

**Ferndale Unified School District  
Board of Trustees**

Danella Barnes-Penman

Jerry Hansen

JoLynn Jorgensen

Corrie Pedrotti

Cory Nunes

**January 8, 2020  
Regular School Board Meeting**

**6:30 p.m. CLOSED SESSION**

**7:00 p.m. OPEN SESSION**

Ferndale High School- Mabel Lowry Library  
1231 Main Street, Ferndale, CA 95536

**AGENDA**

**1.0 CALL TO ORDER**

*Notice: Any writing, not exempt from public disclosure under Government Code Sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22, which is distributed to all or a majority of the members of the governing board by any person in connection with a matter subject to discussion or consideration at an open meeting of the Board is available for public inspection at Ferndale High School main office (1231 Main Street, Ferndale, California).*

**2.0 ADJUSTMENTS TO THE AGENDA**

**3.0 PUBLIC COMMENT ON CLOSED SESSION ITEM(S)**

*Members of the public may comment on closed session agenda items. Action taken in closed session will be reported out in open session, if required by law. Individuals will have up to three (3) minutes to address closed session agenda items. The Board shall limit the total time for public comment on each item of discussion to twenty (20) minutes.*

**4.0 ADJOURN TO CLOSED SESSION**

4.1 Public Employment Pursuant to Government Code Section 54957  
Performance Evaluation for the Superintendent/Principal

**5.0 REGULAR SESSION RECONVENED**

5.1 Report Action taken in Closed Session, if required by law

**6.0 WELCOME/FLAG SALUTE**

**7.0 PUBLIC COMMENT ON OPEN SESSION ITEM(S)**

*Members of the public may comment on open agenda items or any other item pertaining to Board business. Action may be taken on items listed as such. Individuals will have up to three (3) minutes to address matters pertaining to board Business. The Board shall limit the total time for public comment on each item of discussion to twenty (20) minutes*

**8.0 ANNOUNCEMENTS/REPORTS** *(The Board is asked to receive information)*

- 8.1 Student Representative Reports
- 8.2 Certificated Representative Report
- 8.3 Classified Representative Report
- 8.4 Facilities Report
- 8.5 School Improvement Grant (SIG) Report
- 8.6 Local Control Accountability Plan (LCAP) Report
- 8.7 2019-2020 Budget Report
- 8.8 Elementary School Principal Report
- 8.9 High School Principal/Superintendent Report
- 8.10 Board Member Reports/Announcements

**9.0 CONSENT AGENDA ITEM(S)** *(The Board is asked to receive/approve)*

- 9.1 Approve Board Meeting Minutes - Regular Meeting (December 11, 2019)
- 9.2 Approve Commercial Warrants (December 2019)
- 9.3 Approve Personnel Activity Report
- 9.4 Approve FES/FHS Student Body Accounts/Revolving Cash Accounts and Enrollment Reports
- 9.5 Donations to the District

**10.0 INFORMATION/ACTION** *(The Board is asked to receive/discuss; however the Board may decide to take action at its discretion)*

- 10.1 Review/Discuss AR 5141.32 Health Screening for School Entry (Revised)
- 10.2 Review/Discuss BP/AR 6174 Education for English Learners (Revised)
- 10.3 Review/Discuss BB 9310 Board Policies (Revised)
- 10.4 Review 2018-2019 Fiscal Year Audit Review Extension Request Approval

**11.0 ACTION ITEMS** *(The Board is asked to receive/discuss/approve)*

- 11.1 Approve Williams Uniform Complaint (4<sup>th</sup>) Quarterly Report
- 11.2 Approve Humboldt County Schools Interdistrict Transfer Form for 2020-2021

## **12.0 FUTURE AGENDA ITEMS**

- 12.1 2020-2021 FUSD Calendar
- 12.2 FHS Spring Athletic Schedules
- 12.3 School Accountability Report Cards (SARC) for 2018-2019 year
- 12.4 Board Policy Updates
- 12.5 District Facility Needs Assessment Report
- 12.6 LCAP Stakeholder Input Sessions and Plan Writing Updates

## **13.0 REVIEW OF CORRESPONDENCE TO THE BOARD**

## **14.0 ADJOURNMENT**

*NOTICE: Individuals requiring disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the District Superintendent in writing three (3) days prior to the meeting at the following address: 1231 Main Street, Ferndale, California.*

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 9.1

**DATE:** January 8, 2020

**SUBJECT:**

Regular Board Meeting Minutes (December 11, 2019)

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Review, amend and approve.

**PREVIOUS STAFF/BOARD ACTION:**

This is a routine consent agenda item.

**BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

See attached minutes and please communicate with Beth or Denise prior to the meeting for any corrections or clarifications.

**FISCAL IMPLICATIONS:**

None

**CONTACT PERSON(S):**

Denise Grinsell, Business Manager  
Beth Anderson, Superintendent/Principal

**Ferndale Unified School District  
Board of Trustees**

Danella Barnes-Penman      Jerry Hansen      JoLynn Jorgensen      Cory Nunes      Corrie Pedrotti

**December 11, 2019  
Regular School Board Meeting**

**6:30 p.m. CLOSED SESSION**

**7:00 p.m. OPEN SESSION**

Ferndale High School- Mabel Lowry Library  
1231 Main Street, Ferndale, CA 95536

**Minutes**

Present: Danella Barnes-Penman, Jerry Hansen, JoLynn Jorgensen, Cory Nunes, Corrie Pedrotti  
Also Present: Beth Anderson, Superintendent/ Principal, Jeremy Griffith, Principal, Denise Grinsell

**1.0 CALL TO ORDER**

The meeting was called to order at 6:30 p.m.

**2.0 ADJUSTMENTS TO THE AGENDA**

None

**3.0 PUBLIC COMMENT ON CLOSED SESSION ITEM(S)**

None

**4.0 ADJOURN TO CLOSED SESSION**

The meeting was adjourned to closed session at 6:31 p.m.

- 4.1 Pursuant to Government Code Section 54957.6 Public Employee Performance Evaluation for the Superintendent/Principal

**5.0 REGULAR SESSION RECONVENED**

Regular session was reconvened at 7:00 p.m. and President Jorgensen reported there was no reportable action taken by the board.

- 5.1 Report Action taken in Closed Session, if required by law

**6.0 WELCOME/FLAG SALUTE**

**7.0 PUBLIC COMMENT ON OPEN SESSION ITEM(S)**

None

## 8.0 ANNUAL BOARD ORGANIZATION AND ELECTION OF OFFICERS

President Jorgensen opened the organizational meeting and opened the floor for nominations for President. Corrie Pedrotti nominated JoLynn Jorgensen for president and Danella Barnes-Penman seconded the nomination. Cory Nunes nominated Danella Barnes-Penman for president but with no second, the motion failed. A roll call vote for JoLynn Jorgensen for president was called: ayes 4-1 noes, member Hansen dissenting. President Jorgensen then opened the floor for nominations for Clerk of the Board. Corrie Pedrotti nominated Danella Barnes-Penman for Clerk and Cory Nunes seconded the motion. There were no other nominations. Roll call vote summary: ayes 5-0 noes.

The 2020 President of the Board is JoLynn Jorgensen and Danella Barnes-Penman is Clerk of the Board. It was then discussed and decided the regular meeting will continue to be the second Wednesday of each month with the exception of November as it conflicts with Veteran's Day. That meeting will be November 12, 2020.

## 9.0 ANNOUNCEMENTS/REPORTS *(The Board is asked to receive information)*

### 9.1 Student Representative Reports

None

### 9.2 Certificated Representative Report

Allie Griffith from FES shared several events happening at Ferndale Elementary including ornament and Christmas tree decorating, Mistletoe sales for third grade and upcoming Holiday program.

### 9.3 Classified Representative Report

None

### 9.4 Facilities Report

Supt. Anderson said the gym floors were cleaned and waxed in preparation for basketball season. Some electrical work was done to enable generator use during power outages for the walk in refrigerator. A few leaks have been repaired.

### 9.5 Board Member Reports/Announcements

Clerk Barnes-Penman shared that she attended Thanksgiving meals at both sites that were wonderful. The dinner at FHS took place during the power outage so it was quite a feat.

### 9.6 School Improvement Grant (SIG) Report

Principal Griffith reported that the ILT recently met, continuing to discuss data in both Math and Language arts. They are also meeting with HCOE regarding our EI program.

### 9.7 Local Control Accountability Plan (LCAP) Report

Supt. Anderson said that most of the data is ready for our annual update and will be on our dashboard soon. Next up is developing our new plan that will be for 2020-2023. She said she is excited to create our own plan and the template will be out soon.

### 9.8 2019-2020 Budget Report

Denise Grinsell reported that expenditures are lining up with our expectations but as she will address when we approve the 1<sup>st</sup> Interim Report, the district is in deficit spending and will need to formulate a plan moving forward.

### 9.9 Elementary School Principal Report

Principal Griffith said that girls' basketball is winding down with the 8<sup>th</sup> grade team heading to Crescent City this weekend. Boys basketball and Cheer are starting tryouts. Trees uptown were decorated by classes and the Winter Program will be December 19. A morning performance will be at 9:00 a.m.

The evening performance will be at 6:00 p.m. The Thanksgiving dinner for the entire staff was very nice, winter break is coming up and several classes are taking advantage of the ice rink at the fair grounds for good behavior awards fieldtrips.

9.10 High School Principal/Superintendent Report

Supt. Anderson shared that the football recently played in the NCS Championship game. They played hard with a lot of heart. The awards banquet was great and winter sports are beginning. We are trying to put together a small wrestling team too. It is scholarship season for seniors and the end of the first semester is coming soon. The canned food drive was a success. She and Principal Griffith are working on upcoming Professional Development and will be meeting with BCA Architects soon regarding the new needs assessment. They will present their findings at an upcoming board meeting in the spring. Supt. Anderson acknowledged that the administration needs to look at the deficit spending in the out years.

**10.0 CONSENT AGENDA ITEM(S)** *(The Board is asked to receive/approve)*

10.1 Approve Board Meeting Minutes

Regular Meeting (November 13, 2019)

10.2 Approve Commercial Warrants (November 2019)

10.3 Approve FES/FHS Student Body Accounts/Revolving Cash Accounts and Enrollment Reports

10.4 Approve Personnel Activity

10.5 Approve District Volunteers

A motion was made by Jerry Hansen and seconded by Danella Barnes-Penman to approve the Consent Agenda. Roll call summary: ayes 5-0 noes.

**11.0 INFORMATION/ACTION**

11.1 Discuss Elementary and High School Graduation Ceremonies

As no board member has a family member graduating this year, the board president and clerk will preside at both graduations. Member Hansen said he could serve as back up if needed. The board will confirm this and graduation nears.

**12.0 ACTION ITEMS** *(The Board is asked to receive/discuss/approve)*

12.1 Approve Positive 2019-2020 First Interim Report Certification

Denise Grinsell distributed a comparative spreadsheet showing the changes since Budget Adoption. While the changes were minimal, she expressed concern over the district's deficit spending, in excess of \$450,000 a year, and said the administration working with the board may need to make some difficult decisions. She pointed out that the board policy for a 10% reserve in Fund 17, Special Reserve, is still there, but the ending fund balance in General Fund is decreasing drastically. She then asked the board for a positive certification.

A motion was made by Jerry Hansen and seconded by Danella Barnes-Penman to approve the Positive Certification of the 2019-2020 First Interim Report Certification. Roll call summary: ayes 5-0 noes.

**13.0 FUTURE AGENDA ITEMS**

- 13.1 LCAP Input Session
- 13.2 Williams Quarterly Report
- 13.3 Board Policy Updates
- 13.4 2018-2019 Audit Report
- 13.5 Bond Measure

**14.0 REVIEW OF CORRESPONDENCE TO THE BOARD**

None

**15.0 ADJOURNMENT**

President Jorgensen adjourned the meeting at 7:35 p.m.



**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 9.2

**DATE:** January 8, 2020

**SUBJECT:**

Commercial Warrants Summary (December 2019)

**DEPARTMENT/PROGRAM:**

Administration/Business

**ACTION REQUESTED:**

Approve commercial warrant summary

**PREVIOUS STAFF/BOARD ACTION:**

This is a routine consent agenda item.

**BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

Please call Denise about questions regarding commercial warrants prior to the meeting.

**FISCAL IMPLICATIONS:**

Funding is included in the 2019-2020 adopted budget.

