strathmore, California 93267 - (P) 559-568-1741 - [www.sunnysideunion.com](http://www.sunnysideunion.com)

## AGENDA ITEM SUMMARY SHEET

### Agenda Heading

- ☐ Closed Session
- ☐ Acknowledgement and Reports
- ☒ Routine Matters – Consent Calendar
- ☐ Information and Discussion
  - ☐ Business
  - ☐ Maintenance, Operations, and Transportation
  - ☐ Instruction
  - ☐ Board
- ☐ Local Control Accountability Plan
- ☒ Action Items

**Agenda Item:** VI. A. d. Approve Pay Vouchers/Purchase Orders for December 10<sup>th</sup> and 23<sup>rd</sup> of 2019.

**Date:** January 14, 2020

**Presented By:** Dena Tallerico or Candy Alari

**Attachments:** Yes ☒ No ☐

### Summary

The following pay vouchers cover invoices processed and paid on December 10<sup>th</sup> and 23<sup>rd</sup> of 2019, numbering from 200651 - 200704, totaling \$28,646.47.

**Board of Trustee:** Kimberly Braziel | Humberto Cardenas | Schuyler Glover | Andy Manning | Humberto Quezada  
**Administration:** Steve Tsuboi, Superintendent-Principal | Jody Gunderman, Vice Principal-Categorical Manager  
Candy Alari, Business Manager | Jeannette Torres-Marquez, Administrative Secretary



## Accounts Payable Final Prelist - 12/10/2019 10:38:36AM

\*\*\* FINAL \*\*\*

Batch No 313

Audit

Amount Flag EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
012549	A T & T	PV-200651	11/24/2019		03060257811001		010-00000-0-00000-27000-59000-0-0000	\$48.98		
	A T & T		11/24/2019		03060257811001		PHONE CHARGES 010-00000-0-00000-72000-59000-0-0000	\$20.98		
							Total Check Amount:	\$69.96		
013630	AAA TRUCK SERVICE INC.	PV-200652	11/26/2019		45225		010-07230-0-00000-36000-56000-0-0000	\$1,353.63		D
							BUS REPAIRS			
							Total Check Amount:	\$1,353.63		
012088	CULLIGAN	PV-200653	11/30/2019		66977		010-00000-0-00000-81000-43000-0-0000	\$38.49		
							BW PURIFIED - 5 GAL			
							Total Check Amount:	\$38.49		
013980	DARRELL W. BLASINGAME	PV-200654	12/6/2019		14405		010-81500-0-00000-81100-56000-0-0000	\$429.31		
	DARRELL W. BLASINGAME	PV-200655	11/18/2019		14362		HEATING REPAIRS 010-81500-0-00000-81100-56000-0-0000	\$223.70		
							AC/HEATING REPAIRS			
							Total Check Amount:	\$653.01		
013795	FRONTIER COMMUNICATIONS	PV-200656	12/1/2019		5595681741		010-00000-0-00000-81000-59000-0-0000	\$296.64		
							PHONE CHARGES			
							Total Check Amount:	\$296.64		
013823	HENDRICK, JEFF	PV-200657	12/5/2019		395007/395013		130-53100-0-00000-37000-47000-0-0000	\$1,040.70		
							DAIRY PRODUCTS			
							Total Check Amount:	\$1,040.70		
013376	HOME DEPOT CREDIT SERVICES	PV-200670	12/8/2019		5361		010-81500-0-00000-81100-43000-0-0000	\$94.10		
	HOME DEPOT CREDIT SERVICES		12/8/2019		5361		MAINTENANCE AND PRESCHOOL SUPPLIES 120-61050-0-00010-10000-43000-0-0000	\$109.22		
							Total Check Amount:	\$203.32		
013742	MID VALLEY DISPOSAL	PV-200658	11/30/2019		1720499		010-00000-0-00000-81000-55000-0-0000	\$444.40		
							UTILITIES			
							Total Check Amount:	\$444.40		

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Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Audit	Amount	Flag	EFT
013820	PSW	PV-200669	12/31/2019		105363/105364		010-07200-0-11100-10000-43000-0-0202		\$844.72		
	PSW		12/31/2019		105363/105364		COPY SERVICES		\$187.77		
							010-00008-0-00000-27000-43000-0-0000		\$1,032.49		
							<b>Total Check Amount:</b>				
012968	SAVE MART SUPERMARKET	PV-200659	11/24/2019		TRD-67321		130-53100-0-00000-37000-47000-0-0000		\$61.77	H	
							CAFETERIA FOOD		\$61.77		
							<b>Total Check Amount:</b>				
005383	SOUTHERN CALIF EDISON CO	PV-200660	11/27/2019		2014706030		130-53100-0-00000-81000-55000-0-0000		\$186.15		
	SOUTHERN CALIF EDISON CO		11/27/2019		2014706030		UTILITIES		\$3,463.87		
							010-00000-0-00000-81000-55000-0-0000		\$3,650.02		
							<b>Total Check Amount:</b>				
012474	SYSO FOOD SERVICES OF MODESTO	PV-200661	12/5/2019		809889		130-53100-0-00000-37000-43000-0-0000		\$169.45		
	SYSO FOOD SERVICES OF MODESTO		12/5/2019		809889		CAFETERIA FOOD AND SUPPLIES		\$1,803.18		
							130-53100-0-00000-37000-47000-0-0000		\$1,972.63		
							<b>Total Check Amount:</b>				
013654	TOSHIBA FINANCIAL SERVICES	PV-200662	12/2/2019		401422860		010-11000-0-11100-10000-56000-0-0000		\$1,081.84	D	
							<b>Total Check Amount:</b>		\$1,081.84		
013197	TSUBOI, STEVE	PV-200663	12/3/2019		ST-DEC19		010-00000-0-00000-72000-43000-0-0000		\$86.86		
	TSUBOI, STEVE		12/3/2019		ST-DEC19		TECHNOLOGY AND OFFICE SUPPLIES		\$79.17		
							010-07200-0-11100-10000-43000-0-0101		\$166.03		
							<b>Total Check Amount:</b>				
013111	TULARE CO. OFFICE OF EDUCATION	PV-200664	11/26/2019		200933		010-00000-0-00000-71500-52000-0-0000		\$40.00		
							2019 FALL INSTITUTE REGISTRATION		\$40.00		
							<b>Total Check Amount:</b>		\$40.00		
013221	VALLEY FOOD SERVICE	PV-200665	12/6/2019		377843		130-53100-0-00000-37000-43000-0-0000		\$145.10		
	VALLEY FOOD SERVICE		12/6/2019		377843		CAFETERIA FOOD AND SUPPLIES		\$699.43		
							130-53100-0-00000-37000-47000-0-0000				

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Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
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Total Check Amount: \$844.53

007477	VERIZON CALIFORNIA	PV-200666	11/28/2019		9843142202		010-00000-0-00000-72000-59000-0-0000	\$59.14		
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PHONE CHARGES

	VERIZON CALIFORNIA		11/28/2019		9843142202		010-00000-0-00000-27000-59000-0-0000	\$138.00		
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Total Check Amount: \$197.14

013652	ZOOM IMAGING SOLUTIONS, INC	PV-200667	12/5/2019		2169903/2169867		010-11000-0-11100-10000-58000-0-0000	\$316.03		
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MAINTENANCE CONTRACT AND SUPPLIES

	ZOOM IMAGING SOLUTIONS, INC		12/5/2019		2169903/2169867		010-11000-0-11100-10000-43000-0-0000	\$8.09		
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	ZOOM IMAGING SOLUTIONS, INC	PV-200668	11/26/2019		2167679/2167993		010-11000-0-11100-10000-43000-0-0000	\$50.53		
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PRINTER SUPPLIES

Total Check Amount: \$374.65



Accounts Payable Final Prelist - 12/10/2019 10:38:36AM

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Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Audit Flag	EFT
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Total District Payment Amount: \$13,521.25

Accounts Payable Final Prelist - 12/10/2019 10:38:36AM

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Batch No 313

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Audit Flag	EFT
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Batch No 313

Total Accounts Payable:

\$13,521.25

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 13,521.25 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

*1*  
*Adri Oliveri*  
Authorizing Signature Date 12/10/19

Fund Summary	Total
010	\$9,306.25
120	\$109.22
130	\$4,105.78
Total	\$13,521.25

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Tulare County Office of Education  
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9:13:37AM

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\*\*\* FINAL \*\*\*  
Batch No 314  
Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013630	AAA TRUCK SERVICE INC.	PV-200671	12/9/2019		45322		010-07230-0-00000-36000-56000-0-0000	\$91.16		
							BUS REPAIRS			
							Total Check Amount:	\$91.16		
013822	Alari, Candy	PV-200699	12/11/2019		CA-DEC19		010-00000-0-00000-73000-52000-0-0000	\$122.38		
							MILEAGE			
							Total Check Amount:	\$122.38		
013923	AMY CAMACHO	PV-200675	12/13/2019		AC-DEC19		010-00000-0-00000-31400-43000-0-0000	\$7.99		
							NURSE SUPPLIES			
							Total Check Amount:	\$7.99		
011782	ANDERSON FENCE CO.	PV-200672	12/10/2019		20693		010-81500-0-00000-81100-43000-0-0000	\$15.37		
							MAINTENANCE SUPPLIES			
							Total Check Amount:	\$15.37		
013821	BANK OF THE SIERRA	PV-200704	12/12/2019		2924		010-00000-0-00000-81000-52000-0-0000	\$60.00		
							SCHOOL SUPPLIES			
							010-07200-0-11100-10000-43000-0-0101	\$412.88		
							010-00000-0-11100-42000-43000-0-0000	\$83.03		
							010-07200-0-11100-10000-43000-0-0601	\$260.31		
							010-07200-0-11100-10000-43000-0-0406	\$56.97		
							010-07200-0-00000-81000-44000-0-0601	\$785.50		
							010-00000-0-00000-81000-43000-0-0000	\$874.25		
							010-00000-0-00000-72000-43000-0-0000	\$69.98		
							010-90271-0-81000-59000-43000-0-1822	\$2.41		
							010-07200-0-00000-24950-43000-0-0502	\$151.09		
							010-00000-0-00000-81000-56000-0-0000	\$1,120.94		
							010-11000-0-11100-10000-43000-0-0000	\$130.62		
							Total Check Amount:	\$4,007.98		
013701	BARNES WELDING SUPPLY	PV-200673	12/9/2019		84584		010-81500-0-00000-81100-43000-0-0000	\$24.12		
							MAINTENANCE SUPPLIES			
							Total Check Amount:	\$24.12		