**CONTACT PERSON(S):**

Denise Grinsell, Business Manager  
Beth Anderson, Superintendent/Principal

HUMBOLDT COUNTY OFFICE OF EDUCATION  
**ACCOUNTS PAYABLE - BOARD PAYMENT REPORT**  
 Board of Trustees Meeting 01/08/2020

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000016-0

Reference	Vendor	Description	Amount
CM200006-001	PRO PACIFIC FRESH P.O. BOX 1069 DURHAM, CA 95938-0000	CELERY/ONION RETURN	(27.72)
<b>Total Payment Amount</b>			(27.72)
<b>Transmittal Total</b>			(27.72)
<b>Fund Summary: Fund 13</b>			(27.72)

Transmittal Number: 20000017-0 AUDIT

PV200324-001	ACSA - MSC #06003 P.O. BOX 742061 LOS ANGELES, CA 90074-2061	DECEMBER DUES	154.94
<b>Total Payment Amount</b>			154.94
PV200321-001	ADVANCED SECURITY SYSTEMS 1336 4TH STREET EUREKA, CA 95501-5550	FES MONITORING 12/19-2/20	76.50
<b>Total Payment Amount</b>			76.50
PV200322-001	ALEXANDRE, ALEXA ████████████████████ ████████████████████	FLORAL SUPPLIES	293.72
<b>Total Payment Amount</b>			293.72
PV200323-001	ASAP LOCK & KEY 581 SO. FORTUNA BLVD. FORTUNA, CA 95540-0000	KEYS	3.26
<b>Total Payment Amount</b>			3.26
PV200325-001	CASH & CARRY P.O. BOX 910948 LOS ANGELES, CA 90091-0948	FHS CAF	2,130.27

HUMBOLDT COUNTY OFFICE OF EDUCATION  
 ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
 Board of Trustees Meeting 01/08/2020

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 2000017-0 AUDIT

Reference	Vendor	Description	Total Payment Amount	Amount
PV200326-001	CDE CASHIER'S OFFICE P.O. BOX 515006 SACRAMENTO, CA 95851-5006	COMMODITIES	2,130.27	173.85
			<b>Total Payment Amount</b>	173.85
PO200033-001	CREATIVE MATHEMATICS 4001 WEST END RD. ARCATA, CA 95521-0000	Kim Sutton Workshop	558.00	558.00
			<b>Total Payment Amount</b>	558.00
PV200327-001	CRYSTAL CREAMERY P.O. BOX 44000 DEPT 33369 SAN FRANCISCO, CA 94144-3369	MILK	438.36	438.36
			<b>Total Payment Amount</b>	438.36
PV200328-001	DEL ORO WATER COMPANY DRAWER #5172 FERNDALE DISTRICT CHICO, CA 95927-5172	WATER	1,004.49	1,004.49
			<b>Total Payment Amount</b>	1,004.49
PV200329-001	DUGGAN, SPENCER [REDACTED] [REDACTED]	PD REGISTRATION	85.00	85.00
			<b>Total Payment Amount</b>	85.00
PV200330-001	ECOLAB 26252 NETWORK PL CHICAGO, IL 60673-1262	NOV SERVICES	339.47	339.47

HUMBOLDT COUNTY OFFICE OF EDUCATION  
 ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
 Board of Trustees Meeting 01/08/2020

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 2000017-0 AUDIT

Reference	Vendor	Description	Total Payment Amount	Amount
			<b>339.47</b>	
PV200331-001	FERNDALE TECH PO BOX 111 FERNDALE, CA 95536-0111	TECH REPAIRS FOR NOVEMBER		1,538.87
			<b>1,538.87</b>	
PV200332-001	FHS STUDENT BODY FERNDALE HIGH SCHOOL	VB HOTEL/ THANKSGIVING DINNER		1,022.15
			<b>1,022.15</b>	
PV200333-001	FLORES, LINDSEY [REDACTED] [REDACTED]	MILEAGE TO CONF		287.68
			<b>287.68</b>	
PV200334-001	FORTUNA ACE HARDWARE 140 S. FORTUNA BLVD. FORTUNA, CA 95540-0000	LANTERNS		28.20
			<b>28.20</b>	
PV200335-001	FRANZ FAMILY BAKERIES P.O. BOX 742654/ LOS ANGELES, CA 90074-2654	BREAD FES CAF		167.11
			<b>167.11</b>	
PV200336-001	FRONTIER PO BOX 740407 CINCINNATI, OH 45274-0407	PHONE		6,440.21
			<b>6,440.21</b>	
PO200030-001	HENRY SCHEIN 135 DURYEA RD	AT Supplies		373.14

HUMBOLDT COUNTY OFFICE OF EDUCATION  
 ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
 Board of Trustees Meeting 01/08/2020

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000017-0 AUDIT

Reference	Vendor	Description	Amount
	MELVILLE, NY 11747-3834		
		<b>Total Payment Amount</b>	373.14
PV200337-001	HORIZON BUSINESS SERVICES 425 NORTH FORTUNA BLVD. FORTUNA, CA 95540-0000	SHIPPING	17.05
		<b>Total Payment Amount</b>	17.05
PV200338-001	HUERTA, VANESSA [REDACTED]	MILEAGE TO WORKSHOP	23.20
		<b>Total Payment Amount</b>	23.20
PO200032-001	MCGRAW-HILL SCHOOL PUBLISHING COMPANY P.O.BOX 894190 LOS ANGELES, CA 90189-4190	math assessments for Hubner	124.92
		<b>Total Payment Amount</b>	124.92
PV200339-001	NILSEN CO 1593 MARKET ST. FERNDALE, CA 95536-0000	SUPPLIES	965.12
		<b>Total Payment Amount</b>	965.12
PV200340-001	PRO PACIFIC FRESH P.O. BOX 1069 DURHAM, CA 95938-0000	FES CAF	940.30
		<b>Total Payment Amount</b>	940.30
PV200341-001	REDWOOD APPLIANCE CENTER 1027 MAIN ST. FORTUNA, CA 95540	WASHING MACHINE FOR GYM	1,300.92

HUMBOLDT COUNTY OFFICE OF EDUCATION  
 ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
 Board of Trustees Meeting 01/08/2020

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 2000017-0 AUDIT

Reference	Vendor	Description	Total Payment Amount	Amount
PV200342-001	REVOLVING CASH FUND FERNDAL UNION HIGH	THANKSGIVING DINNER/BATTERIES/	1,300.92	985.31
			<b>Total Payment Amount</b>	985.31
PO200022-002	SCHOOL & COLLEGE LEGAL SERVICE 5350 SKYLANE BLVD, SANTA ROSA, CA 95403-0000	admin workshops		65.00
			<b>Total Payment Amount</b>	65.00
PV200343-001	SEQUOIA GAS CO (C) 926 MAIN STREET FORTUNA, CA 95540-0000	PROPANE		2,016.62
			<b>Total Payment Amount</b>	2,016.62
PV200344-001	SHIRAIISHI, YOHEI 494 6TH AVE TRINIDAD, CA 95570-9725	PD TRAVEL TO SAC		519.22
			<b>Total Payment Amount</b>	519.22
PV200345-001	SIX RIVERS PORTABLE TOILETS P.O. BOX 1329 BLUE LAKE, CA 95525-0000	PORTABLE FACILITIES		271.94
			<b>Total Payment Amount</b>	271.94
PV200346-001	SYSCO P.O. BOX 138007 SACRAMENTO, CA 95813-8007	FES CAF		4,212.92
			<b>Total Payment Amount</b>	4,212.92
PV200347-001	U.S. BANCORP EQUIP FINANCE INC P.O. BOX 790448	COPIER LEASE		2,983.44

HUMBOLDT COUNTY OFFICE OF EDUCATION  
**ACCOUNTS PAYABLE - BOARD PAYMENT REPORT**  
 Board of Trustees Meeting 01/08/2020

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000017-0 AUDIT

Reference	Vendor	Description	Amount
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ST. LOUIS, MO 63179-0448

**Total Payment Amount** 2,983.44

PV200348-001	U.S. BANK P.O. BOX 790428 ST LOUIS, MO 63179-0428	SUPPLIES/TRAVEL	2,002.50
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**Total Payment Amount** 2,002.50

PV200349-001	VALLEY LUMBER & MILLWORK 657 SHAW AVENUE P.O. BOX 517 FERNDALE, CA 95536-0000	MATERIALS	28.06
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**Total Payment Amount** 28.06

PV200351-001	WEX BANK PO BOX 4337 CAROL STREAM, IL 60197-4337	FUEL	416.76
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**Total Payment Amount** 416.76

**Transmittal Total** 31,988.50

<b>Fund Summary:</b>	<b>Fund 01</b>	23,608.55
	<b>Fund 13</b>	8,379.95

Transmittal Number: 20000018-0 AUDIT

PV200350-001	VALLEY PACIFIC PETROLEUM INC PO BOX 1245 FRENCH CAMP, CA 95231-1245	DIESEL	687.10
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**Total Payment Amount** 687.10

**Transmittal Total** 687.10

<b>Fund Summary:</b>	<b>Fund 01</b>	687.10
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HUMBOLDT COUNTY OFFICE OF EDUCATION  
 ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
 Board of Trustees Meeting 01/08/2020

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 2000019-0 AUDIT

Reference	Vendor	Description	Amount
PV200352-001	ADVANCED SECURITY SYSTEMS 1336 4TH STREET EUREKA, CA 95501-5550	FES REPLACE BATTERIES	164.18
		<b>Total Payment Amount</b>	<b>164.18</b>
PV200353-001	ALEXANDRE, ALEXA [REDACTED]	FLORAL SUPPLIES	66.11
		<b>Total Payment Amount</b>	<b>66.11</b>
PV200354-001	AMBROSINI & SONS ELECTRIC INC. P.O. BOX 2128 MCKINLEYVILLE, CA 95519-0000	GENERATOR SET UP	933.56
		<b>Total Payment Amount</b>	<b>933.56</b>
PV200355-001	ANDERSON, BETH [REDACTED]	MILEAGE NOV/DEC 2019	365.40
		<b>Total Payment Amount</b>	<b>365.40</b>
PV200356-001	ASAP LOCK & KEY 581 SO. FORTUNA BLVD. FORTUNA, CA 95540-0000	NEW KEYS	79.75
		<b>Total Payment Amount</b>	<b>79.75</b>
PV200357-001	CASH & CARRY P.O. BOX 910948 LOS ANGELES, CA 90091-0948	FHS CAF	741.67
		<b>Total Payment Amount</b>	<b>741.67</b>
CM200007-001	CRYSTAL CREAMERY P.O. BOX 44000 DEPT 33369	RETURNED PRODUCT	(7.84)



HUMBOLDT COUNTY OFFICE OF EDUCATION  
 ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
 Board of Trustees Meeting 01/08/2020

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000019-0 AUDIT

Reference	Vendor	Description	Amount
	SAN FRANCISCO, CA 94144-3369		
PV200358-001	CRYSTAL CREAMERY P.O. BOX 44000 DEPT 33369 SAN FRANCISCO, CA 94144-3369	MILK	339.11
		<b>Total Payment Amount</b>	331.27
PV200359-001	DEPARTMENT OF JUSTICE STATE OF CALIFORNIA ACCOUNTING OFFICE/CASHIER UNIT P.O. BOX 944255 SACRAMENTO, CA 94244-2550	LIVE SCANS	130.00
		<b>Total Payment Amount</b>	130.00
PV200361-001	EUREKA OXYGEN 2810 JACOBS AVE EUREKA, CA 95501-0000	SUPPLIES	19.70
		<b>Total Payment Amount</b>	19.70
PV200362-001	FOLLETT SOFTWARE COMPANY P.O. BOX 91826 CHICAGO, IL 60693-0000	SOFTWARE RENEWAL	744.83
		<b>Total Payment Amount</b>	744.83
PV200363-001	FORTUNA ACE HARDWARE 140 S. FORTUNA BLVD. FORTUNA, CA 95540-0000	SUPPLIES	6.50
		<b>Total Payment Amount</b>	6.50
PV200364-001	FORTUNA IRON FORTUNA IRON CORPORATION PO BOX 23 FORTUNA, CA 95540-0000	MATERIALS	94.81

HUMBOLDT COUNTY OFFICE OF EDUCATION  
 ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
 Board of Trustees Meeting 01/08/2020