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9:13:37AM

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\*\*\* FINAL \*\*\*  
Batch No 314

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013785	CDW GOVERNMENT LLC	PV-200674	12/4/2019	200048	VXZ0088		010-07200-0-11100-10000-44000-0-0101 GOOGLE CHROME EDU	\$76.50		
Total Check Amount:								\$76.50		
013647	CUT A TREE, INC.	PV-200676	12/16/2019		1331/1332		010-00000-0-00000-81000-56000-0-0000 TREE TRIMMING SERVICE	\$1,988.00	D	
Total Check Amount:								\$1,988.00		
013590	DEPARTMENT OF SOCIAL SERVICES	PV-200698	12/5/2019		543808533		120-61050-0-00010-10000-58000-0-0000 COMMUNITY CARE LICENSING FEES	\$242.00		
Total Check Amount:								\$242.00		
013901	DOUGLAS RAY HOSFELDT	PV-200694	11/6/2019		23679		010-81500-0-00000-81100-43000-0-0000 MAINTENANCE SUPPLIES	\$53.32		
Total Check Amount:								\$53.32		
013574	FLYERS ENERGY, LLC	PV-200677	12/15/2019		CFS-2139164		010-07230-0-00000-36000-43000-0-0000 BUS AND COMPANY CAR FUEL	\$865.37		
	FLYERS ENERGY, LLC		12/15/2019		CFS-2139164		010-00000-0-00000-81000-43000-0-0000	\$85.22		
Total Check Amount:								\$950.59		
013823	HENDRICK, JEFF	PV-200678	12/12/2019		395018/395024		130-53100-0-00000-37000-47000-0-0000 DAIRY PRODUCTS	\$872.76		
Total Check Amount:								\$872.76		
013982	J.V. MANUFACTURING INC	PV-200679	12/9/2019		2872914		010-00000-0-00000-81000-56000-0-0000 COMPACTOR REPAIRS	\$1,051.67		
Total Check Amount:								\$1,051.67		
013810	JW Pepper & Son, Inc	PV-200680	11/26/2019		298702		010-07200-0-11100-10000-43000-0-0406 BAND SUPPLIES	\$411.97		
Total Check Amount:								\$411.97		
013522	LOWES	PV-200681	12/2/2019		98005439769		120-61050-0-00010-10000-43000-0-0000 MAINTENANCE SUPPLIES	\$24.90		

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Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013522	LOWE'S	PV-200681	12/2/2019		98005439769		010-81500-0-00000-81100-43000-0-0000 MAINTENANCE SUPPLIES	\$1,036.60		
							Total Check Amount:	\$1,061.50		
013685	MATA, DIANA	PV-200682	12/4/2019		DM-DEC19		010-90271-0-81000-59000-43000-0-1822 VROOM SUPPLIES	\$146.59		
							Total Check Amount:	\$146.59		
013377	MEDICAL BILLING TECHNOLOGIES	PV-200703	12/9/2019		AR-30936		010-00008-0-00000-27000-58000-0-0000 MEDICAL BILLING SERVICES	\$53.90		
							Total Check Amount:	\$53.90		
013711	MISSION LINEN SUPPLY	PV-200700	12/18/2019		280032		120-61050-0-00010-10000-58000-0-0000 PRESCHOOL LINEN SERVICE	\$98.13		
							Total Check Amount:	\$98.13		
013711	MISSION LINEN SUPPLY	PV-200701	12/18/2019		261597		* 010-00000-0-00000-81000-58000-0-0000 LINEN SERVICE	\$84.33		
							* 130-53100-0-00000-37000-58000-0-0000	\$180.27		
							Total Check Amount:	\$264.60		
013507	SCHOLASTIC	PV-200697	12/7/2019		20623468		010-07200-0-11100-10000-42000-0-0203 CLASSROOM LIBRARY	\$196.85		
							Total Check Amount:	\$196.85		
013392	SOUTHWEST SCHOOL & OFFICE	PV-200684	12/10/2019		200002		010-11000-0-11100-10000-43000-0-0000 CLASSROOM SUPPLIES	\$24.59		H
							010-11000-0-11100-10000-43000-0-0000 SCHOOL SUPPLIES	\$20.53		
							010-00000-0-00000-72000-43000-0-0000 OFFICE SUPPLIES	\$27.76		
							010-00000-0-00000-81000-43000-0-0000 OPERATIONS SUPPLIES	\$439.49		
							Total Check Amount:	\$512.37		

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Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
012474	SYSCO FOOD SERVICES OF MODESTO	PV-200688	12/12/2019		284266314		130-53100-0-00000-37000-43000-0-0000	\$97.78		
	SYSCO FOOD SERVICES OF MODESTO		12/12/2019		284266314		CAFETERIA FOOD AND SUPPLIES 130-53100-0-00000-37000-47000-0-0000	\$883.69		
								<b>Total Check Amount:</b>		
								\$981.47		
013911	Taylor Brothers, Inc DBA Res C	PV-200683	12/13/2019		1786832		010-00000-0-00000-81000-58000-0-0000	\$71.18		
	Taylor Brothers, Inc DBA Res C		12/13/2019		1786832		SPRAY SERVICE 130-53100-0-00000-37000-58000-0-0000	\$3.82		
								<b>Total Check Amount:</b>		
								\$75.00		
013197	TSUBOI, STEVE	PV-200689	12/13/2019		ST-DEC19		010-07200-0-11100-10000-43000-0-0101	\$18.31		
	TSUBOI, STEVE		12/13/2019		ST-DEC19		SCHOOL SUPPLIES 010-00000-0-00000-81000-43000-0-0000	\$60.44		
								<b>Total Check Amount:</b>		
								\$78.75		
013111	TULARE CO. OFFICE OF EDUCATION	PV-200690	12/9/2019		200991		010-00000-0-11100-10000-52000-0-0000	\$175.00		
	TULARE CO. OFFICE OF EDUCATION		12/9/2019		200996		DBQ PROJECT-KIMBALL 010-00008-0-00000-27000-58000-0-0000	\$260.00		
							TB TEST CLINIC			
								<b>Total Check Amount:</b>		
								\$435.00		
013955	VALLEY EXPETEC	PV-200692	1/1/2020		W003128		010-00000-0-00000-72000-58000-0-0000	\$378.00		
							BDR AGREEMENT			
								<b>Total Check Amount:</b>		
								\$378.00		
013221	VALLEY FOOD SERVICE	PV-200693	12/13/2019		378147		130-53100-0-00000-37000-43000-0-0000	\$273.71		
	VALLEY FOOD SERVICE		12/13/2019		378147		CAFETERIA FOOD AND SUPPLIES 130-53100-0-00000-37000-47000-0-0000	\$418.97		
								<b>Total Check Amount:</b>		
								\$692.68		
013722	VAST NETWORKS	PV-200702	11/1/2019		18912		010-00000-0-00000-72000-59000-0-0000	\$175.00		
							INTERNET CONNECTION			
								<b>Total Check Amount:</b>		
								\$175.00		

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Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
011686	WHITES MUSIC CENTER	PV-200695	11/25/2019		545255/544631		010-07200-0-11100-10000-43000-0-0406	\$59.57		
BAND SUPPLIES										
Total Check Amount:								\$59.57		

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Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Audit	Amount	Flag	EFT
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Total District Payment Amount: \$15,125.22



## Accounts Payable Final Prelist - 12/23/2019 9:13:37AM

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Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
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Batch No 314

Total Accounts Payable:

\$15,125.22

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 15,125.22 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

*Steve Davis*  
Authorizing Signature

*12-23-19*  
Date

Fund Summary	Total
010	\$12,029.19
120	\$365.03
130	\$2,731.00
Total	\$15,125.22



# SUNNYSIDE UNION SCHOOL DISTRICT

21644 Avenue 196 - Strathmore, California 93267 - (P) 559-568-1741 - [www.sunnysideunion.com](http://www.sunnysideunion.com)

## AGENDA ITEM SUMMARY SHEET

### Agenda Heading

- ☐ Closed Session
- ☐ Acknowledgement and Reports
- ☐ Routine Matters – Consent Calendar
- ☐ Information and Discussion
  - ☐ Business
  - ☐ Maintenance, Operations, and Transportation
  - ☐ Instruction
  - ☐ Board
- ☐ Local Control Accountability Plan
- ☒ Action Items

**Agenda Item:** VII. A. Approve the Budget Revision for the 2019-2020 SY

**Date:** January 14, 2020

**Presented By:** Candy Alari

**Attachments:** Yes ☒ No ☐

**Summary:**

**Board of Trustee:** Kimberly Brazier | Humberto Cardenas | Schuyler Glover | Andy Manning | Humberto Quezada  
**Administration:** Steve Tsuboi, Superintendent-Principal | Jody Gunderman, Vice Principal-Categorical Manager  
Candy Alari, Business Manager | Jeannette Torres-Marquez, Administrative Secretary