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 2000019-0 AUDIT

Reference	Vendor	Description	Total Payment Amount	Amount
PV200365-001	FRANZ FAMILY BAKERIES P.O. BOX 742654/ LOS ANGELES, CA 90074-2654	BREAD	94.81	136.88
			<b>Total Payment Amount</b>	136.88
PV200366-001	MENDES SUPPLY CO. 1030 W. DEL NORTE STREET EUREKA, CA 95501-0000	SUPPLIES	2,623.14	2,623.14
			<b>Total Payment Amount</b>	2,623.14
PV200367-001	O'DAY, KELLY [REDACTED] [REDACTED]	FUNDAMENTALS OF COACHING	50.00	50.00
			<b>Total Payment Amount</b>	50.00
PV200368-001	PIERCE HIGH SCHOOL ATTN: ARBUCKLE FIELD DAY 960 WILDWOOD RD. ARBUCKLE, CA 95912-0000	ARBUCKLE FFA AG FIELD DAY	280.00	280.00
			<b>Total Payment Amount</b>	280.00
PV200369-001	PITNEY BOWES P. O. BOX 371887 PITTSBURGH, PA 15250-7874	FES LEASE	94.41	94.41
			<b>Total Payment Amount</b>	94.41
CM200008-001	PRO PACIFIC FRESH P.O. BOX 1069 DURHAM, CA 95938-0000	RETURNED ONION/CELERY	(27.72)	(27.72)
PV200370-001	PRO PACIFIC FRESH P.O. BOX 1069	FES CAF	903.14	903.14

12/23/2019 9:42:33 AM

HUMBOLDT COUNTY OFFICE OF EDUCATION  
**ACCOUNTS PAYABLE - BOARD PAYMENT REPORT**  
 Board of Trustees Meeting 01/08/2020

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000019-0 AUDIT

Reference	Vendor	Description	Amount
	DURHAM, CA 95938-0000		
		<b>Total Payment Amount</b>	875.42
PV200360-001	RECOLOGY EEL RIVER 965 RIVERWALK DR FORTUNA, CA 95540-8502	GARBAGE	1,652.85
		<b>Total Payment Amount</b>	1,652.85
PV200371-001	RESTIF CLEANING SERVICE PO BOX 3520 EUREKA, CA 95502-3520	NOV CLEANING	11,040.00
		<b>Total Payment Amount</b>	11,040.00
PV200372-001	SEQUOIA GAS CO (C) 926 MAIN STREET FORTUNA, CA 95540-0000	PROPANE	2,312.69
		<b>Total Payment Amount</b>	2,312.69
PV200373-001	SYSCO P.O. BOX 138007 SACRAMENTO, CA 95813-8007	FES CAF	3,160.29
		<b>Total Payment Amount</b>	3,160.29
PV200374-001	TREBRON COMPANY INC. 5506 35TH AVE. N.E. SEATTLE, WA 98105-0000	WEB FILTER RENEWAL	3,590.31
		<b>Total Payment Amount</b>	3,590.31
		<b>Transmittal Total</b>	29,493.77
		<b>Fund Summary:</b>	
		<b>Fund 01</b>	24,248.24
		<b>Fund 13</b>	5,245.53

HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT  
Board of Trustees Meeting 01/08/2020

45 Ferndale Unified

Fiscal Year: 2020

Payment Count: 59      Transmittal Count: 4      Grand Total: 62,141.65

The above Payable transactions have been issued in accordance with the District's policies and procedures. It is recommended that the Board of Trustees approve them.

\_\_\_\_\_  
Authorized Agent

\_\_\_\_\_  
Board Approval

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

**AGENDA ITEM:** 9.3

**DATE:** January 8, 2020

**SUBJECT:**

Personnel Activity Report

**DEPARTMENT/PROGRAM:**

Administration/Personnel

**ACTION REQUESTED:**

Approve Personnel Activity Report

**PREVIOUS STAFF/BOARD ACTION:**

Board receives a report when there is any personnel activity.

**BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

Attached is a list of personnel activity.

**FISCAL IMPLICATIONS:**

None

**CONTACT PERSON(S):**

Denise Grinsell, Business Manager  
Beth Anderson, Superintendent/Principal

FERNDALE UNIFIED SCHOOL DISTRICT  
PERSONNEL REPORT  
January 8, 2020

***CURRENT VACANCIES – 2019-2020 SCHOOL YEAR***

**CERTIFICATED PERSONNEL**

None

**CLASSIFIED PERSONNEL**

FES AM Jr. High Resource Aide (3.95 hr/day)  
FES PM Jr. High Resource Aide (3.95 hr/day)

**COACHING PERSONNEL**

None

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 9.4

**DATE:** January 8, 2020

**SUBJECT:**

FES/FHS Student Body Accounts, Revolving Cash Accounts and Enrollment Reports

**DEPARTMENT/PROGRAM:**

Business/Administration

**ACTION REQUESTED:**

Approve FES/FHS Student Body/Revolving Cash Accounts and Enrollment Reports

**PREVIOUS STAFF/BOARD ACTION:**

School Site staff has prepared the attached FES/FHS Student Body/Revolving Cash Accounts and Enrollment Reports for Board review.

**BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

The Board reviews Student Body Accounts/Revolving Cash Accounts and Enrollment Reports on a routine basis.

**FISCAL IMPLICATIONS:**

None

**CONTACT PERSON(S):**

Denise Grinsell, Business Manager  
Beth Anderson, Superintendent/Principal

FERNDALE UNIFIED SCHOOL DISTRICT  
 ENROLLMENT  
 FERNDALE ELEMENTARY SCHOOL - 307

December 2, 2019

<u>GRADE</u>	<u>TEACHER</u>		<u>ENROLLMENT</u>
K	MRS. BRAZIL		18
K	MRS. SOLI		19
1	MRS. COLLENBERG		17
1	MRS. GRIFFITH		16
2	MRS. CURRIER		20
2-3	MRS. RODRIGUEZ	2 - 8	21
		3 - 13	
3	MS. MCWHORTER		21
4	MRS. BUSER		19
4	MR. DUGGAN		19
5	MRS. FISK-BECKER		22
5-6	MS. HUBNER	5 - 13	21
		6 - 7	
6	MRS. BUSICK		19
7-8	MR. RIGNEY	7 - 12	26
		8 - 14	
7-8	MS. TAYLOR	7 - 11	23
		8 - 12	
7-8	MR. TOTTEN	7 - 13	26
		8 - 13	



**FERNDALE UNIFIED SCHOOL DISTRICT  
ENROLLMENT  
FERNDALE HIGH SCHOOL – 144**

January 2, 2020

<u>GRADE</u>	<u>ENROLLMENT</u>
9	31
10	28
11	49
12	36

**TOTAL: 144**



P.O. Box 1800  
Saint Paul, Minnesota 55101-0800

3806 TRN S Y ST01

**Business Statement**

Account Number:  
1 575 1366 8200  
Statement Period:  
Nov 1, 2019  
through  
Nov 30, 2019

000085372 01 AB 0.412 000638285306021 P Y  
FERNDALE UNIFIED SCHOOL DIST  
1231 MAIN ST  
FERNDALE CA 95536-9416



**To Contact U.S. Bank**

**24-Hour Business Solutions:** 1-800-673-3555

**U.S. Bank accepts Relay Calls**

**Internet:** [usbank.com](http://usbank.com)

**INFORMATION YOU SHOULD KNOW**

Price changes for U.S. Bank Business Checking, Savings and Treasury Management Services are effective Jan. 1, 2020. Please contact your banker or Treasury Management consultant for pricing information specific to your account. If you need assistance in reaching your bank contact, call Customer Service at the number listed in the upper right corner of this statement or send an email to Customer Service at [commercialsupport@usbank.com](mailto:commercialsupport@usbank.com).

**NON PROFIT CHECKING**

Member FDIC

U.S. Bank National Association

Account Number 1-575-1366-8200

**Account Summary**

	# Items	\$		\$	
Beginning Balance on Nov 1			2,860.82	Interest Paid this Year	1.18
Other Deposits	1		0.10	Number of Days in Statement Period	30
Checks Paid	3		812.17-		
<b>Ending Balance on Nov 30, 2019</b>		<b>\$</b>	<b>2,048.75</b>		

**Other Deposits**

Date	Description of Transaction	Ref Number	Amount
Nov 29	Interest Paid	2900003486	\$ 0.10
<b>Total Other Deposits</b>			<b>\$ 0.10</b>

**Checks Presented Conventionally**

Check	Date	Ref Number	Amount	Check	Date	Ref Number	Amount
3031	Nov 12	8356932224	144.00	3033	Nov 20	8655359438	129.42
3032	Nov 20	8655359427	538.75				
<b>Conventional Checks Paid (3)</b>							<b>\$ 812.17-</b>

**Balance Summary**

Date	Ending Balance	Date	Ending Balance	Date	Ending Balance
Nov 12	2,716.82	Nov 20	2,048.65	Nov 29	2,048.75

Balances only appear for days reflecting change.

**ANALYSIS SERVICE CHARGE DETAIL**

Account Analysis Activity for: October 2019

Account Number:	1-575-1366-8200	\$	0.00
Analysis Service Charge assessed to	1-575-1366-8200	\$	0.00

**Service Activity Detail for Account Number 1-575-1366-8200**

Service	Volume	Avg Unit Price	Total Charge
<b>Depository Services</b>			
Combined Transactions/Items	39		No Charge

8:29 AM

12/23/19

**Ferndale Unified School District  
Reconciliation Detail  
FUSD Revolving Cash, Period Ending 11/30/2019**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						2,860.82
<b>Cleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	10/29/2019	3031	Ca Dept of Tax and ...	X	-144.00	-144.00
Check	11/18/2019	3032	Tuyas	X	-538.75	-682.75
Check	11/18/2019	3033	Ferndale Elementar..	X	-129.42	-812.17
<b>Total Checks and Payments</b>					-812.17	-812.17
<b>Deposits and Credits - 1 item</b>						
Deposit	11/29/2019			X	0.10	0.10
<b>Total Deposits and Credits</b>					0.10	0.10
<b>Total Cleared Transactions</b>					-812.07	-812.07
<b>Cleared Balance</b>					-812.07	2,048.75
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	3/25/2019	3020	Hoopa Valley High ...		-250.00	-250.00
Check	11/18/2019	3034	ferndale High School		-317.14	-567.14
<b>Total Checks and Payments</b>					-567.14	-567.14
<b>Total Uncleared Transactions</b>					-567.14	-567.14
<b>Register Balance as of 11/30/2019</b>					-1,379.21	1,481.61
<b>New Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	12/6/2019				1,520.31	1,520.31
<b>Total Deposits and Credits</b>					1,520.31	1,520.31
<b>Total New Transactions</b>					1,520.31	1,520.31
<b>Ending Balance</b>					141.10	3,001.92

8:29 AM

12/23/19

**Ferndale Unified School District  
Reconciliation Summary  
FUSD Revolving Cash, Period Ending 11/30/2019**

	Nov 30, 19
<b>Beginning Balance</b>	2,860.82
<b>Cleared Transactions</b>	
<b>Checks and Payments - 3 items</b>	-812.17
<b>Deposits and Credits - 1 item</b>	0.10
<b>Total Cleared Transactions</b>	-812.07
<b>Cleared Balance</b>	2,048.75
<b>Uncleared Transactions</b>	
<b>Checks and Payments - 2 items</b>	-567.14
<b>Total Uncleared Transactions</b>	-567.14
<b>Register Balance as of 11/30/2019</b>	1,481.61
<b>New Transactions</b>	
<b>Deposits and Credits - 1 item</b>	1,520.31
<b>Total New Transactions</b>	1,520.31
<b>Ending Balance</b>	3,001.92

11:27 AM

12/20/19

**Ferndale High School**  
**Reconciliation Summary**  
Student Body Funds, Period Ending 12/31/2019

	Dec 31, 19
<b>Beginning Balance</b>	39,026.35
<b>Cleared Transactions</b>	
Checks and Payments - 40 items	-19,158.47
Deposits and Credits - 2 items	150.49
<b>Total Cleared Transactions</b>	<u>-19,007.98</u>
<b>Cleared Balance</b>	<u>20,018.37</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 22 items	-19,793.19
Deposits and Credits - 2 items	27,746.43
<b>Total Uncleared Transactions</b>	<u>7,953.24</u>
<b>Register Balance as of 12/31/2019</b>	<u>27,971.61</u>
<b>Ending Balance</b>	<u>27,971.61</u>

11:28 AM

12/20/19

## Ferndale High School Reconciliation Detail

Student Body Funds, Period Ending 12/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						39,026.35
<b>Cleared Transactions</b>						
<b>Checks and Payments - 40 items</b>						
Check	10/29/2019	1946	Tina Toste	X	-1,294.34	-1,294.34
Check	10/29/2019	1945	Lia Martin	X	-400.26	-1,694.60
Check	10/29/2019	1941	Henry Chiles	X	-16.48	-1,711.08
Check	11/14/2019	1965	Michael Rizzio	X	-900.00	-2,611.08
Check	11/14/2019	1954	Cash	X	-895.00	-3,506.08
Check	11/14/2019	1949	Humboldt Del Norte...	X	-784.00	-4,290.08
Check	11/14/2019	1958	Kelseyville High Sc...	X	-700.00	-4,990.08
Check	11/14/2019	1952	HOBY	X	-620.00	-5,610.08
Check	11/14/2019	1964	Michael Rizzio	X	-575.00	-6,185.08
Check	11/14/2019	1948	Kenton Chambers	X	-450.00	-6,635.08
Check	11/14/2019	1963	Mattole Camp & Re...	X	-412.50	-7,047.58
Check	11/14/2019	1960	Terra Linda Ladies ...	X	-375.00	-7,422.58
Check	11/14/2019	1957	Upper Lake High Sc...	X	-350.00	-7,772.58
Check	11/14/2019	1959	San Rafael High Gir...	X	-325.00	-8,097.58
Check	11/14/2019	debit	Safeway	X	-276.85	-8,374.43
Check	11/14/2019	1962	Calistoga High Sch...	X	-250.00	-8,624.43
Check	11/14/2019	1955	Eureka High Girls B...	X	-250.00	-8,874.43
Check	11/14/2019	1956	Lady Huskies Bask...	X	-250.00	-9,124.43
Check	11/14/2019	1953	Theresa Noga	X	-185.41	-9,309.84
Check	11/14/2019	1951	Ferndale Pizza Co	X	-156.00	-9,465.84
Check	11/14/2019	debit	Costco	X	-81.10	-9,546.94
Check	11/14/2019	1950	Brianna Rimmey	X	-60.86	-9,607.80
Check	11/20/2019	1968	Harmony Taylor	X	-983.36	-10,591.16
Check	11/20/2019	1971	Cash	X	-895.00	-11,486.16
Check	11/20/2019	debit	Superior Cheer	X	-505.45	-11,991.61
Check	11/20/2019	debit	Seaquake Brewing	X	-481.20	-12,472.81
Check	11/20/2019	debit	Sun Valley Group	X	-336.99	-12,809.80
Check	11/20/2019	debit	Costco	X	-317.14	-13,126.94
Check	11/20/2019	debit	Ocean World	X	-280.00	-13,406.94
Check	11/20/2019	1969	Bear River Band Ra...	X	-180.00	-13,586.94
Check	11/20/2019	debit	Amazon.com	X	-53.98	-13,640.92
Check	11/20/2019	debit	Costco	X	-53.76	-13,694.68
Check	11/20/2019	1970	Balfour	X	-27.14	-13,721.82
Check	11/21/2019	debit	Valley Grocery	X	-14.24	-13,736.06
Check	12/2/2019	debit	Olive Garden	X	-529.76	-14,265.82
Check	12/4/2019	debit	Sun Valley Group	X	-543.06	-14,808.88
Check	12/4/2019	debit	Costco	X	-118.54	-14,927.42
Check	12/9/2019	debit	UpValley Inn & Hot ...	X	-2,103.30	-17,030.72
Check	12/10/2019	debit	Winco	X	-367.40	-17,398.12
Check	12/20/2019	debit	See's Candies	X	-1,760.35	-19,158.47
<b>Total Checks and Payments</b>					<b>-19,158.47</b>	<b>-19,158.47</b>
<b>Deposits and Credits - 2 items</b>						
Deposit	11/15/2019			X	150.00	150.00
Deposit	12/12/2019			X	0.49	150.49
<b>Total Deposits and Credits</b>					<b>150.49</b>	<b>150.49</b>
<b>Total Cleared Transactions</b>					<b>-19,007.98</b>	<b>-19,007.98</b>
Cleared Balance					-19,007.98	20,018.37
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 22 items</b>						
Check	10/17/2019	1939	American Christian ...		-450.00	-450.00
Check	10/29/2019	1943	CSF		-75.00	-525.00
Check	11/14/2019	1961	California School fo...		-300.00	-825.00
Check	11/14/2019	1967	Michael Rizzio		-200.00	-1,025.00
Check	11/14/2019	1966	Michael Rizzio		-200.00	-1,225.00
Check	12/12/2019	1973	Lindsay Flores		-434.90	-1,659.90
Check	12/12/2019	1972	Sarah Kasso		-92.26	-1,752.16
Check	12/13/2019	1974	Bus-Man Holiday		-3,800.00	-5,552.16
Check	12/20/2019	1986	NCS		-5,129.65	-10,681.81
Check	12/20/2019	1978	Barefoot Athletics		-3,243.35	-13,925.16
Check	12/20/2019	1977	BSN Sports LLC		-2,966.94	-16,892.10
Check	12/20/2019	1985	Trinity High School		-500.00	-17,392.10

11:28 AM

12/20/19

## Ferndale High School Reconciliation Detail

Student Body Funds, Period Ending 12/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Check	12/20/2019	1987	Kyler Becksted		-400.00	-17,792.10
Check	12/20/2019	1983	UC Regents		-358.00	-18,150.10
Check	12/20/2019	1979	Neff		-308.87	-18,458.97
Check	12/20/2019	1981	FUHS Boys Basket...		-300.00	-18,758.97
Check	12/20/2019	1984	Arcata High School		-250.00	-19,008.97
Check	12/20/2019	1982	Sport & Cycle		-205.01	-19,213.98
Check	12/20/2019	debit	Chin's Cafe		-189.00	-19,402.98
Check	12/20/2019	1975	Alexa Alexandre		-179.76	-19,582.74
Check	12/20/2019	1980	Ferndale Pizza Co		-156.00	-19,738.74
Check	12/20/2019	1976	Erin Banke		-54.45	-19,793.19
Total Checks and Payments					-19,793.19	-19,793.19
<b>Deposits and Credits - 2 items</b>						
Deposit	12/20/2019				6,865.35	6,865.35
Deposit	12/20/2019				20,881.08	27,746.43
Total Deposits and Credits					27,746.43	27,746.43
Total Uncleared Transactions					7,953.24	7,953.24
Register Balance as of 12/31/2019					-11,054.74	27,971.61
<b>Ending Balance</b>					<b>-11,054.74</b>	<b>27,971.61</b>



Service With Solutions™

P.O. Box 909, Chico, CA 95927

YOUR STATEMENT

Customer Service: 1-800-922-8742  
TriCountiesBank.com

Page: 1 of 2  
Statement Date: 12-12-19  
Primary Account: XXXXXXXX6479

COUNTY OF HUMBOLDT  
FERNDALÉ UNIFIED SCHOOL DISTRI  
1231 MAIN ST  
FERNDALÉ CA 95536-9416

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Learn more at [TriCountiesBank.com/digitalwallet](http://TriCountiesBank.com/digitalwallet)



Account #	XXXXXXXX6479	Statement Dates	11-13-19 thru 12-12-19
Beginning Balance	39,026.35		
1 Deposits/Credits	150.00		
45 Checks/Debits	19,158.47		
Total Service Charges	0.00		
Interest Paid	0.49		
Ending Balance	20,018.37		

**Transactions**

Date	Description	Amount
11-13	POS Pur 1957 Safeway #0 Safeway #0975 Fortuna CA	276.85 -
11-13	POS Pur 3284 Ocean Worl Ocean World Crescent City CA	280.00 -
11-13	POS Pur 1957 Costco Whs Costco Whse #0125 Eureka CA	81.10 -
11-14	POS Pur 3284 Seaquake B Seaquake Brewing Crescent City CA	481.20 -
11-15	Ons0a22ed182 P2p-Trnsfr Pomares, Gayla	150.00
11-18	POS Pur 1957 Costco Whs Costco Whse #0125 Eureka CA	53.76 -
11-18	POS Pur 1957 Superior C Superior Cheer 800-776-1194 In	505.45 -
11-18	POS Pur 3284 The Sun VA The Sun Valley Grou 800-747-0396 CA	336.99 -
11-19	POS Pur 1957 Costco Whs Costco Whse #0125 Eureka CA	317.14 -
11-20	POS Pur 1957 Amzn Mktp Amzn Mktp US*Kg4sj5 Amzn.com/Bill WA	53.98 -
11-21	POS Pur 1957 Valley Gro 339 Main St Ferndale CA	14.24 -
12-02	POS Pur 1957 Olive Gard Olive Garden 002134 Pittsburg CA	529.76 -
12-03	POS Pur 1957 Costco Whs Costco Whse #0125 Eureka CA	118.54 -
12-06	POS Pur 1957 The Sun VA The Sun Valley Grou 800-747-0396 CA	543.06 -
12-09	POS Pur 3284 See*Sees C See*Sees Candies MO 800-347-7337 CA	1,760.35 -
12-09	POS Pur 3284 Upvalley I Upvalley Inn And Ho Calistoga CA	350.55 -
12-09	POS Pur 3284 Upvalley I Upvalley Inn And Ho Calistoga CA	350.55 -
12-09	POS Pur 3284 Upvalley I Upvalley Inn And Ho Calistoga CA	350.55 -
12-09	POS Pur 3284 Upvalley I Upvalley Inn And Ho Calistoga CA	350.55 -

Continued on Next Page

**Transactions (Continued)**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12-09	POS Pur 3284 Upvalley I Upvalley Inn And Ho Calistoga CA	350.55 -
12-09	POS Pur 3284 Upvalley I Upvalley Inn And Ho Calistoga CA	350.55 -
12-10	POS Pur 1957 Winco Food 636 West Haris Eureka CA	367.40 -
12-12	Int Pmt Sys-Gen	0.49

**Checks**

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
1941	12-04	16.48	1953	11-29	185.41	1962*	11-26	250.00
1945*	12-12	400.26	1954	11-14	895.00	1963	11-20	412.50
1946	12-05	1,294.34	1955	11-19	250.00	1964	12-02	575.00
1948*	11-19	450.00	1956	12-05	250.00	1965	12-02	900.00
1949	11-21	784.00	1957	11-25	350.00	1968*	11-21	983.36
1950	11-27	60.86	1958	11-26	700.00	1969	12-09	180.00
1951	11-20	156.00	1959	12-04	325.00	1970	11-27	27.14
1952	11-19	620.00	1960	11-26	375.00	1971	11-20	895.00

\* Indicates a Gap in Check Number Sequence

**Interest Summary**

Interest Earned	11/13/19 thru 12/12/19
Days in Statement Cycle	30
Interest Earned	0.49
Annual Percentage Yield Earned	.02%
Interest Paid this Year	8.69
Interest Withheld this Year	0.00

**End of Statement**



**Ferndale High School**  
**Reconciliation Summary**  
**Student Body Funds, Period Ending 11/30/2019**

	Nov 30, 19
<b>Beginning Balance</b>	30,538.81
<b>Cleared Transactions</b>	
Checks and Payments - 28 items	-10,742.76
Deposits and Credits - 5 items	19,230.30
<b>Total Cleared Transactions</b>	8,487.54
<b>Cleared Balance</b>	39,026.35
<b>Uncleared Transactions</b>	
Checks and Payments - 39 items	-14,961.06
Deposits and Credits - 1 item	150.00
<b>Total Uncleared Transactions</b>	-14,811.06
<b>Register Balance as of 11/30/2019</b>	24,215.29
<b>Ending Balance</b>	24,215.29