## Budget Revision Report

Control Number: 10935167

Account Classification		Approved / Revised	Change Amount	Proposed Budget
Fund:	0100 General Fund			
Expenditures				
Certificated Salaries				
	010-30100-0-11100-10000-11000-0-0000	\$8,600.00	(\$8,600.00)	\$0.00
	010-30100-0-11100-10000-11002-0-0000	\$0.00	\$8,600.00	\$8,600.00
Total:		\$8,600.00	\$0.00	\$8,600.00
Classified Salaries				
	010-00008-0-00000-31400-24000-0-0000	\$1,200.00	(\$1,200.00)	\$0.00
	010-30100-0-11100-10000-21000-0-0000	\$168,471.00	\$8,679.00	\$177,150.00
Total:		\$169,671.00	\$7,479.00	\$177,150.00
Employee Benefits				
	010-30100-0-11100-10000-31010-0-0000	\$1,478.00	(\$1,478.00)	\$0.00
	010-30100-0-11100-10000-32020-0-0000	\$33,224.00	\$1,712.00	\$34,936.00
	010-30100-0-11100-10000-33022-0-0000	\$10,445.00	\$538.00	\$10,983.00
	010-30100-0-11100-10000-33023-0-0000	\$2,443.00	\$125.00	\$2,568.00
	010-30100-0-11100-10000-35020-0-0000	\$85.00	\$4.00	\$89.00
	010-30100-0-11100-10000-36020-0-0000	\$3,388.00	\$174.00	\$3,562.00
	010-30100-0-11100-10000-37020-0-0000	\$3,309.00	\$171.00	\$3,480.00
Total:		\$54,372.00	\$1,246.00	\$55,618.00
Books and Supplies				
	010-30100-0-00000-24950-43000-0-0000	\$1,000.00	\$2,000.00	\$3,000.00
	010-30100-0-11100-10000-43000-0-0000	\$1,000.00	(\$500.00)	\$500.00
	010-30100-0-11100-10000-44000-0-0000	\$2,000.00	(\$682.01)	\$1,317.99
Total:		\$4,000.00	\$817.99	\$4,817.99
Services, Other Operating Expenses				
	010-00000-0-00000-72000-58000-0-0000	\$45,000.00	\$5,000.00	\$50,000.00
	010-00000-0-00000-81000-56000-0-0000	\$1,000.00	\$4,000.00	\$5,000.00
	010-30100-0-11100-10000-58000-0-0000	\$8,000.00	(\$2,806.00)	\$5,194.00
Total:		\$54,000.00	\$6,194.00	\$60,194.00

## Budget Revision Report

Control Number: 10935167

Account Classification	Approved / Revised	Change Amount	Proposed Budget
<b>Direct Support/Indirect Costs</b>			
010-00000-0-00000-72100-73100-0-0000	(\$16,500.00)	\$11,242.99	(\$5,257.01)
010-30100-0-00000-72100-73100-0-0000	\$16,000.00	(\$11,242.99)	\$4,757.01
<b>Total:</b>	(\$500.00)	\$0.00	(\$500.00)
<b>Total Expenditures</b>	\$290,143.00	\$15,736.99	\$305,879.99
<b>Budgeted Unappropriated Fund Balance before this adjustment:</b>		<b>\$1,196,305.52</b>	
<b>Total Adjustment to Unappropriated Fund Balance:</b>		<b>(\$15,736.99)</b>	
<b>Budgeted Unappropriated Fund Balance after this adjustment:</b>		<b>\$1,180,568.53</b>	

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Fiscal Year: 2020

## Budget Revision Report

BGR030 1/9/2020  
sunnyside 9:46:11AM

Bdg Revision Final

Control Number: 10935167

Account Classification		Approved / Revised	Change Amount	Proposed Budget
Fund:	1200 Child Development Fund			
Expenditures				
Books and Supplies				
120-61050-0-00010-10000-43000-0-0000		\$3,517.00	(\$1,217.00)	\$2,300.00
120-61050-0-00010-10000-44000-0-0000		\$4,000.00	(\$3,000.00)	\$1,000.00
120-61270-0-00010-10000-43000-0-0000		\$1,000.00	\$1,000.00	\$2,000.00
120-61270-0-00010-10000-44000-0-0000		\$6,151.00	(\$1,000.00)	\$5,151.00
Total:		\$14,668.00	(\$4,217.00)	\$10,451.00
Services, Other Operating Expenses				
120-61050-0-00000-27000-56000-0-0000		\$0.00	\$600.00	\$600.00
Total:		\$0.00	\$600.00	\$600.00
Total Expenditures		\$14,668.00	(\$3,617.00)	\$11,051.00
Budgeted Unappropriated Fund Balance before this adjustment:				
Total Adjustment to Unappropriated Fund Balance:				
Budgeted Unappropriated Fund Balance after this adjustment:				
			\$3,617.00	
			(\$28.22)	
			\$3,588.78	

Budget Revision Report

Control Number: 10935167

Account Classification

Approved / Revised

Change Amount

Proposed Budget

At a meeting of the school board on \_\_\_\_\_, the  
board approved the above budget account lines change to those  
amounts indicated in the proposed budget column.

Authorized by: \_\_\_\_\_

(County Office Use Only)  
Updated at County Office on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_



# SUNNYSIDE UNION SCHOOL DISTRICT

21644 Avenue 196 - Strathmore, California 93267 - (P) 559-568-1741 - [www.sunnysideunion.com](http://www.sunnysideunion.com)

## AGENDA ITEM SUMMARY SHEET

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  - ☐ Maintenance, Operations, and Transportation
  - ☐ Instruction
  - ☐ Board
- ☐ Local Control Accountability Plan
- ☒ Action Items

**Agenda Item:** VII. C. Quarterly Williams Valenzuela Complaint Survey Report

**Date:** January 14, 2020

**Presented By:** Steve Tsuboi

**Attachments:** Yes ☒ No ☐

### Summary

The Quarterly Uniform Complaint Report is a quarterly report that requires approval so that we can submit the data to the Tulare County Office of Education Board to update them on any complaints on the campus with Textbooks and Instructional Material, Facilities, Teacher Vacancy and Misassignment, and Valenzuela/CAHSEE Intensive Instruction and Services Program Settlements. The approval of the report is also a part of the school audit procedure.

**Board of Trustee:** Kimberly Braziel | Humberto Cardenas | Schuyler Glover | Andy Manning | Humberto Quezada  
**Administration:** Steve Tsuboi, Superintendent-Principal | Jody Gunderman, Vice Principal-Categorical Manager  
Candy Alari, Business Manager | Jeannette Torres-Marquez, Administrative Secretary



# Quarterly Uniform Complaint Report Summary for Submission to Tulare County Office of Education Board

Quarter Covered by this Report		January/March		April/June		July/September		X October/December		Year 2019	
Textbooks & Instructional Materials: Enter zero in any cell that does not apply.		Facilities:		Teacher Vacancy & Misassignment		Valenzuela/CAHSEE Intensive Instruction and Services Program Settlement		Totals			
# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved
0	0	0	0	0	0	0	0	0	0	0	0
Submitted by:		Steve Tsuboi									
Title:		Superintendent-Principal									
School District:		Sunnyside Union Elementary School District									
Telephone:		559-568-1741 x.207									
<p>Ramon R. Garcia, Administrative/Executive Secretary, Human Resources</p>											



## **Students**

BP 5141.52(a)

### **Suicide Prevention**

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

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

*(cf. 1220 - Citizen Advisory Committees)*

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

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

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

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

*(cf. 6142.8 - Comprehensive Health Education)*

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

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

**Suicide Prevention** (continued)

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the suicide problem among youth, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

The Board shall review, and update as necessary, this policy at least every five years.  
(Education Code 215)

*Legal Reference:**EDUCATION CODE**215 Student suicide prevention policies**215.5 Suicide prevention hotline contact information on student identification cards**216 Suicide prevention online training programs**32280-32289 Comprehensive safety plan**49060-49079 Student records**49602 Confidentiality of student information**49604 Suicide prevention training for school counselors**GOVERNMENT CODE**810-996.6 Government Claims Act**PENAL CODE**11164-11174.3 Child Abuse and Neglect Reporting Act**WELFARE AND INSTITUTIONS CODE**5698 Emotionally disturbed youth; legislative intent**5850-5883 Children's Mental Health Services Act*

*Legal Reference: (see next page)*

**Suicide Prevention (continued)**

*Legal Reference: (continued)*

**COURT DECISIONS**

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

**Management Resources:**

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

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

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

**CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS**

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

**NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS**

*Preventing Suicide: Guidelines for Administrators and Crisis Teams, 2015*

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS**

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

*Preventing Suicide: A Toolkit for High Schools, 2012*

**WEB SITES**

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

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

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

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

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

*California Department of Health Care Services, Suicide Prevention Program:*

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

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

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

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

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

*U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services*

*Administration: <http://www.samhsa.gov>*

(7/09 3/17) 12/18

Policy  
Adopted:

SUNNYSIDE UNION SCHOOL DISTRICT  
Strathmore, California

## **Students**

AR 5141.52(a)

### **Suicide Prevention**

Student identification cards shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)

### **Staff Development**

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

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

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

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

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

*(cf. 5131.6 - Alcohol and Other Drugs)*

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

### **Suicide Prevention (continued)**

4. Protective factors that may help to decrease a student's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups  
  
(cf. 5141.6 - *School Health Services*)  
(cf. 6164.2 - *Guidance/Counseling Services*)
7. Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, including, but not limited to, appropriate protocols for monitoring the student while the immediate referral of the student to medical or mental health services is being processed
8. District procedures for responding after a suicide has occurred

### **Instruction**

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

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

## **Suicide Prevention (continued)**

*(cf. 5131.6 - Alcohol and Other Drugs)*  
*(cf. 5141.6 - School Health Services)*  
*(cf. 6142.8 - Comprehensive Health Education)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

### **Intervention**

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

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal or school counselor, who shall implement district intervention protocols as appropriate.

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

*(cf. 5141 - Health Care and Emergencies)*

School employees shall act only within the authorization and scope of their credential or license. An employee is not authorized to diagnose or treat mental illness unless specifically licensed and employed to do so. (Education Code 215)

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

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

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

1. Immediately securing medical treatment and/or mental health services as necessary

**Suicide Prevention (continued)**

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

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 5141 - Health Care and Emergencies)*

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

*(cf. 5125 - Student Records)*

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

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

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

**Postvention**

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

**Suicide Prevention (continued)**

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

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

*(cf. 1112- Media Relations)*

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

(7/09 3/17) 12/18

Regulation  
Updated:

**SUNNYSIDE UNION ELEMENTARY SCHOOL DISTRICT**  
Strathmore, California



## Students

BP 5144(a)

## Discipline

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

*(cf. 5113.1 - Chronic Absence and Truancy)*

*(cf. 5131 - Conduct)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

*(cf. 6020 - Parent Involvement)*

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 6164.2 - Guidance/Counseling Services)*

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

*(cf. 6159.4 - Behavioral Interventions for Special Education Students)*

*(cf. 6164.5 - Student Success Teams)*

**Discipline** (continued)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 3551 - Food Service Operations/Cafeteria Fund)*  
*(cf. 3553 - Free and Reduced Price Meals)*

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)

*(cf. 5131.41 - Use of Seclusion and Restraint)*

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 9320 - Meetings and Notices)*

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 0415 - Equity)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*

**Discipline** (continued)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including, but not limited to, knowledge of school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form strong, cooperative relationships with parents/guardians.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to the school community, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 3100 - Budget)*

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

*Legal Reference:*

*EDUCATION CODE*

*32280-32289 School safety plans*

*35146 Closed sessions*

*35291 Rules*

*35291.5-35291.7 School-adopted discipline rules*

*37223 Weekend classes*

*44807.5 Restriction from recess*

*48900-48926 Suspension and expulsion*

*48980-48985 Notification of parent/guardian*

*49005-49006.4 Seclusion and restraint*

*49330-49335 Injurious objects*

*49550-49564.5 Meals for needy students*

*52060-52077 Local control and accountability plan*

*CIVIL CODE*

*1714.1 Parental liability for child's misconduct*

*Legal Reference: (see next page)*

**Discipline (continued)**

*Legal Reference: (continued)*

*CODE OF REGULATIONS, TITLE 5*

*307 Participation in school activities until departure of bus*

*353 Detention after school*

*UNITED STATES CODE, TITLE 20*

*1400-1482 Individuals with Disabilities Education Act*

*UNITED STATES CODE, TITLE 29*

*794 Section 504 of the Rehabilitation Act of 1973*

*UNITED STATES CODE, TITLE 42*

*1751-1769j School Lunch Program*

*1773 School Breakfast Program*

*Management Resources:*

*CSBA PUBLICATIONS*

*Recent Legislation on Discipline: AB 240, Fact Sheet, March 2015*

*The Case for Reducing Out-of-School Suspensions and Expulsions, Fact Sheet, April 2014*

*Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014*

*Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011*

*Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009*

*CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES*

*Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000*

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

*Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014*

*WEB SITES*

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

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

*Public Counsel: <http://www.fixschooldiscipline.org>*

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

(4/14 12/17) 12/18

Policy  
Adopted:

SUNNYSIDE UNION SCHOOL DISTRICT  
Strathmore, California

## **Students**

AR 5144(a)

## **Discipline**

### **Site-Level Rules**

Site-level rules shall be consistent with state law and Board policies and administrative regulations. In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any

*(cf. 3515.3 - District Police/Security Department)*

5. For junior high school, students enrolled in the school

Annually, site-level discipline rules shall be reviewed and, if necessary, updated to align with any changes in state law, district discipline policies and regulations, and/or goals for school safety and climate as specified in the district's local control and accountability plan. A copy of the rules shall be filed with the Superintendent or designee for inclusion in the comprehensive safety plan.

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 0460 - Local Control and Accountability Plan)*

School rules shall be communicated to students clearly and in an age-appropriate manner.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291.5)

### **Disciplinary Strategies**

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when students' presence causes a danger to themselves or others or they commit a single act of a grave nature or an offense for which

**Discipline** (continued)

suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and parents/guardians

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 6020 - Parent Involvement)*

2. Referral of the student to the school counselor or other school support service personnel for case management and counseling

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 6164.2 - Guidance/Counseling Services)*

3. Convening of a study team, guidance team, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and parents/guardians

*(cf. 6164.5 - Student Success Teams)*

4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan

*(cf. 6159 - Individualized Education Program)*

*(cf. 6164.6 - Identification and Education under Section 504)*

5. Enrollment in a program for teaching prosocial behavior or anger management

6. Participation in a restorative justice program

7. A positive behavior support approach with tiered interventions that occur during the school day on campus

8. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably

9. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner

**Discipline (continued)**

10. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

*(cf. 5148.2 - Before/After School Programs)*

11. Recess restriction as provided in the section below entitled "Recess Restriction"

12. Detention after school hours as provided in the section below entitled "Detention After School"

13. Community service as provided in the section below entitled "Community Service"

14. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

*(cf. 6145 - Extracurricular/Cocurricular Activities)*

15. Reassignment to an alternative educational environment

*(cf. 6158 - Independent Study)*

*(cf. 6181 - Alternative Schools/Programs of Choice)*

*(cf. 6184 - Continuation Education)*

*(cf. 6185 - Community Day School)*

16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

When, by law or district policy, other means of correction are required to be implemented before a student could be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records. (Education Code 48900.5)

*(cf. 5125 - Student Records)*

**Recess Restriction**

Teachers may restrict a student's recess time only when they believe that this action is the most effective way to bring about improved behavior. When recess restriction involves the withholding of physical activity from a student, teachers shall try other disciplinary measures

## **Discipline** (continued)

before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. The student's teacher shall inform the principal of any recess restrictions imposed.

*(cf. 5030 - Student Wellness)*

*(cf. 6142.7 - Physical Education and Activity)*

## **Detention After School**

Students may be detained for disciplinary reasons for up to one hour after the close of the maximum school day, or until the departure of the school bus to which they have been assigned if applicable. (5 CCR 307, 353)

The student shall not be detained unless the principal or designee notifies the parent/guardian.

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

*(cf. 6176 - Weekend/Saturday Classes)*

## **Community Service**

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may require a student to perform community service during nonschool hours on school grounds or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then the student may be required to perform community service for the resulting suspension. (Education Code 48900.6)



**Discipline** (continued)

**Notice to Parents/Guardians and Students**

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

*(cf. 5145.6 - Parental Notifications)*

The Superintendent or designee shall also provide written notice of disciplinary rules to transfer students at the time of their enrollment in the district.

(11/12 4/14) 12/18

Regulation  
Updated:

**SUNNYSIDE UNION ELEMENTARY SCHOOL DISTRICT**  
Strathmore, California

## Instruction

BP 6175(a)

### Migrant Education Program

The Governing Board desires to provide a comprehensive program for migrant students that attempts to mitigate the impact of educational disruption, cultural and language barriers, social isolation, health-related problems, and other factors that may inhibit their ability to succeed in school. The district shall make use of available funds to provide supplementary services for migrant students.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 0415 - Equity)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.9 - Hate-Motivated Behavior)*

The Superintendent or designee shall cooperate with the regional migrant service center in outreach and identification of eligible migrant students and in the provision of migrant education services. The Superintendent or designee shall also coordinate migrant education services with other programs within the district and with other public agencies that serve migrant workers and their families.

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*  
*(cf. 5141.6 - School Health Services)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 5148 - Child Care and Development)*  
*(cf. 5148.2 - Before/After School Programs)*  
*(cf. 5148.3 - Preschool/Early Childhood Education)*  
*(cf. 6164.2 - Guidance/Counseling Services)*  
*(cf. 6171 - Title I Programs)*  
*(cf. 6174 - Education for English Learners)*

The district shall give first priority for services to migrant students who are failing, or are most at risk of failing, to meet state academic standards or have dropped out of school. (20 USC 6394)

*(cf. 6011 - Academic Standards)*

The district shall provide services to eligible private school students residing within the district on an equitable basis with participating public school students. (20 USC 7881; 34 CFR 200.87)

The Superintendent or designee shall ensure that each migrant student is placed at the appropriate grade level upon enrollment and is provided services in accordance with an individual needs assessment and learning plan.

The Superintendent or designee shall annually report to the Board regarding student performance on statewide assessments of core academic subjects and English language development, as appropriate, for students enrolled in the district's migrant education program. In addition, the Superintendent or designee shall periodically report to the Board regarding the alignment of district services with the needs of students as identified in student needs assessments conducted

**Migrant Education Program (continued)**

pursuant to Education Code 54443.1. As necessary, the Board shall seek technical assistance from the migrant education regional service center and/or make changes in the services provided by the district in order to improve student achievement.

*(cf. 0500 - Accountability)*

*(cf. 6162.51 - State Academic Achievement Tests)*

*Legal Reference:*

*EDUCATION CODE*

*200 Educational equity*

*220 Prohibition against discrimination*

*234.7 Student protections relating to immigration and citizenship status*

*51225.1 Exemption from district graduation requirements*

*51225.3 High school graduation, course requirements*

*54440-54445 Migrant education program*

*CODE OF REGULATIONS, TITLE 5*

*3080 Application of uniform complaint procedures*

*4600-4670 Uniform complaint procedures*

*UNITED STATES CODE, TITLE 20*

*6311 Title I state plan*

*6381-6381k Even Start family literacy program*

*6391-6399 Education of migrant students*

*7881 Services for private school students*

*CODE OF FEDERAL REGULATIONS, TITLE 34*

*200.81-200.89 Migrant education program*

*Management Resources:*

*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*

*2017 State Service Delivery Plan*

*U.S. DEPARTMENT OF EDUCATION PUBLICATIONS*

*Education of Migratory Children Under Title I, Part C of the Elementary and Secondary Education Act of 1965, Non-Regulatory Guidance, rev. March 2017*

*WEB SITES*

*California Department of Education, Migrant Education Office: <http://www.cde.ca.gov/sp/me>*

*U.S. Department of Education, Office of Migrant Education:*

*<http://www.ed.gov/about/offices/list/oese/ome>*

*West Ed, Migrant Student Information Network:*

*<http://www.wested.org/project/migrant-student-information-network-msin>*

(7/03 7/09) 12/18

Policy

Adopted:

SUNNYSIDE UNION SCHOOL DISTRICT

Strathmore, California

## **Instruction**

AR 6175(a)

### **Migrant Education Program**

#### **Eligibility**

Students age 3 to 21 years shall be eligible for the district's migrant education program if they, their parents/guardians, or their spouses are migratory agricultural workers or fishers who, in the preceding 36 months, moved into the district due to economic necessity and engaged in new temporary or seasonal employment or personal subsistence in agriculture or fishing. If such employment was not secured soon after the move, students may be considered migrant students if they, their parents/guardians, or their spouses actively sought such new employment and have a recent history of moves for temporary or seasonal agricultural or fishing employment. (20 USC 6399; 34 CFR 200.81)

A student who ceases to be a migrant student during a school term shall be eligible for services until the end of the term. If comparable services are not available through other programs, a student who is no longer migratory may continue to receive services for one additional school year. Students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation. (20 USC 6394)

#### **Student Records**

The Superintendent or designee shall maintain records documenting the eligibility of students enrolled in the district's migrant education program. However, the district shall not collect information or documents regarding the citizenship or immigration status of students or their family members for the purpose of determining eligibility for migrant education services.