**Ferndale High School**  
**Reconciliation Detail**  
**Student Body Funds, Period Ending 11/30/2019**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						30,538.81
<b>Cleared Transactions</b>						
<b>Checks and Payments - 28 items</b>						
Check	9/30/2019	1918	North Coast Region...	X	-260.00	-260.00
Check	9/30/2019	1921	North Coast Region...	X	-250.00	-510.00
Check	9/30/2019	1920	North Coast Region...	X	-60.00	-570.00
Check	9/30/2019	1925	Brianna Rimmey	X	-9.77	-579.77
Check	9/30/2019	1919	California FFA Asso...	X	-8.50	-588.27
Check	10/3/2019	1933	Erin Banke	X	-40.67	-628.94
Check	10/14/2019	debit	San Saba Cap	X	-611.01	-1,239.95
Check	10/17/2019	1936	Walsworth	X	-2,345.00	-3,584.95
Check	10/17/2019	1935	Sequoia Floral	X	-667.91	-4,252.86
Check	10/17/2019	debit	Costco	X	-504.74	-4,757.60
Check	10/17/2019	1934	National FFA Organ...	X	-255.00	-5,012.60
Check	10/17/2019	debit	Costco	X	-194.32	-5,206.92
Check	10/17/2019	1937	Ferndale Unified Sc...	X	-129.20	-5,336.12
Check	10/17/2019	1938	Brianna Rimmey	X	-40.18	-5,376.30
Check	10/17/2019	debit	Costco	X	-40.12	-5,416.42
Check	10/29/2019	1944	Nor Cal Football Off...	X	-2,545.00	-7,961.42
Check	10/29/2019	debit	Best Western	X	-1,022.15	-8,983.57
Check	10/29/2019	1940	Dave Griffiths	X	-535.40	-9,518.97
Check	10/29/2019	debit	Cash and Carry	X	-224.60	-9,743.57
Check	10/29/2019	1942	Ferndale Pizza Co	X	-141.00	-9,884.57
Check	10/29/2019	debit	Costco	X	-137.09	-10,021.66
Check	10/29/2019	1947	Erin Banke	X	-74.24	-10,095.90
Check	10/29/2019	debit	Cash and Carry	X	-34.58	-10,130.48
Check	11/8/2019	debit	Gayla Pomares	X	-150.00	-10,280.48
Check	11/12/2019			X	-4.00	-10,284.48
Check	11/14/2019	debit	Winco	X	-277.16	-10,561.64
Check	11/14/2019	debit	Costco	X	-121.56	-10,683.20
Check	11/14/2019	debit	Cash and Carry	X	-59.56	-10,742.76
<b>Total Checks and Payments</b>					-10,742.76	-10,742.76
<b>Deposits and Credits - 5 items</b>						
Check	9/30/2019	1929	Humboldt Mobile D...	X	0.00	0.00
Check	9/30/2019	debit	Costco	X	0.00	0.00
Deposit	10/25/2019			X	9,142.75	9,142.75
Deposit	11/12/2019			X	0.49	9,143.24
Deposit	11/12/2019			X	10,087.06	19,230.30
<b>Total Deposits and Credits</b>					19,230.30	19,230.30
<b>Total Cleared Transactions</b>					8,487.54	8,487.54
<b>Cleared Balance</b>					8,487.54	39,026.35
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 39 items</b>						
Check	10/17/2019	1939	American Christian ...		-450.00	-450.00
Check	10/29/2019	1946	Tina Toste		-1,294.34	-1,744.34
Check	10/29/2019	1945	Lia Martin		-400.26	-2,144.60
Check	10/29/2019	1943	CSF		-75.00	-2,219.60
Check	10/29/2019	1941	Henry Chiles		-16.48	-2,236.08
Check	11/14/2019	1965	Michael Rizzio		-900.00	-3,136.08
Check	11/14/2019	1954	Cash		-895.00	-4,031.08
Check	11/14/2019	1949	Humboldt Del Norte...		-784.00	-4,815.08
Check	11/14/2019	1958	Kelseyville High Sc...		-700.00	-5,515.08
Check	11/14/2019	1952	HOBY		-620.00	-6,135.08
Check	11/14/2019	1964	Michael Rizzio		-575.00	-6,710.08
Check	11/14/2019	1948	Kenton Chambers		-450.00	-7,160.08
Check	11/14/2019	1963	Mattole Camp & Re...		-412.50	-7,572.58
Check	11/14/2019	1960	Terra Linda Ladies ...		-375.00	-7,947.58
Check	11/14/2019	1957	Upper Lake High Sc...		-350.00	-8,297.58
Check	11/14/2019	1959	San Rafael High Gir...		-325.00	-8,622.58
Check	11/14/2019	1961	California School fo...		-300.00	-8,922.58
Check	11/14/2019	debit	Safeway		-276.85	-9,199.43
Check	11/14/2019	1962	Calistoga High Sch...		-250.00	-9,449.43
Check	11/14/2019	1955	Eureka High Girls B...		-250.00	-9,699.43
Check	11/14/2019	1956	Lady Huskies Bask...		-250.00	-9,949.43

**Ferndale High School**  
**Reconciliation Detail**  
**Student Body Funds, Period Ending 11/30/2019**

Type	Date	Num	Name	Clr	Amount	Balance
Check	11/14/2019	1966	Michael Rizzio		-200.00	-10,149.43
Check	11/14/2019	1967	Michael Rizzio		-200.00	-10,349.43
Check	11/14/2019	1953	Theresa Noga		-185.41	-10,534.84
Check	11/14/2019	1951	Ferndale Pizza Co		-156.00	-10,690.84
Check	11/14/2019	debit	Costco		-81.10	-10,771.94
Check	11/14/2019	1950	Brianna Rimmey		-60.86	-10,832.80
Check	11/20/2019	1968	Harmony Taylor		-983.36	-11,816.16
Check	11/20/2019	1971	Cash		-895.00	-12,711.16
Check	11/20/2019	debit	Superior Cheer		-505.45	-13,216.61
Check	11/20/2019	debit	Seaquake Brewing		-481.20	-13,697.81
Check	11/20/2019	debit	Sun Valley Group		-336.99	-14,034.80
Check	11/20/2019	debit	Costco		-317.14	-14,351.94
Check	11/20/2019	debit	Ocean World		-280.00	-14,631.94
Check	11/20/2019	1969	Bear River Band Ra...		-180.00	-14,811.94
Check	11/20/2019	debit	Amazon.com		-53.98	-14,865.92
Check	11/20/2019	debit	Costco		-53.76	-14,919.68
Check	11/20/2019	1970	Balfour		-27.14	-14,946.82
Check	11/21/2019	debit	Valley Grocery		-14.24	-14,961.06
Total Checks and Payments					-14,961.06	-14,961.06
<b>Deposits and Credits - 1 item</b>						
Deposit	11/15/2019				150.00	150.00
Total Deposits and Credits					150.00	150.00
Total Uncleared Transactions					-14,811.06	-14,811.06
Register Balance as of 11/30/2019					-6,323.52	24,215.29
Ending Balance					-6,323.52	24,215.29

COUNTY OF HUMBOLDT  
FERNDALE UNIFIED SCHOOL DISTRI  
1231 MAIN ST  
FERNDALE CA 95536-9416

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Account #	XXXXXXXXX6479	Statement Dates	10-15-19 thru 11-12-19
Beginning Balance	30,538.81		
2 Deposits/Credits	19,229.81		
27 Checks/Debits	10,738.76		
Total Service Charges	4.00		
Interest Paid	0.49		
Ending Balance	39,026.35		

**Transactions**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
10-15	POS Pur 1957 Costco Whs Costco Whse #0125 Eureka CA	40.12 -
10-15	POS Pur 1957 Costco Whs Costco Whse #0125 Eureka CA	504.74 -
10-15	POS Pur 1957 San Saba C San Saba Cap 830-257-2434 TX	611.01 -
10-17	POS Pur 1957 Costco Whs Costco Whse #0125 Eureka CA	194.32 -
10-18	POS Pur 3284 Costco Whs Costco Whse #0125 Eureka CA	137.09 -
10-21	POS Pur 1957 Smart Food 6700 N Highway 101 Eureka CA	224.60 -
10-21	POS Pur 3284 Smart Food 6700 N Highway 101 Eureka CA	34.58 -
10-25	Deposit	9,142.75
10-29	POS Pur 3284 Travelocit Travelocity*7488924 800-397-3342 Nv	1,022.15 -
11-04	POS Pur 1957 Smart Food 6700 N Highway 101 Eureka CA	59.56 -
11-04	POS Pur 1957 Costco Whs Costco Whse #0125 Eureka CA	121.56 -
11-08	Bank Of America P2p-Trnsfr Pomares, Gayla	150.00 -
11-12	Deposit	10,087.06
11-12	POS Pur 1957 Winco Food 636 West Haris Eureka CA	277.16 -
11-12	Int Pmt Sys-Gen	0.49
11-12	Cash Handling Fee	4.00 -

Continued on Next Page

**Checks**

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1918	11-08	260.00	1933*	10-30	40.67	1938	10-25	40.18
1919	10-21	8.50	1934	10-24	255.00	1940*	11-12	535.40
1920	11-08	60.00	1935	10-22	667.91	1942*	11-01	141.00
1921	11-08	250.00	1936	10-22	2,345.00	1944*	11-01	2,545.00
1925*	10-25	9.77	1937	10-23	129.20	1947*	10-30	74.24

\* Indicates a Gap in Check Number Sequence

**Service Charge Summary**

Cash Handling Fee	4.00
Less Service Charge Waived	18.00

**Interest Summary**

Interest Earned	10/15/19 thru 11/12/19
Days in Statement Period	29
Interest Earned	0.49
Annual Percentage Yield Earned	.02%
Interest Paid this Year	8.20
Interest Withheld this Year	0.00

**End of Statement**

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM # 9.5**

DATE: January 8, 2020

**SUBJECT:**

District Donations

**DEPARTMENT/PROGRAM:**

Various District Programs

**ACTION REQUESTED:**

Approve Donations to the District

**PREVIOUS STAFF/BOARD ACTION:**

The Board regularly reviews and approves District sponsored fundraisers and donations to the district.

**BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

Board and administrative review/approval of fundraising activities and donations to the district are established practices within the District.

**FISCAL IMPLICATIONS:**

None

**CONTACT PERSON(S):**

Denise Grinsell, Business Manager  
Beth Anderson, Superintendent/Principal



Ferndale Unified School District

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 10.1

**DATE:** January 8, 2020

**SUBJECT:**

**AR 5141.32 - Health Screening for School Entry**

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Approve AR 5141.32 - Health Screening for School Entry

**PREVIOUS STAFF/BOARD ACTION:**

The Board previously adopted AR 5141.32 on February 11, 2015.

**BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

**AR 5141.32 - Health Screening for School Entry**

(AR revised)

Regulation updated to reflect **NEW LAW** (SB 379, 2017) which changes the date by which the district must report oral health assessment data to the county office of education and/or state dental director and requires the certification form developed by the California Department of Education (CDE) to include parental rights related to oral health assessments offered at school sites. Regulation also deletes the requirement to notify parents/guardians of the telephone number for the Healthy Families program, which is no longer operational.

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal



# Ferndale USD

## Administrative Regulation

Students

AR 5141.32

### HEALTH SCREENING FOR SCHOOL ENTRY

Note: The following **optional** regulation is for use by districts that offer grades K-1.

#### Comprehensive Health Screening for Grades K-1

Note: Health and Safety Code 124085 requires students to have a comprehensive health screening within 18 months prior to entry into first grade or within 90 days thereafter, as provided below. At their discretion, districts may revise the following paragraph to require proof of the health screening before the student is admitted to school (kindergarten or grade 1), as recommended by the Child Health and Disability Prevention (CHDP) office of the California Department of Health Care Services (DHCS) in its [CHDP School Handbook: School Entry Health Examination Requirements](#).

Pursuant to Health and Safety Code 124085, evidence of the comprehensive health screening must be provided on a form developed by the DHCS. Districts may obtain the DHCS "Report of Health Examination for School Entry" certification form through the CHDP program office at the local health department or on the CHDP web site.

The parent/guardian of a student in kindergarten or first grade shall submit to the Superintendent or designee a certification form developed by the California Department of Health Care Services (DHCS) and signed by the student's health examiner certifying that the student has completed a comprehensive health screening within 18 months prior to entry into first grade or within 90 days thereafter. (Health and Safety Code 124040, 124085)

*(cf. 5111 - Admission)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6173.2 - Education of Children of Military Families)*

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

Note: Pursuant to Health and Safety Code 124100, the notification described in the following paragraph must be provided in cooperation with the county's CHDP program established pursuant to Health and Safety Code 124025-124110. The CHDP program provides state-reimbursed health examinations at no cost to eligible students, including those who (1) are certified as eligible to receive Medi-Cal, (2) are not certified as eligible for Medi-Cal but have a family income at or below the level established annually by the DHCS, or (3) are attending a Head Start or State Preschool program. Annual eligibility criteria for the CHDP program are available on the DHCS web site and in its [CHDP School Handbook: School Entry Health Examination Requirements](#).