*(cf. 5125 - Student Records)*

*(cf. 5145.13 - Response to Immigration Enforcement)*

The Superintendent or designee shall acquire education and health records from migrant students' previous school districts, as appropriate.

When a migrant student transfers to another district, the student's records shall be provided to the receiving district upon request at no cost in order to assist that district in meeting the needs of the student. (20 USC 6398)

#### **Program Components**

The migrant education program shall include all of the following components: (Education Code 54443.1)

**Migrant Education Program** (continued)

1. A general needs assessment summarizing the needs of the population to be served
2. A comprehensive program to meet the educational, health, and related needs of participating students which supplements the district program and includes, but is not limited to:

- a. Instructional services, including academic, remedial and compensatory, bilingual-crosscultural, and career technical instruction

*(cf. 6174 - Education for English Learners)*

*(cf. 6177 - Summer Learning Programs)*

*(cf. 6178 - Career Technical Education)*

- b. Counseling and career education services

*(cf. 6164.2 - Guidance/Counseling Services)*

- c. Preschool services in accordance with Education Code 54443

*(cf. 5148.3 - Preschool/Early Childhood Education)*

- d. Other educational services that are not otherwise available in sufficient quantity or quality to eligible migrant students

- e. The acquisition of instructional materials and equipment necessary to adequately provide the appropriate services

- f. Other related services to meet the special needs of eligible migrant students to enable them to participate effectively in instructional services

- g. The coordination and teaming of existing resources serving migrant students, such as bilingual-crosscultural education, health screening, and compensatory education

*(cf. 5141.6 - School Health Services)*

*(cf. 5147 - Dropout Prevention)*

*(cf. 6171 - Title I Programs)*

3. Individual assessment of the educational and relevant health needs of each participating student, within 30 days of enrollment, including assessments concurrently provided pursuant to compensatory education, bilingual-crosscultural education, school improvement programs, and other programs serving the student

**Migrant Education Program (continued)**

4. A brief individual learning plan listing the services to be provided to each student, which shall be given to the parent/guardian in writing or at a parent/guardian conference, annually and when the student moves to a new district

5. Staffing and staff development plans and practices to meet the needs of students and implement the program

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

6. Parent/guardian and community involvement as specified in Education Code 54444.2, including, but not necessarily limited to, the establishment of a parent/guardian advisory council to actively involve parents/guardians in planning, operating, and evaluating the district's migrant education program

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 6020 - Parent Involvement)*

The migrant education program shall provide for the same opportunities for parent/guardian involvement that are provided to parents/guardians for federal Title I programs. (20 USC 6394)

7. Evaluations which include annual student progress and overall program effectiveness and quality control reports

Contingent upon funding, the district shall provide home-based and/or school-based family literacy services to migrant families to enhance literacy levels, parenting skills, and English language skills of parents/guardians.

**Summer School**

The district shall conduct summer school program(s) for eligible migrant students. The summer school program shall respond to the individual needs of participating students and shall build on and be consistent with the instructional programs offered to these students during the regular school year. Coursework shall be of the same level of difficulty in each subject as that provided to students enrolled in regular classes of instruction within the district in the preceding year. (Education Code 54444.3)

Teachers in the summer school program shall have cultural training or background and understanding of the special needs of migrant students and possess the proper credential for the subjects and grade levels to which they are assigned. (Education Code 54444.3)

### **Migrant Education Program (continued)**

The program shall comply with the following requirements for instructional time: (Education Code 54444.3)

1. For kindergarten class, a minimum of 180 minutes per day, including recesses, for not less than 20 instructional days
2. For grades 1-8, a minimum of 200 minutes per day, including recesses and passing time but excluding noon intermissions, for not less than 20 instructional days
3. For grades 7-8, a minimum of 240 minutes per day, including passing time but excluding noon intermissions, for not less than 30 instructional days

When district facilities that are suitable for the summer climate are available, the district shall make facilities available at cost to other agencies that request facilities for the operation of migrant summer school programs. When approved by the Superintendent of Public Instruction, the district may jointly offer facilities with a neighboring district to meet the needs of the migrant summer school program for the entire area. (Education Code 54444.3)

### **Parent Advisory Council**

The parent advisory council shall be comprised of members who are knowledgeable of the needs of migrant students and shall be elected by the parents/guardians of students enrolled in the district's migrant education program. The composition of the council shall be determined by the parents/guardians at a general meeting to which all parents/guardians of participating students shall be invited. The parents/guardians shall be informed, in a language they understand, that they have the sole authority to decide on the composition of the council. (Education Code 54444.2)

At least two-thirds of the advisory council shall consist of parents/guardians of migrant students. (Education Code 54444.2)

All parent/guardian candidates for the council shall be nominated by parents/guardians. Nonparent candidates, such as teachers, administrators, other school personnel, or students, shall be nominated by the groups they represent. All other community candidates shall be nominated by the parents/guardians. (Education Code 54444.2)

The parent/guardian advisory council shall meet at least six times during the year and shall: (Education Code 54444.4)

1. Establish program goals, objectives, and priorities

**Migrant Education Program (continued)**

2. Review annual needs assessments, program activities for each school, and individual learning plans
3. Advise on the selection, development, and reassignment of migrant education program staff
4. Participate actively in planning and negotiating program applications and service agreements
5. Perform all other responsibilities required under state and federal laws or regulations

The Superintendent or designee shall establish and implement a training program for advisory council members to enable them to carry out their responsibilities. The training program shall be developed in consultation with the council and shall include appropriate training materials in a language understandable to each member. (Education Code 54444.2)

The Superintendent or designee shall provide the council, without charge, a copy of all applicable state and federal migrant education statutes, rules, regulations, guidelines, audits, monitoring reports, and evaluations. Upon request, these materials also shall be provided without charge to each member of the council. (Education Code 54444.2)

**Notification and Complaints**

Information regarding the educational rights of migrant students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of migrant students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

(7/03 7/09) 12/18

Regulation  
Updated:

**SUNNYSIDE UNION ELEMENTARY SCHOOL DISTRICT**  
Strathmore, California



**AGENDA ITEM SUMMARY SHEET**

**Agenda Heading**

- ☐ Closed Session
- ☐ Acknowledgement and Reports
- ☐ Routine Matters – Consent Calendar
- ☒ Information and Discussion
  - ☐ Business
  - ☐ Maintenance, Operations, and Transportation
  - ☐ Instruction
  - ☒ Board
- ☐ Local Control Accountability Plan
- ☐ Action Items

**Agenda Item:** VIII. E. a. i. through vii. Board Policies for Review (Second Reading)

**Date:** January 14, 2019

**Presented By:** Steve Tsuboi

**Attachments:** Yes ☒ No ☐

**Summary**

Please bring the policy listed below so that we can discuss and review the changes before approving at the next board meeting in February of 2020.

Board Policy 1100 Communication With The Public  
Board Policy 6173.2 Education Of Children Of Military Families  
Administrative Regulation 6173.2 Education Of Children Of Military Families  
Administrative Regulation 6183 Home And Hospital Instruction  
Exhibit 6183 Home And Hospital Instruction  
Board Bylaws 9322 Agenda/Meeting Materials  
Board Bylaws 9324 Minutes And Recordings



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**Agenda Item:** VIII. F. a. i. through vi. Board Policies for Review (First Reading)

**Date:** January 14, 2020

**Presented By:** Steve Tsuboi

**Attachments:** Yes ☒ No ☐

### Summary

The policies listed below will need to be reviewed before the second reading in February of 2020 so that we can approve them at the March of 2020, board meeting.

Administrative Regulation 3580 District Records  
Board Policy 3290 Gifts, Grants and Bequests  
Board Policy 3320 Claims And Actions Against The District  
Administrative Regulation 3320 Claims And Actions Against The District  
Administrative Regulation 3460 Financial Reports And Accountability  
Board Policy 4114 Transfers

## **Business and Noninstructional Operations**

AR 3580(a)

### **DISTRICT RECORDS**

#### **Classification of Records**

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

*(cf. 1340 - Access to District Records)*

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

*(cf. 3440 - Inventories)*

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

*(cf. 5125 - Student Records)*

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

#### **Class 1 - Permanent Records**

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5 CCR 16023)

1. Annual Reports

**DISTRICT RECORDS** (continued)

- a. Official budget
- b. Financial reports of all funds, including cafeteria and student body funds
- c. Audit of all funds
- d. Average daily attendance, including Period 1 and Period 2 reports
- e. Other major annual reports, including:
  - (1) Those containing information relating to property, activities, financial condition, or transactions
  - (2) Those declared by Governing Board minutes to be permanent

*(cf. 3100 - Budget)*

*(cf. 3452 - Student Activity Funds)*

*(cf. 3460 - Financial Reports and Accountability)*

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

## 2. Official Actions

- a. Minutes of the Board or Board committees, including the text of rules, regulations, policies, or resolutions included by reference only
- b. The call for and the result of any elections called, conducted, or canvassed by the Board
- c. Records transmitted by another agency pertaining to its action with respect to district reorganization

*(cf. 7214 - General Obligation Bonds)*

*(cf. 9324 - Minutes and Recordings)*

## 3. Personnel Records

Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as a Class 1 (Permanent) record and the detailed records may then be classified as Class 3 (Disposable) records.

## DISTRICT RECORDS

Information of a derogatory nature as defined in Education Code 44031 shall be retained as a Class 1 (Permanent) record only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

*(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*  
*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

### 4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432 and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. These include any related policy of liability insurance, except that these records cease to be Class 1 (Permanent) records one year after the claim has been settled or the statute of limitations has expired.

*(cf. 5111.1 - District Residency)*  
*(cf. 5141 - Health Care and Emergencies)*  
*(cf. 5143 - Insurance)*

### 5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as a Class 1 (Permanent) record. The detailed records may then be classified as Class 3 (Disposable) records if the property ledger includes all fixed assets; an equipment inventory; and, for each piece of property, the date of acquisition, name of previous owner, a legal description, amount paid, and comparable data if the unit is disposed of.

*(cf. 3280 - Sale or Lease of District-Owned Real Property)*

### Class 2 - Optional Records

Any records considered temporarily worth keeping, but which are not Class 1 records, may be classified as Class 2 (Optional) records and shall be retained until reclassified as Class 3 (Disposable) records. If, by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1 as specified in 5 CCR 16022, all records of the prior year may be classified as Class 2 (Optional) records pending further review and classification within one year. (5 CCR 16024)

### Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) records shall be

## DISTRICT RECORDS

classified as Class 3 (Disposable) records. These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent) records; and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027)

*(cf. 5113.2 - Work Permits)*

## Electronically Stored Information

All electronically stored information related to the conduct of district business, including information created, saved, sent, or received on a district employee's or Board member's personal account or device, shall be saved as an electronic file to a district-provided account or device and retained in accordance with the section "Classification of Records" above. Such information includes, but is not limited to, email, text messages, instant messages, computer files, and other electronic communications related to district business. In addition, when appropriate, the information may be printed and physically filed in a way that allows it to be easily retrieved when needed.

*(cf. 9012 - Board Member Electronic Communications)*

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

*(cf. 4040 - Employee Use of Technology)*

Any person to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training on the effective use of the device.

(11/09 4/13) 5/17

Regulation

Approved: July 11, 2017

**SUNNYSIDE UNION ELEMENTARY SCHOOL DISTRICT**  
Strathmore, California

**Gifts, Grants And Bequests**

\*\*\*Note: Education Code 41032 authorizes the Governing Board to accept gifts on behalf of the district and to prescribe conditions for their acceptance. Criteria listed in this optional policy may be revised to reflect district practice.\*\*\*

The Governing Board may accept any gift, grant, or bequest of money, property, or service to the district from any individual, organization, foundation, or public or private agency that desires to support the district's educational program. While greatly appreciating suitable donations, the Board shall reject any gift which may directly or indirectly impair its authority to make decisions in the best interest of district students or its ability or commitment to provide equitable educational opportunities.

(cf. 0200 - Goals for the School District)  
(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 0415 - Equity)  
(cf. 1260 - Educational Foundation)  
(cf. 9270 - Conflict of Interest)

\*\*\*Note: A donor may impose restrictions and conditions on the use of a gift. Unless the conditions are illegal, the district will be subject to those conditions if it accepts the gift.\*\*\*

Before accepting any gift, grant, or bequest, the Board shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with the district's vision, philosophy, and operations. If the Board believes the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

(cf. 0000 - Vision)  
(cf. 0100 - Philosophy)

In addition, the Board shall ensure that acceptance of the gift, grant, or bequest does not:

1. Involve creation of a program which the Board would be unable to sustain when the donation is exhausted
2. Entail undesirable or excessive costs
3. Promote the use of violence, drugs, tobacco, or alcohol

(cf. 5131.6 - Alcohol and Other Drugs)  
(cf. 5131.62 - Tobacco)

including for-profit and nonprofit corporations. In exchange for funds, products, and services provided by such entities, the Board may allow them to advertise and/or promote their products and services within district buildings or facilities. The Board may set guidelines for entering into such agreements to ensure that they are limited to appropriate matters. Standards related to advertising and promotions are addressed in BP 1325 - Advertising and Promotion. The Board may revise the following optional section to ensure consistency with those standards.\*\*\*

The Board may enter into an agreement or arrangement with an outside entity for the sponsorship of an educational, athletic, or other program or activity. When appropriate, the agreement may allow the outside entity to advertise or promote its business, product, or service in district publications or on district property or web sites.

(cf. 1113 - District and School Web Sites)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 3312 - Contracts)

(cf. 6145.2 - Athletic Competition)

Every sponsorship agreement shall be in writing and shall be approved by the Board. The Board shall ensure that the district's relationship and arrangement with the sponsor are consistent with the district's mission, values, and goals. Any advertising or promotional message, image, or other depiction to be used by the sponsor shall meet the standards set for commercial advertising on district property and in district-sponsored publications in accordance with BP 1325 - Advertising and Promotion.

Each sponsorship agreement shall contain statements including, but not limited to:

1. The purpose of the relationship with the sponsor, details of the benefits to the district, and how the benefits will be distributed
2. The duration of the agreement and the roles, expectations, rights, and responsibilities of the district and the sponsor, including whether and to what extent the sponsor is allowed to advertise or promote its products and/or services
3. The authority of the Board to retain exclusive right over the use of the district's name, logo, and other proprietary information and the requirement that the sponsor obtain prior approval of the Board before using such information
4. The prohibition against the collection or distribution of students' personal information except as allowed by law
5. The authority of the Board to terminate the agreement without any penalty or sanction to the district if the sponsor's message, business, or product becomes inconsistent with the district's vision, mission, or goals or the sponsor engages in any prohibited activity

(cf. 5022 - Student and Family Privacy Rights)

(cf. 5125 - Student Records)



4. Advertise or endorse the use of non-nutritious food or beverages during the school day

(cf. 5030 - Student Wellness)

5. Encourage or enable the violation of any law or district policy

6. Imply endorsement of any business or product or unduly commercialize or politicize the school environment

(cf. 1325 - Advertising and Promotion)

Any gift of books or instructional materials may only be accepted if they meet district criteria for selection of instructional materials.

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

(cf. 6161.11 - Supplementary Instructional Materials)

All gifts, grants, and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school, classroom, or teacher. At the Superintendent or designee's discretion, a gift may be used at a particular school or classroom.

\*\*\*Note: Education Code 41030 allows districts to invest monies gifted to them when not immediately needed. Education Code 41031 requires that such funds be placed in a district special fund in the county treasury and designated as the Foundation Fund. Funds donated for specific purposes must be placed in a separate account in that fund. Pursuant to Education Code 41035-41038, districts that place money in a foundation fund pursuant to these laws must adopt related rules and regulations and appoint an advisory committee to advise the board about investments to be made.\*\*\*

When any gift of money received by the district is not immediately used, it shall be placed in the county treasury in accordance with law. (Education Code 41030-41031)

(cf. 3430 - Investing)

The Superintendent or designee shall annually provide a report to the Board indicating the gifts, grants, and/or bequests received on behalf of the district in the preceding fiscal year. The report shall include a statement of account and expenditure of all gifts of money and an inventory of all gifts of physical assets.

(cf. 3440 - Inventories)

(cf. 3460 - Financial Reports and Accountability)

#### Corporate Sponsorship

\*\*\*Note: Under the general authority granted to boards pursuant to Education Code 35160, the Board is authorized to enter into a corporate sponsorship agreement with an outside entity

## Online Fundraising

\*\*\*Note: The following optional section addresses the practice of using a crowdfunding Internet platform (e.g., GoFundMe, PledgeCents, Donors Choose, etc.) to raise funds for district, school, or classroom projects or equipment and may be revised to reflect district practice. \*\*\*

Any person or entity who wishes to conduct an online fundraising campaign, including a crowdfunding campaign, for the benefit of the district, a school, or a classroom shall submit a written request for prior approval to the Superintendent or designee. Approval of requests shall take into consideration compatibility with the district's vision and goals, core beliefs, instructional priorities, and infrastructure; the manner in which donations are collected and distributed; equity of the use of funds; and any other factors deemed relevant or appropriate by the district.

Any person or entity approved to conduct an online fundraising campaign shall comply with relevant district policies and procedures, including ensuring financial transparency in describing the purpose and use of the funds and protecting student privacy as applicable. Such person or entity shall specify that the district, rather than a staff member, classroom, or school, will own the funded resources.

Funds raised by an online fundraising campaign and donated to the district shall be subject to the same terms, criteria for acceptance, and accountability measures as any other donation as specified in this policy.

## Appreciation

The Board may show appreciation for any donation to the district in any manner it deems appropriate. Such appreciation may take the form of letters of recognition or Board resolutions; plaques, commendations, or awards; planting of commemorative trees or gardens; or naming or renaming of buildings, grounds, or facilities. Conferment of any such honor shall be in accordance with applicable Board policy.

(cf. 1150 - Commendations and Awards)

(cf. 7310 - Naming of Facility)

## Legal Reference:

### EDUCATION CODE

1834 Acquisition of materials and apparatus

35160 Powers and duties

35162 Power to sue, be sued, hold and convey property

41030 School district may invest surplus monies from bequest or gifts

41031 Special fund or account in county treasury

41032 Authority of school board to accept gift or bequest; investments; gift of land

requirements

41035 Advisory committee

41036 Function of advisory committee

41037 Rules and regulations

41038 Applicability of other provisions of chapter

Management Resources:

WEB SITES

California Consortium of Education Foundations: <http://www.cceflink.org>

(10/95 7/11) 10/18

**Claims And Actions Against The District**

\*\*\*Note: The following optional policy and accompanying administrative regulation reflect the claims procedure in the Government Claims Act pursuant to Government Code 810-996.6. The Act details requirements for the filing of claims against public entities such as school districts.\*\*\*

\*\*\*Note: Government Code 905 specifies certain types of claims which are exempted from the procedures in the Government Claims Act. Pursuant to Government Code 935, a district is authorized to establish its own claims processing procedures for those exempted claims. A local claims requirement must be similar to and be no more restrictive than those established by the Government Claims Act. For example, the district's procedures may not allow a longer time for the Board to take action on a claim than the timeline provided for claims under the Government Claims Act. The following policy and accompanying administrative regulation may be revised to reflect district practice.\*\*\*

\*\*\*Note: Because a district's insurance carrier or joint powers authority may require the district to comply with certain claims management conditions as part of the district's contractual coverage obligation, it is strongly recommended that, prior to adoption by the Governing Board, this board policy and accompanying administrative regulation be reviewed for consistency with any applicable conditions of coverage. A district's failure to follow those contractual conditions may result in a loss of coverage benefits. The district's risk manager and legal counsel should also be consulted, as appropriate.\*\*\*

The Governing Board desires to conduct district operations in a manner that minimizes risk, protects district resources, and promotes the health and safety of students, staff, and the public. Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with the Government Claims Act or other applicable state or district procedures, as well as the district's joint powers authority (JPA) agreement or other insurance coverage.