The Superintendent or designee shall notify parents/guardians of all kindergarten students of the requirement to obtain a health screening and of the availability of the Child Health and Disability Prevention (CHDP) program established pursuant to Health and Safety Code 124025-124110 to assist eligible low-income families in obtaining the health screening. (Health and Safety Code 124100)

*(cf. 5145.6 - Parental Notifications)*

Note: The following **optional** paragraph reflects legislative intent in Health and Safety Code 124105 encouraging students to complete the health screening in conjunction with immunizations prior to enrolling in kindergarten. [The CHDP School Handbook: School Entry Health Examination Requirements](#) recommends that schools include the parent/guardian notice in the kindergarten registration packet because it has been found to be most effective to collect the certification forms at kindergarten entry.

The notice and certification form shall be included with the notification of immunization requirements provided to parents/guardians prior to their child's enrollment in kindergarten and shall encourage completion of the health screening simultaneously with immunizations. The notice shall also be provided to the parent/guardian of any student who is enrolling in first grade without having attended kindergarten in the district.

*(cf. 5141.31 - Immunizations)*

## AR 5141.32 HEALTH SCREENING FOR SCHOOL ENTRY (continued)

In lieu of the certification, the parent/guardian may submit a waiver on a form developed by DHCS indicating that he/she does not want or is unable to obtain a health screening. If the waiver indicates that the parent/guardian was unable to obtain the services, the reasons should be included in the waiver. (Health and Safety Code 124085)

Note: The following **optional** paragraph may be revised to reflect district practice. The CHDP School Handbook: School Entry Health Examination Requirements recommends that the waiver form be provided to parents/guardians upon request rather than distributed with the notification of the health screening requirement.

The waiver form shall be provided to a parent/guardian upon request.

The completed certification form or the waiver shall be maintained in the student's health file or cumulative record. (5 CCR 432)

*(cf. 5125 - Student Records)*

During the first 90 days of the school year, the Superintendent or designee may contact any parent/guardian of a first-grade student who has not provided either the certification form or the waiver to ensure that the parent/guardian understands the health screening requirement and, if appropriate, his/her possible eligibility for the CHDP program.

The Superintendent or designee shall exclude from school, for not more than five school days, any first-grade student who does not present evidence of a health screening or a waiver on or before the 90th day after entering first grade. The exclusion shall begin on the 91st day after the student's entrance into the first grade, or if school is not in session, then on the next succeeding school day. (Health and Safety Code 124105)

Note: Pursuant to Health and Safety Code 124105, the exemptions described in the following paragraph may not exceed five percent of the district's first-grade enrollment.

The Superintendent or designee may exempt a student from exclusion when his/her parents/guardians have been contacted at least twice between the first day and the 90th day after the student's enrollment in first grade and the parents/guardians refuse to provide either a certification form or a waiver. (Health and Safety Code 124105)

*(cf. 5112.2 - Exclusions from Attendance)*

### Oral Health Assessment for Grades K-1

Note: The following **optional** section reflects Education Code 49452.8, as added by AB 1433 (Ch. 413, Statutes of 2006), which requires certification that a student enrolling in school for the first time, either in kindergarten or first grade, receives an oral health assessment. As required by Education Code 49452.8, the California Department of Education (CDE) has developed a standardized form, available on its web site, to be used by all districts to obtain the certification of the assessment.

No later than May 31 of the ~~relevant~~ school year, the parent/guardian of a **any** kindergarten student, or **of any** first-grade student who was not previously enrolled in ~~kindergarten in~~ a public school, shall certify that the student has received an oral health assessment. The oral health assessment shall have been performed by a licensed dentist or other authorized dental health professional no earlier than 12 months prior to the date of the student's initial enrollment. ~~The parent/guardian shall submit to the Superintendent or designee a California Department of Education, standardized form which has been completed and signed by the dental health professional.~~ (Education Code 49452.8)

Note: The **California Department of Education (CDE)** has developed a sample parental notification letter, available on its web site, which satisfies the following requirements of Education Code 49452.8.

## AR 5141.32 HEALTH SCREENING FOR SCHOOL ENTRY (continued)

The Superintendent or designee shall notify parents/guardians **of students in grades K-1** of the oral health assessment requirement. The notification shall, at a minimum, consist of a letter that includes all of the following: (Education Code 49452.8)

1. An explanation of the administrative requirements of the law
2. Information on the importance of primary teeth
3. Information on the importance of oral health to overall health and to learning
4. A toll-free telephone number to request an application for ~~Healthy Families~~, Medi-Cal, or other government-subsidized health insurance programs
5. Contact information for county public health departments
6. A statement of privacy applicable under state and federal laws and regulations

Note: The following **optional** paragraph may be revised to reflect district practice. As required by Education Code 49452.8, the ~~California Department of Education (CDE)~~ has developed a standardized "**Oral Health Assessment Form**," available on its web site, to be used by all districts to obtain the certification of the assessment.

The notification, **along with a copy of the** ~~and~~ certification form **developed by the California Department of Education**, shall be provided to parents/guardians when they register their child for school.

**Following completion of the assessment,** ~~The parent/guardian shall submit to the Superintendent or designee a California Department of Education, standardized form~~ a **completed certification form** which has been ~~completed and signed by the dental health professional.~~

Note: Pursuant to Education Code 49452.8, if parents/guardians are unable to obtain the oral health assessment for any of the reasons specified below, they must instead complete the section of the CDE's **certification standardized** form indicating why an assessment could not be completed.

~~The student~~ A **parent/guardian** may be excused from complying with the oral health assessment **requirements** if ~~his/her parent/guardian~~ **he/she** indicates on the **certification standardized** form that ~~it~~ **the assessment** could not be completed for any of the following reasons: (Education Code 49452.8)

1. Completion of an assessment poses an undue financial burden on the parent/guardian.
2. The parent/guardian lacks access to a licensed dentist or other dental health professional.
3. The parent/guardian does not consent to an assessment.

Note: The following paragraph is optional. Education Code 49452.8, as amended by SB 379 (Ch. 772, Statutes of 2017), requires the CDE's certification form to include specified information in regard to parental rights related to school site oral health assessments.

**If the district hosts a free oral health assessment event at which licensed dentists or other licensed dental health professionals perform school site assessments of students enrolled in the school, any student who has not had an oral health assessment shall be given an assessment unless his/her parent/guardian has indicated on the certification**

## AR 5141.32 HEALTH SCREENING FOR SCHOOL ENTRY (continued)

form that he/she does not consent to the student receiving an assessment. However, a student shall not receive dental treatment of any kind without his/her parent/guardian's informed consent for the treatment. (Education Code 49452.8)

Note: The following paragraph is optional.

Students who are not assessed, or for whom the parents/guardians fail to return the ~~standardized~~ certification form, shall not be excluded from school attendance.

Note: SB 379 (Ch. 772, Statutes of 2017) amended Education Code 49452.8 to change the date for reporting oral health assessment data, as provided in the following paragraph.

By ~~July 1 December 31~~ of each year, the Superintendent or designee shall report data on oral health assessments to **the state dental director and/or** the county office of education in accordance with Education Code 49452.8.

The report shall also be provided to the Governing Board. The identity of any student shall not be included in the report.

### Legal Reference:

#### EDUCATION CODE

48985 Notice to parents in language other than English

49060-49079 Pupil **Student** records

49452.8 Oral health assessment

#### HEALTH AND SAFETY CODE

104395 Child Health and Disability Prevention Program expansion

124025-124110 Child Health and Disability Prevention Program, especially:

124085 Certificate documenting health screening and evaluation services; waiver by parent/guardian

124100 Distribution of program information to parents/guardians of kindergarten children

124105 Exclusions and exemption; legislative intent of notification contents

#### CODE OF REGULATIONS, TITLE 5

432 Student records

#### CODE OF REGULATIONS, TITLE 17

6800-6874 Child Health and Disability Prevention Program

### Management Resources:

#### CSBA PUBLICATIONS

~~Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Governance and Policy Services, Policy Brief, February 2007~~

#### CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES PUBLICATIONS

Child Health & Disability Prevention (CHDP) Program: Oral Health Educational Resources for Children and Teens (6-20 years), rev. July 2013

CHDP School Handbook: School Entry Health Examination Requirements, rev. January 2006

#### WEB SITES

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

California Dental Association: <http://www.cda.org>

California Department of Education, Health Services: <http://www.cde.ca.gov/ls/he/hn>

California Department of Health Care Services, Child Health and Disability Prevention Program: <http://www.dhcs.ca.gov/services/chdp>

California Healthy Kids Resource Center: <https://www.ccrcca.org/resources/family-resource-directory/item/california-healthy-kids-resource-center> ~~<http://www.californiahealthykids.org>~~

Regulation FERNDALE UNIFIED SCHOOL DISTRICT

Approved: February 11, 2015 Ferndale, California Updated: January 8, 2020 Ferndale, California

Ferndale Unified School District

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 10.2

**DATE:** January 8, 2020

**SUBJECT:**

**BP/AR 6174 - Education for English Learners**

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Approve BP/AR 6174 - Education for English Learners

**PREVIOUS STAFF/BOARD ACTION:**

The Board is asked to adopt new policy as current board policy does not include BP/AR 6174.

**BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

**BP/AR 6174 - Education for English Learners**  
(BP/AR New)

Policy and regulation updated to reflect **NEW STATE REGULATIONS** (Register 2018, No. 20) governing the implementation of Proposition 58 requirements pertaining to language acquisition programs, and to delete references to the former state assessment of English proficiency. Policy also adds concepts recommended in **NEW CDE PUBLICATION** (The California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners). Regulation adds definitions of designated and integrated English language development, rennumbers cites to state regulations related to testing accommodations pursuant to **NEW STATE REGULATIONS** (Register 2018, No. 4), and reflects **NEW LAW** (AB 81, 2017) which requires specified information related to "long-term English learners" or "students at risk of becoming a long-term English learner" to be included in the Title I or Title III parental notification of a student's assessment of English proficiency.

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal

# Ferndale USD

## Board Policy

Instruction

BP 6174

### EDUCATION FOR ENGLISH LEARNERS

Note: The following policy may be revised to reflect district practice. State and federal law establish requirements for the identification, placement, and education of English learners.

Pursuant to Education Code 42238.02 and 42238.03, the local control funding formula provides additional funding based on the number and concentration of unduplicated counts of students who are English learners, foster youth, and/or eligible for free or reduced-price meals. Such funds must be used to increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number or concentration of unduplicated students; see BP 3100 - Budget.

In addition, 20 USC 6801-7014 (Title III) provide grant funds that may be used to supplement, but not supplant, funding from other sources for the purpose of ensuring that English learners attain English proficiency and meet the same challenging academic standards that are applicable to all students. During the Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will expect to see evidence that the district has complied with state and federal requirements. See the CDE web site for FPM compliance monitoring instruments.

For further information regarding English learners, programs, and services, see CDE's publication The California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners, available on its web site.

The Governing Board intends to provide English learners with challenging curriculum and instruction that ~~develop~~ **maximize the attainment of high levels of proficiency in English, advance multilingual capabilities, and while** ~~facilitate~~ing student achievement in the district's regular course of study.

Note: Education Code 52060 requires the district's local control and accountability plan (LCAP) to include annual goals and specific actions, aligned to state and local priorities, for all students and for each "numerically significant" student subgroup as defined in Education Code 52052, including English learners; see BP/AR 0460 - Local Control and Accountability Plan. **The CDE's Roadmap provides an alignment between principles outlined for English learners and the eight state priority areas required in the district's LCAP.**

The district shall identify in its local control and accountability plan (LCAP) goals and specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners.

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

*(cf. 3100 - Budget)*

Note: The following paragraph may be revised to reflect district strategies for parent/guardian and community involvement. Education Code 305 requires the district to solicit input on language acquisition programs as part of the parent and community engagement process during the development of the LCAP; see section on "Language Acquisition Programs" below. In addition, if district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, Education Code 52063 requires the establishment of an English learner parent advisory committee to review and comment on the district's LCAP; see the accompanying administrative regulation and BP 0460 - Local Control and Accountability Plan.

The Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners.

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 6020 - Parent Involvement)*

Note: Pursuant to Education Code 60811, in November 2012 the State Board of Education (SBE) adopted state academic content standards for English language development (ELD), aligned with the California Common Core State Standards for English language arts, for students whose primary language is a language other than English. In July 2014, the SBE adopted the English Language Arts/English Language Development Framework aligned to those standards. A supplementary resource, Integrating the CA ELD Standards into K-12 Mathematics and Science Teaching and Learning, specifies the correspondence between the state ELD standards and the California Common Core State Standards for mathematics and the Next Generation Science Standards.