(cf. 3530 - Risk Management/Insurance)  
(cf. 5143 - Insurance)

\*\*\*Note: The following optional paragraph is for use by districts that choose to establish their own claims procedures for certain types of claims pursuant to Government Code 935.\*\*\*

Any claim for money or damages not governed by the Government Claims Act (Government Code 810-996.6) or specifically excepted by Government Code 905 shall be presented and acted upon in accordance with district-established procedures consistent with the manner and time limitations specified in the accompanying administrative regulation, unless a procedure for

processing such claims is otherwise provided by state or federal law or regulation. (Government Code 935)

Upon notice to the district of a claim, the Superintendent or designee shall take all necessary steps to protect the district's rights under any applicable contractual agreements, including the right to indemnification from its insurance or other coverage provider.

\*\*\*Note: The following paragraph is optional. Government Code 935.4 authorizes, but does not require, the Board to delegate to any employee the authority to allow, compromise, or settle a claim of \$50,000 or less. Boards that do not wish to delegate such authority should delete the following paragraph. Boards that wish to delegate this authority may modify the following paragraph to specify a different employee to whom the authority is delegated and/or an amount less than \$50,000.\*\*\*

\*\*\*Note: Management of the defense or settlement of the claim may be subject to contractual requirements contained in the district's insurance policy, memorandum of coverage, or contractual indemnity agreements. Thus, even when the Board has authorized the Superintendent or another employee to settle such claims, the authority is subject to any such requirements or conditions of coverage.\*\*\*

In accordance with Government Code 935.4, the Board delegates to the Superintendent the authority to allow, compromise, or settle claims of \$50,000 or less pursuant to any conditions of coverage in the district's JPA agreement or insurance coverage.

#### Roster of Public Agencies

\*\*\*Note: Government Code 53051 requires public agencies, such as school districts, to register the information specified below, including the names of all Board members, with the Secretary of State and County Clerk. If the information on file is not accurate or if no information is on file, the court may allow a person to proceed with a claim against the district even if the time limit for filing such a claim has expired. Thus, it is imperative that all required information be current and accurate.\*\*\*

Within 10 days of any change in the name of the district, the mailing address of the Board, or the names and addresses of the Board president, the Board clerk or secretary, or other Board members, the Superintendent or designee shall file the updated information with the Secretary of State and the County Clerk. (Government Code 53051)

#### Legal Reference:

##### EDUCATION CODE

35200 Liability for debts and contracts

35202 Claims against districts; applicability of Government Code

##### CODE OF CIVIL PROCEDURE

340.1 Damages suffered as result of childhood sexual abuse

## GOVERNMENT CODE

800 Cost in civil actions

810-996.6 Claims and actions against public entities

6500-6536 Joint exercise of powers

53051 Information filed with secretary of state and county clerk

## PENAL CODE

72 Fraudulent claims

## COURT DECISIONS

City of Stockton v. Superior Court, (2007) 42 Cal. 4th 730

Connelly v. County of Fresno, (2006) 146 Cal.App.4th 29

CSEA v. South Orange Community College District, (2004) 123 Cal.App.4th 574

CSEA v. Azusa Unified School District, (1984) 152 Cal.App.3d 580

Management Resources:

## WEB SITES

California Secretary of State's Office: <http://www.sos.ca.gov>

(3/09 3/10) 7/18

**Claims And Actions Against The District**

\*\*\*Note: The Government Claims Act (Government Code 810-996.6) sets forth prelitigation requirements and deadlines for claims against public entities, including school districts. In *City of Stockton v. Superior Court*, the California Supreme Court held that the claim requirements in Government Code 900-915.4 also apply to claims for breach of contract.\*\*\*

\*\*\*Note: Because a district's insurance carrier or joint powers authority (JPA) may require the district to comply with certain claims management conditions as part of the district's contractual coverage obligation, it is strongly recommended that this administrative regulation be reviewed for consistency with any applicable conditions of coverage. A district's failure to follow those contractual conditions may result in a loss of coverage benefits. The district's risk manager and legal counsel should also be consulted, as appropriate.\*\*\*

\*\*\*Note: Pursuant to Government Code 935, district claims procedures may include a requirement that a claim be presented and acted upon in accordance with those procedures as a prerequisite to a lawsuit. Failure to include such a requirement may subject the district to increased liability.\*\*\*

Unless otherwise provided by law, prior to filing a lawsuit against the district for money or damages, a written claim shall be filed in accordance with the following administrative regulation.

**Time Limitations**

\*\*\*Note: Items #1-4 below list timelines for claims pursuant to the Government Claims Act and other applicable statutes. Pursuant to Government Code 935, the district's authority to adopt local claims presentation procedures for causes of action which are excepted from the Government Claims Act by Government Code 905 is not applicable to those excepted causes of action which have their claims presentation procedures specified in other statutes or regulations, such as childhood sexual abuse. Rather, claims for childhood sexual abuse are governed by the timelines and procedures specified in Code of Civil Procedure 340.1.\*\*\*

The following time limitations apply to claims against the district:

1. Claims for money or damages relating to childhood sexual abuse or any other cause of action specifically excepted from the Government Claims Act by Government Code 905 and for which a statute or regulation provides a claims presentation procedure shall be filed in accordance with the applicable governing statute or regulation. (Government Code 905, 935)

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

(cf. 5141.4 - Child Abuse Prevention and Reporting)

\*\*\*Note: Pursuant to Government Code 935, a district may establish its own procedure for the presentation of those claims which are excluded from the Government Claims Act as specified in Government Code 905 and which are not governed by any other applicable statutes or regulations. Optional item #2 below is for use by any district whose board has chosen to exercise the authority to establish district procedures for such claims; see the accompanying Board policy. Item #2 provides six months as the time limitation for filing such claims, which is consistent with the requirement in Government Code 935 that the district's procedure not require a shorter time for presentation of a claim than the time specified in Government Code 911.2. However, the Governing Board has the discretion to adopt a more flexible time limitation and may increase the amount of time allowed for filing such claims. If the Board adopts a more flexible time limitation, item #2 should be revised accordingly.\*\*\*

\*\*\*Note: If a claimant misses a deadline for a claim required to be submitted in accordance with item #2 or #3 below, the claimant may present an application to present a late claim pursuant to Government Code 911.4; see section below entitled "Late Claims."\*\*\*

2. In accordance with the Governing Board's authority pursuant to Government Code 935, claims for money or damages which relate to any cause of action specifically excepted from the Government Claims Act by Government Code 905 and which are not governed by any other claims presentation statute or regulation shall be filed not later than six months after the accrual of the cause of action. (Government Code 905, 935)

3. Claims for money or damages relating to a cause of action for death or for injury to person, personal property, or growing crops shall be presented to the Board not later than six months after the accrual of the cause of action. (Government Code 911.2)

4. Claims for money or damages relating to any other cause of action shall be filed not later than one year after the accrual of the cause of action. (Government Code 911.2)

#### Receipt of Claims

A claim, any amendment thereto, or an application to present a late claim shall be deemed presented and received when delivered to the district office or deposited in a post office, mailbox, sub-post office, substation, mail chute, or other similar facility maintained by the U.S. government, in a sealed envelope properly addressed to the district office with postage paid, or when otherwise actually received in the district office or by the Board secretary or clerk. (Government Code 915, 915.2)

\*\*\*Note: In most circumstances, a district's insurance provider or JPA is responsible for claims management, including investigating, defending, and managing a district's response to a claim presented under the Government Claims Act. The following paragraph requires the Superintendent or designee to immediately forward any claims received to the district's JPA or insurance provider in order to help ensure compliance with any conditions of coverage.\*\*\*



Upon receipt of a claim against the district pursuant to the Government Claims Act, the Superintendent or designee shall promptly provide written notice to the district's joint powers authority or insurance carrier in accordance with the applicable conditions of coverage.