**CDE's Roadmap encourages differentiated instruction and curriculum which are integrated across all subject areas and emphasize inquiry-based learning and critical thinking skills.**

## BP 6174 EDUCATION FOR ENGLISH LEARNERS (continued)

English learners shall be provided **differentiated** English language development instruction **which is** targeted to their English proficiency level, **integrated across all subject areas**, and aligned with the state content standards. The district's program shall be based on sound instructional theory, use standards-aligned instructional materials, **emphasize inquiry-based learning and critical thinking skills**, and **provide** students **with access to** the full educational program.

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

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

*(cf. 6161.11 - Supplementary Instructional Materials)*

*(cf. 6171 - Title I Programs)*

Note: Commission on Teacher Credentialing (CTC) leaflet CL-622, Serving English Learners, describes requirements pertaining to the qualifications of teachers of English learners. A teacher who is assigned to provide English language development, specially designed academic instruction in English, and/or primary language instruction to English learners must hold an appropriate authorization from the CTC; see AR 4112.22 - Staff Teaching English Learners.

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

*(cf. 4112.22 - Staff Teaching English Learners)*

Note: The following paragraph **reflects a requirement** for districts that receive federal Title III funds to improve the education of English learners, **and is recommended for use by all districts**. 20 USC 6825 lists the required uses of such funds, including the provision of professional development of sufficient intensity and duration to have a positive and lasting impact on teachers' performance in the classroom. Pursuant to 20 USC 6825, such professional development must not include one-day or short-term workshops and conferences.

The district shall provide effective professional development to teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), administrators, and other school or community-based organization personnel to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. Such professional development shall be of sufficient intensity and duration to produce a positive and lasting impact on teachers' performance in the classroom. (20 USC 6825)

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

Note: The following paragraph is optional. The CDE's Roadmap indicates the importance of a supportive and collaborative environment in order for teachers to effectively address the complex needs of English learners.

**Staff development shall also address the sociocultural needs of English learners and provide opportunities for teachers to engage in supportive, collaborative learning communities.**

To support students' English language development, the Superintendent or designee may provide an adult literacy training program that leads to English fluency for parents/guardians and community members.

### Identification and Assessment

Note: **The CDE's Roadmap emphasizes the importance of early identification of English learners, as early childhood is a crucial period of time for language development.** Education Code 313 requires any district that has one or more students who are English learners to assess the English language proficiency of those students using a state assessment designated by the SBE. The state English Language Proficiency Assessments for California are aligned with the 2012 state standards for ELD. **They include an initial test for identifying students who may be English learners and an annual** summative assessment for determining English learners' level of English proficiency and progress in acquiring the skills of listening, speaking, reading, and writing in English. CDE also provides a home language survey to be used to identify students who should be tested for English proficiency. See the accompanying administrative regulation for further information about test administration and identification and reclassification criteria.

## BP 6174 EDUCATION FOR ENGLISH LEARNERS (continued)

The Superintendent or designee shall maintain procedures for the **early** identification of English learners and an assessment of their proficiency and needs in the areas of listening, speaking, reading, and writing in English.

Once identified as an English learner, a student shall be annually assessed for language proficiency until he/she is reclassified based on criteria specified in the **accompanying administrative regulation**.

Note: In addition to testing the level of English proficiency of English learners, districts are required pursuant to Education Code 60640 to administer the California Assessment of Student Performance and Progress to English learners; see BP/AR 6162.51 - State Academic Achievement Tests. As needed, English learners may be provided with the testing resources (i.e., universal tools, designated supports, and accommodations) specified in 5 CCR **854.1-854.3**, as **renumbered by Register 2018, No. 4**, during test administration.

Education Code 60640 also authorizes districts to administer a primary language assessment to English learners in grades 2-11 for the purpose of assessing students' competency in reading, writing, and listening in their primary language. The Standards-Based Test in Spanish may be used for this purpose until a test is available that is aligned with the most recent state ELD standards. The new California Spanish Assessment is expected to be operational in the 2018-19 school year.

English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with testing variations in accordance with 5 CCR **-854.1-854.3**. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR **854.1-854.3**)

(cf. 6162.51 - State Academic Achievement Tests)

Note: The following paragraph is optional. The CDE's Roadmap highlights the importance of formative assessments in order to continually adapt methodologies and instruction to meet the needs of English learners.

**Formative assessments may be utilized to analyze student performance and appropriately adapt teaching methodologies and instructions.**

(cf. 6162.5 - Student Assessment)

### Language Acquisition Programs

Note: Education Code 305-310 authorizes parents/guardians to select a language acquisition program that best suits their child. At a minimum, the district must offer a structured English immersion program. It also may offer a dual-language immersion program, transitional and developmental program for English learners, or other language acquisition program as defined in Education Code 306. Pursuant to 20 USC 6312 and 34 CFR 100.3, parents/guardians have a right to decline or opt their child out of a language acquisition program. The following section may be revised to reflect programs offered by the district. Also see the accompanying administrative regulation.

**The district shall offer research-based language acquisition programs** that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards. (Education Code 306; 5 CCR 11300)

**At a minimum, the district shall offer** a structured English immersion program **which includes designated and integrated English language development**. In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English. (Education Code 305-306; 5 CCR 11309)

Note: The following optional paragraph may be revised to reflect district practice. The Education Code does not define the term "nearly all" for purposes of ensuring that nearly all instruction in the structured English immersion program is provided in English pursuant to Education Code 306. The following paragraph defines "nearly all" as to provide that all classroom instruction be conducted in English except for clarification, explanation, and support as needed. The district could instead establish a minimum percentage of classroom instructional time to be conducted in English or specify the types of courses to be conducted in English and the courses (e.g., science, algebra) to be taught in the student's primary language.



## BP 6174 EDUCATION FOR ENGLISH LEARNERS (continued)

For the purpose of determining the amount of instruction to be conducted in English in the structured English immersion program, "nearly all" means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

Note: Items #1-2 below are **optional** and may be revised to reflect district practice.

In addition, language acquisition programs offered by the district may include, but are not limited to, the following: (Education Code 305-306)

1. The district may offer a dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding.

*(cf. 6142.2 - World/Foreign Language Instruction)*

2. The district may offer a transitional or developmental program for English learners that provides literacy and academic instruction in English and a student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state academic content standards.

Note: The following paragraph is for use by districts that maintain any of grades K-3.

The district's language acquisition programs for grades K-3 shall comply with class size requirements specified in Education Code 42238.02. (Education Code 310)

*(cf. 6151 - Class Size)*

In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. He/she shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code 305)

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program, **the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program.** (Education Code 310; **5 CCR 11310**)

*(cf. 5145.6 - Parental Notifications)*

Note: Pursuant to **5 CCR 11311**, as added by Register 2018, No. 20, districts are required to establish a process with specified components for schools to receive and respond to requests from parents/guardians of enrolled students, and those enrolled for attendance in the next school year, to establish a language acquisition program other than, or in addition to, those already available at the school. See the section "Language Acquisition Programs" in the accompanying administrative regulation.

Parents/guardians of English learners may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310; **5 CCR 11311**)

## BP 6174 EDUCATION FOR ENGLISH LEARNERS (continued)

### Reclassification

When an English learner is determined **based on** state and district reclassification criteria to have acquired a reasonable level of English proficiency pursuant to Education Code 313 and 52164.6, or upon request by the student's parent/guardian, the student shall be transferred from a language acquisition program into an English language mainstream classroom.

### Program Evaluation

Note: The following section may be revised to reflect indicators agreed upon by the Governing Board and Superintendent or designee for measuring the effectiveness of the district's educational program for English learners.

Education Code 52061 requires that the annual update of the LCAP include a review of progress toward the goals included in the LCAP, an assessment of the effectiveness of the specific actions described in the LCAP toward achieving the goals, and a description of changes the district will make as a result of this review and assessment.

Pursuant to Education Code 313.2, the CDE is required to annually determine the number of students in each district and school who are, or are at risk of becoming, long-term English learners and to report that information to districts and schools. Definitions of "long-term English learner" and "English learner at risk of becoming a long-term English learner" are contained in Education Code 313.1.

20 USC 6311 requires the inclusion of a performance indicator on English language proficiency within the state accountability system under Title I.

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding:

1. Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient
3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 313.1
4. The achievement of English learners on standards-based tests in core curricular areas
5. **For any language acquisition program that includes instruction in a language other than English, student achievement in the non-English language in accordance with 5 CCR 11309**
56. Progress toward any other goals for English learners identified in the district's LCAP
67. A comparison of current data with data from at least the previous year **in regard to items #1-6 above**
8. **A comparison of data between the different language acquisition programs offered by the district**

The Superintendent or designee shall **also** provide the Board with regular reports from any district or schoolwide English learner advisory committees.

#### Legal Reference:

##### EDUCATION CODE

300-340 English language education, especially:

305-310 Language acquisition programs

313-313.5 Assessment of English proficiency

430-446 English Learner and Immigrant Pupil Federal Conformity Act

33050 State Board of Education waiver authority

## BP 6174 EDUCATION FOR ENGLISH LEARNERS (continued)

42238.02-42238.03 *Local control funding formula*  
44253.1-44253.11 *Qualifications for teaching English learners*  
48980 *Parental notifications*  
48985 *Notices to parents in language other than English*  
52052 *Numerically significant student subgroups*  
52060-52077 *Local control and accountability plan*  
52160-52178 *Bilingual Bicultural Act*  
56305 *CDE manual on English learners with disabilities*  
60603 *Definition, recently arrived English learner*  
60640 *California Assessment of Student Performance and Progress*  
60810-60812 *Assessment of language development*  
**62002.5** *Continuation of advisory committee after program sunsets*  
CODE OF REGULATIONS, TITLE 5  
**854.1-854.3 CAASPP and universal tools, designated supports, and accommodations**  
**854.9 CASSPP and unlisted resources for students with disabilities**  
11300-11316 *English learner education*  
11510-11517.5 *California English Language Development Test*  
**11517.6-11519.5 English Language Proficiency Assessments for California**  
UNITED STATES CODE, TITLE 20  
1412 *Individuals with Disabilities Education Act; state eligibility*  
1701-1705 *Equal Educational Opportunities Act*  
6311 *Title I state plan*  
6312 *Title I local education agency plans*  
6801-7014 *Title III, language instruction for English learners and immigrant students*  
7801 *Definitions*  
CODE OF FEDERAL REGULATIONS, TITLE 34  
100.3 *Discrimination prohibited*  
200.16 *Assessment of English learners*  
COURT DECISIONS  
*Valeria O. v. Davis*, (2002) 307 F.3d 1036  
*California Teachers Association v. State Board of Education et al.*, (9th Circuit, 2001) 271 F.3d 1141  
*McLaughlin v. State Board of Education*, (1999) 75 Cal.App.4th 196  
*Teresa P. et al v. Berkeley Unified School District et al.*, (1989) 724 F.Supp. 698  
ATTORNEY GENERAL OPINIONS  
*83 Ops.Cal.Atty.Gen.* 40 (2000)

### Management Resources:

#### CSBA PUBLICATIONS

**English Learners in Focus: The English Learner Roadmap: Providing Direction for English Learner Success**, Governance Brief, February 2018

**English Learners in Focus, Issue 4: Expanding Bilingual Education in California after Proposition 58**, Governance Brief, March 2017

**English Learners in Focus, Issue 1: Updated Demographic and Achievement Profile of California's English Learners**, Governance Brief, rev. September 2016

**English Learners in Focus, Issue 3: Ensuring High-Quality Staff for English Learners**, Governance Brief, July 2016

**English Learners in Focus, Issue 2: The Promise of Two-Way Immersion Programs**, Governance Brief, September 2014

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

**California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners**, 2018

**Matrix One: Universal Tools, Designated Supports, and Accommodations for the California Assessment of Student Performance and Progress for 2017-18**, rev. August 2017

**Reclassification Guidance for 2017-18, CDE Correspondence**, April 28, 2017

**Integrating the CA ELD Standards into K-12 Mathematics and Science Teaching and Learning**, December 2015

**Next Generation Science Standards for California Public Schools, Kindergarten through Grade Twelve**, rev. March 2015

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS (continued)

**English Language Arts/English Language Development Framework for California Public Schools: Transitional Kindergarten Through Grade Twelve**, 2014

**Common Core State Standards for Mathematics**, rev. 2013

**English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve**, 2012

#### EDUCATION TRUST- WEST PUBLICATIONS

## BP 6174 EDUCATION FOR ENGLISH LEARNERS (continued)

*Unlocking Learning II: Math as a Lever for English Learner Equity, March 2018*

*Unlocking Learning: Science as a Lever for English Learner Equity, January 2017*

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

*Accountability for English Learners Under the ESEA, Non-Regulatory Guidance, January 2017*

*Innovative Solutions for Including Recently Arrived English Learners in State Accountability Systems: A Guide for States, January 2017*

*English Learner Tool Kit for State and Local Educational Agencies (SEAs and LEAs), rev. November 2016*

*English Learners and Title III of the Elementary and Secondary Education Act (ESEA), as Amended by the Every Student Succeeds Act (ESSA), Non-Regulatory Guidance, September 23, 2016*

*Dear Colleague Letter: English Learner Students and Limited English Proficient Parents, January 7, 2015*

WEB SITES

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

California Association for Bilingual Education: <http://www.gocabe.org>

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

National Clearinghouse for English Language Acquisition: <http://www.ncela.us>

**The Education Trust-West: <https://west.edtrust.org>**

U.S. Department of Education: <http://www.ed.gov>

Ferndale Unified School District  
Policy Adopted January 8, 2020. Ferndale, CA.