#### Review of Contents of the Claim

\*\*\*Note: Most JPAs and insurance carriers provide a claim form. The person submitting the claim need not use the claim form provided by the district but, pursuant to Government Code 910 and 910.2, the claim must contain a signature and all the information listed below.\*\*\*

The Superintendent or designee shall review any claim received to ensure that the claim contains all of the following information as specified in Government Code 910 and 910.2:

1. The name and post office address of the claimant
2. The post office address to which the person presenting the claim desires notices to be sent
3. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted
4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim
5. The name(s) of the district employee(s) causing the injury, damage, or loss, if known
6. The amount claimed if it totals less than \$10,000, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds \$10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a limited civil case of \$25,000 or less.
7. The signature of the claimant or the person acting on the claimant's behalf

#### Notice of Claim Insufficiency

\*\*\*Note: Pursuant to Government Code 911, if the district, or the JPA or insurance carrier acting on the district's behalf, fails to give notice that the claim is insufficient, as specified below, then the district may not later raise that issue as a defense to the claim.\*\*\*

If a claim is found insufficient or not to satisfy the form requirements under Government Code 910 and 910.2, the Board or its designee shall, within 20 days of receipt of the claim, personally deliver or mail to the claimant, at the address stated in the claim or application, a notice that states the particular defects or omission in the claim. (Government Code 910.8, 915.4)

\*\*\*Note: Districts should be cautious before rejecting a claim because of insufficiency of information and consult legal counsel and/or the district's JPA or insurance provider, as

appropriate. Courts have held that a claim is sufficient as long as enough information is disclosed to allow the district to adequately conduct an investigation of the claim's merits.\*\*\*

The Board shall not act upon the claim until at least 15 days after such notice is given.  
(Government Code 910.8)

#### Amendment to Claims

Within the time limits provided in the section "Time Limitations" above or prior to final action by the Board, whichever is later, a claim may be amended if, as amended, it relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

#### Late Claims

\*\*\*Note: The reference to item #2 in the following paragraph should be deleted if the district has not established district procedures pursuant to Government Code 935 for claims that are specifically exempted in Government Code 905 or adopted a time limitation that is not less than one year (see the accompanying Board policy and item #2 in the section "Time Limitations" above).\*\*\*

For claims under items #2 and #3 in the section "Time Limitations" above, any person who presents a claim later than six months after the accrual of the cause of action shall present, along with the claim, an application to present a late claim. Such claim and the application to present a late claim shall be presented not later than one year after the accrual of the cause of action.  
(Government Code 905, 911.4)

\*\*\*Note: If the claim is presented late and is not accompanied by an application to present a late claim, the Board or its agent should notify the claimant that "no action" was taken because the claim was presented late. If the Board were to state that the claim was "rejected," this would indicate that the Board had accepted the filing of the late claim and taken action to reject it.\*\*\*

If the claim is presented late and is not accompanied by an application to present a late claim, the Board or its designee may, within 45 days, give written notice that the claim was not presented timely and that it is being returned without further action. (Government Code 911.3)

The Board shall grant or deny the application to present a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the Board provided that such agreement is made before the expiration of the 45-day period.  
(Government Code 911.6)

The Board shall grant the application to present a late claim where one or more of the following conditions are applicable: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the district was not prejudiced in its defense regarding the claim by the claimant's failure to present the claim within the time limit.

2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim.

3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason the person failed to present the claim.

4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim.

If the application to present a late claim is denied, the claimant shall be given notice in substantially the same form as set forth in Government Code 911.8. (Government Code 911.8)

If the Board does not take action on the application to present a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

#### Action on Claims

\*\*\*Note: Pursuant to Government Code 945.6, if the Board formally acts to reject a claim and provides notice of such rejection, the claimant has only six months from the rejection to initiate a lawsuit. If the Board takes no action or fails to provide written notice rejecting the claim, the claimant then has two years to initiate a suit against the district. The notice of rejection must comply with the notification requirements of Government Code 913 unless the claim has no address on it.\*\*\*

\*\*\*Note: Although the Board takes final action on claims as specified below, such action is based on the evaluation of the claim by the district's insurance provider or JPA.\*\*\*

Within 45 days after the presentation or amendment of a claim, the Board shall take action on the claim. This time limit may be extended by written agreement between the district and the claimant before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not commenced or been barred by legal limitations. (Government Code 912.4)

The Board may act on the claim in one of the following ways: (Government Code 912.4, 912.6)

1. If the Board finds that the claim is not a proper charge against the district, the claim shall be rejected.

2. If the Board finds that the claim is a proper charge against the district and is for an amount justly due, the claim shall be allowed.

3. If the Board finds that the claim is a proper charge against the district but is for an

amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance.

4. If legal liability of the district or the amount justly due is disputed, the Board may reject or compromise the claim.

5. If the Board takes no action on the claim, the claim shall be deemed rejected.

If the Board allows the claim in whole or in part or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Board or its designee shall transmit to the claimant written notice of action taken or of inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall either be personally delivered or mailed to the address stated in the claim or application. (Government Code 913, 915.4)

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**Financial Reports And Accountability**

**Interim Reports**

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

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

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

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

(cf. 3100 - Budget)

(cf. 3220.1 - Lottery Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

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

(cf. 3110 - Transfer of Funds)

## Audit Report

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

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

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

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

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

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

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3230 - Federal Grant Funds)

(cf. 3430 - Investing)

(cf. 3451 - Petty Cash Funds)

(cf. 3452 - Student Activity Funds)

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

\*\*\*Note: The following optional paragraph is for use by districts that elect to participate in the school district of choice program (Education Code 48300-48316); see BP/AR 5117 - Interdistrict Attendance. Pursuant to Education Code 48301, any district that elects to participate in the

school district of choice program must ensure that its annual financial audit includes a review of the district's compliance with program requirements to establish a random, unbiased process for student admittance and to provide appropriate and factually accurate parent/guardian communications.\*\*\*

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

(cf. 5117 - Interdistrict Attendance)

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

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

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

#### Report on Expenditures of State Facilities Funds

\*\*\*Note: Pursuant to Education Code 41024, as added by AB 99 (Ch. 15, Statutes of 2017) and amended by AB 1808 (Ch. 32, Statutes of 2018), districts that receive state facilities funding pursuant to the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30) must annually report a detailed list of all expenditures of state funds, including interest, and of the district's matching funds for completed projects. Education Code 41024 requires that an audit of completed facilities projects be submitted within one year of project completion. \*\*\*

\*\*\*Note: Education Code 41024 requires CDE to provide the Office of Public School Construction with a copy of the audit identifying any adjustments to be made in grant funding as a result of the audit findings. The district may appeal any finding in accordance with the timelines and process specified in Education Code 41344. \*\*\*

When the district participates in the school facilities program pursuant to Education Code 17070.10-17079.30, the Superintendent or designee shall annually report a detailed list of all expenditures of state facilities funds, including interest, and of the district's matching funds for completed projects until all such funds are expended. The report shall identify expenditures on a

project-by-project basis, reflect completed projects that were reimbursed within that fiscal year, and clearly indicate the list of projects that have been completed. (Education Code 41024; 2 CCR 1859.104)

Audits of facilities projects shall be concluded within one year of project completion, and shall be included as part of the district's audit for the fiscal year in which the project is reported as completed. A project shall be deemed completed when any of the following conditions is met: (Education Code 41024; 2 CCR 1859.104)

1. When the notice of completion for the project has been filed, all outstanding invoices, claims, and change orders have been satisfied, and the facility is currently in use by the district
2. Three years from the date of the final fund release for an elementary school project
3. Four years from the date of the final fund release for a middle or high school project

#### Fund Balance

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

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

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

#### Negative Balance Report

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



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

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

#### Non-Voter-Approved Debt Report

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

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

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

(cf. 3470 - Debt Issuance and Management)  
(cf. 7214 - General Obligation Bonds)

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

#### Other Postemployment Benefits Report

\*\*\*Note: The following section reflects GASB Statement 75, which contains reporting requirements pertaining to "other postemployment benefits" (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other nonpension benefits for retired employees). Under GASB 75, districts that do not provide OPEB through a trust are required to report the total unfunded liability (i.e., OPEBs that are not prefunded), as calculated in the most recent actuarial report, in the district's financial statements. The decision of whether to prefund the benefits, and by how much, is at the Board's discretion; see BP 3100 - Budget.\*\*\*

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

\*\*\*Note: CSBA's OPEB Solutions Program provides access to qualified actuaries and consultants and a GASB 75-compliant trust to prefund future obligations. See CSBA's web site for further information.\*\*\*

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

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

(cf. 4154/4254/4354 - Health and Welfare Benefits)  
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

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

\*\*\*Note: Pursuant to GASB 75, the district must arrange for an actuary to update the valuation of its OPEB obligations every two years. However, GASB 75 includes an option for the use of a specified alternative method in lieu of an actuarial valuation for purposes of determining the total OPEB liability for benefits provided through an OPEB plan with fewer than 100 members. Such districts may modify the following paragraph to reflect district practice.\*\*\*

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

Workers' Compensation Claims Report

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

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

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## Transfers

BP 4114

## Personnel

\*\*\*Note: The following optional policy is subject to collective bargaining agreements and should be revised to reflect district practice.\*\*\*

The Governing Board desires that certificated staff be assigned in a manner that equitably distributes highly qualified and experienced teachers, meets the needs of district students, and satisfies staffing requirements at each school. The Superintendent or designee is authorized to assign certificated staff in accordance with district policy and/or the collective bargaining agreement as applicable.

(cf. 0415 - Equity)  
(cf. 4030 - Nondiscrimination in Employment)  
(cf. 4113 - Assignment)  
(cf. 4141/4241- Collective Bargaining Agreement)

Subject to the approval of the Board, the Superintendent or designee may transfer a teacher from one district school to another when he/she determines the transfer is in the best interest of the district. (Education Code 35035)

### Voluntary Transfers

The Superintendent or designee may establish processes and deadlines for the submission of transfer requests to facilitate staff assignments with minimal disruption to the educational program.

Upon receipt of a written transfer request by a teacher, the Superintendent or designee may consider the input of the principals at the current school and the requested school, alignment of the teacher's qualifications with needs of students and the school(s), the academic performance of the requested school, and opportunities for the professional growth of the teacher.

(cf. 4112.2 - Certification)  
(cf. 4112.22 - Staff Teaching English Learners)  
(cf. 4112.23 - Special Education Staff)

After April 15 prior to the school year that a transfer would become effective, no teacher who requests to be transferred to another school shall have priority over other qualified teachers who have applied for positions requiring certification qualifications at that school. (Education Code 35036)

### Involuntary Transfers

Involuntary transfers may become necessary when programs are reduced or cancelled, when schools are closed, or when otherwise required in order to accommodate the school's staffing needs.

(cf. 4117.3 - Personnel Reduction)

If a teacher objects to a transfer, he/she may request a meeting with the Superintendent or designee and the principal. If dissatisfied with the results of this meeting, the teacher may appeal to the Board. The Board's decision shall be final.

Legal Reference:

EDUCATION CODE

35035 Additional powers and duties of superintendent, transfer authority

35036 Voluntary transfers

35186 Complaint process, teacher vacancy or misassignment

37616 Assignment of teachers to year-round schools

GOVERNMENT CODE

3543.2 Scope of representation

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