# Ferndale USD

## Administrative Regulation

Instruction

AR 6174

### EDUCATION FOR ENGLISH LEARNERS

#### Definitions

*English learner* means a student who is age 3-21 years, who is enrolled or is preparing to enroll in an elementary or secondary school, and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the student the ability to meet state academic standards, the ability to successfully achieve in classrooms where the language of instruction is English, or the opportunity to participate fully in society. An English learner may include a student who was not born in the United States or whose native language is a language other than English; a student who is Native American or Alaska Native, or a native resident of the outlying areas, who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or a student who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant. (Education Code 306; 20 USC 7801)

***Designated English language development* means instruction provided during a time set aside in the regular school day for focused instruction on the state-adopted English language development standards to assist English learners to develop critical English language skills necessary for academic content learning in English. (5 CCR 11300)**

***Integrated English language development* means instruction in which the state-adopted English language development standards are used in tandem with the state-adopted academic content standards. Integrated English language development includes specially designed academic instruction in English. (5 CCR 11300)**

*Native speaker of English* means a student who has learned and used English in his/her home from early childhood and English has been his/her primary means of concept formation and communication. (Education Code 306)

#### Identification and Assessments

Note: Education Code 52164.1 and 5 CCR 11307 require the district to administer a home language survey to all enrolled students. A sample home language survey form in English and Spanish is available on the California Department of Education's (CDE) web site.

Upon enrollment in the district, each student's primary language shall be determined through the use of a home language survey. (Education Code 52164.1; 5 CCR 11307)

Note: When the home language survey indicates that a student's proficiency in English should be tested, Education Code 313 requires the district to administer a state assessment of English language proficiency. The English Language Proficiency Assessments for California (ELPAC) are used for initial identification of language proficiency and subsequently for annual assessment of language proficiency.

Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be **initially** assessed for English proficiency using the **English Language Proficiency Assessments for California (ELPAC)**. (Education Code 313, 52164.1; 5 CCR 11511)

Each year after a student is identified as an English learner and until he/she is redesignated as English proficient, the summative assessment of the **ELPAC** shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education. (Education Code 313)

## AR 6174 EDUCATION FOR ENGLISH LEARNERS (continued)

Note: 5 CCR **11518.30-11518.35**, as renumbered by Register 2017, No. 23, specify allowable variations and accommodations in the administration of the state English language proficiency assessment.

The **ELPAC** shall be administered in accordance with test publisher instructions and 5 CCR **11518.5-11518.20**. Variations and accommodations in test administration may be provided to English learners pursuant to 5 CCR **11518.30-11518.35**.

Note: The Individuals with Disabilities in Education Act (20 USC 1412) requires that students with disabilities be included in all state assessments, including the **ELPAC** as appropriate. English learners with disabilities must be allowed to take the test with accommodations as specified in their individualized education program or Section 504 plan. Pursuant to 5 CCR **11518.30**, students with the most significant cognitive disabilities who cannot participate in the assessment, even with appropriate accommodations, must be given an alternate assessment of English proficiency. 34 CFR 200.16 provides that, if an English learner with a disability is unable to take the assessment with accommodations, the state accountability system must include the student's score on any part(s) of the test for which it is possible to assess the student (i.e., speaking, reading, listening, writing).

Education Code 56305, as amended by AB 99 (Ch. 15, Statutes of 2017) requires CDE to develop by **January 1, 2019**, a manual providing guidance on identifying, assessing, supporting, and reclassifying English learners with disabilities.

Any student with a disability who is identified as an English learner shall be allowed to take the assessment with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan. If the student is unable to participate in the assessment or a portion of the assessment even with such accommodations, an alternate assessment for English language proficiency shall be administered to the student as set forth in his/her IEP. (5 CCR **11518.25-11518.35**; 20 USC 1412)

(cf. 6159 - Individualized Education Program)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6164.6 - Identification and Education Under Section 504)

Note: The remainder of this section specifies notifications that must be sent to parents/guardians regarding assessment results and available programs for English learners. The CDE has developed sample notification letters, available on its web site in multiple translations, to notify parents/guardians of the initial identification of a student as an English learner or as initially fluent English proficient and to notify them of the results of an annual assessment.

Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to their parents/guardians must be written in English and in the primary language and may be answered by the parent/guardian in either language.

The Superintendent or designee shall notify parents/guardians of their child's results on the **ELPAC** within 30 calendar days following receipt of the results from the test contractor. (Education Code 52164.1; 5 CCR 11511.5)

(cf. 5145.6 - Parental Notifications)

Note: The following paragraph is for use by districts that receive federal funds under either Title I or Title III for services to English learners, and may be adapted for use by other districts. Pursuant to Education Code 440 and 20 USC 6312, -districts receiving **Title I or Title III funds** are required to provide parents/guardians with notification of their child's identification as an English learner and placement in a language acquisition program.

The parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title I or Title III funds shall receive notification of the assessment of his/her child's English proficiency. Such notice shall be provided not later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the student's placement in the program. The notice shall include all of the following: (Education Code **313.2**, 440; 20 USC 6312)

1. The reason for the identification of the student as an English learner and the need for placement in a language acquisition program

## AR 6174 EDUCATION FOR ENGLISH LEARNERS (continued)

2. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement
3. A description of the language acquisition program in which the student is, or will be, participating, including a description of all of the following:
  - a. The methods of instruction used in the program and in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
  - b. The manner in which the program will meet the educational strengths and needs of the student
  - c. The manner in which the program will help the student develop his/her English proficiency and meet age-appropriate academic standards for grade promotion and graduation
  - d. The specific exit requirements for the program, the expected rate of transition from the program into classes not tailored for English learners, and the expected rate of graduation from secondary school if applicable
  - e. Where the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP

**Note: Education Code 313.2, as amended by AB 81 (Ch. 609, Statutes of 2017), requires that the notice contain information in regard to (1) whether the student is a long-term English learner, or English learner at risk of becoming a long-term English learner, and (2) the manner in which the program for English language development instruction will meet the educational strengths and needs of such students and help them develop English proficiency and achieve academic standards. Districts may send an alternate notice if the definitions of long-term English learners and those at risk of becoming long-term English learners used by the district are broader than those defined in Education Code 313.1, the notice states that the definitions utilized by the district are broader, and the notice contains the information specified in item #4 below.**

4. **As applicable, the identification of a student as a long-term English learner or at risk of becoming a long-term English learner, as defined in Education Code 313.1, and the manner in which the program for English language development instruction will meet the educational strengths and needs of such students and help such students develop English proficiency and meet age-appropriate academic standards.**
5. Information about the parent/guardian's right to have the student immediately removed from a program upon the parent/guardian's request
6. Information regarding a parent/guardian's option to decline to enroll the student in the program or to choose another program or method of instruction, if available
7. Information designed to assist a parent/guardian in selecting among available programs, if more than one program or method is offered

### Language Acquisition Programs

**Note: Pursuant to 5 CCR 11311, as added by Register 2018, No. 20, districts are required to establish a process for schools to receive and respond to requests from parents/guardians of enrolled students, and those enrolled for attendance in the next school year, to establish a language acquisition program other than, or in addition to, those already available at the school. Each school is required to follow the process even when the district provides the language acquisition program at another school site. The following section includes the components of the process required by 5 CCR 11311 and may be expanded to reflect district practice.**

**AR 6174 EDUCATION FOR ENGLISH LEARNERS (continued)**

Whenever parents/guardians of enrolled students, and those enrolled for attendance in the next school year, request that the district establish a specific language acquisition program in accordance with Education Code 310, such requests shall be addressed through the following process: (5 CCR 11311)

1. The school shall make a written record of each request, including any request submitted verbally, that includes the date of the request, the names of the parent/guardian and student making the request, a general description of the request, and the student's grade level on the date of the request. As needed, the school shall assist the parent/guardian in clarifying the request. All requests shall be maintained for at least three years from the date of the request.
2. The school shall monitor requests on a regular basis and notify the Superintendent or designee when the parents/guardians of at least 30 students enrolled in the school, or at least 20 students in the same grade level, request the same or a substantially similar type of language acquisition program. If the requests are for a multilingual program model, the district shall consider requests from parents/guardians of students enrolled in the school who are native English speakers in determining whether this threshold is reached.
3. If the number of parents/guardians described in item #2 is attained, the Superintendent or designee shall:
  - a. Within 10 days of reaching the threshold, notify the parents/guardians of students attending the school, the school's teachers, administrators, and the district's English learner parent advisory committee and parent advisory committee, in writing, of the requests for a language acquisition program
  - b. Identify costs and resources necessary to implement any new language acquisition program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent/guardian and community engagement to support the proposed program goals
  - c. Within 60 calendar days of reaching the threshold number of parents/guardians described in item #2 above, determine whether it is possible to implement the requested language acquisition program and provide written notice of the determination to parents/guardians of students attending the school, the school's teachers, and administrators
  - d. If a determination is made to implement the language acquisition program, create and publish a reasonable timeline of actions necessary to implement the program. If a determination is made that it is not possible to implement the program, provide a written explanation of the reason(s) the program cannot be provided.

Note: Pursuant to 5 CCR 11310, as amended by Register 2018, No. 20, districts are required to notify parents/guardians regarding language acquisition programs at the beginning of each school year or upon a student's enrollment. The following section includes the notice requirements pursuant to 5 CCR 11310.

The district shall notify parents/guardians at the beginning of each school year or upon the student's enrollment regarding the process to request a language acquisition program, including a dual-language immersion program, for their child. The notice shall also include the following: (5 CCR 11309, 11310)

1. A description of the programs provided, including structured English immersion



## AR 6174 EDUCATION FOR ENGLISH LEARNERS (continued)

2. Identification of any language to be taught in addition to English when the program includes instruction in a language other than English
3. The manner in which the program is designed using evidence-based research and includes both designated and integrated English language development
4. The manner in which the district has allocated sufficient resources to effectively implement the program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development, and opportunities for parent/guardian and community engagement to support the program goals
5. The manner in which the program will, within a reasonable period of time, lead to language proficiency and achievement of the state-adopted content standards in English and, when the program includes instruction in another language, in that other language
6. The process to request establishment of a language acquisition program not offered at the school
7. For any dual-language immersion program offered, the specific languages to be taught. The notice also may include the program goals, methodology used, and evidence of the proposed program's effectiveness.

### Reclassification/Redesignation

The district shall continue to provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers until they: (5 CCR 11302)

1. Demonstrate English language proficiency comparable to that of the district's average native English language speakers
2. Recoup any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers

English learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

Note: Education Code 313 and 52164.6 and 5 CCR 11303 require that the district's reclassification process include, at a minimum, the criteria specified in items #1-4 below. **Additional guidance is available on the CDE's web site.** The district may expand the following list to reflect any additional criteria it has established.

The measures used to determine whether an English learner shall be reclassified as fluent English proficient shall include, but not be limited to: (Education Code 313, 52164.6; 5 CCR 11303)

1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the **ELPAC**
2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student

## AR 6174 EDUCATION FOR ENGLISH LEARNERS (continued)

### 3. Parent/guardian opinion and consultation

The Superintendent or designee shall provide the parent/guardian with notice and a description of the reclassification process and of his/her opportunity to participate in the process and shall encourage his/her involvement in the process.

Note: Pursuant to Education Code 313, the fourth criterion requires comparison of student performance on an objective assessment of basic skills that provides an empirically established range of performance of English proficient students of the same age. A letter from the CDE to district superintendents (Reclassification **Guidance for 2017-18**) dated **April 28, 2017** clarifies that **the Smarter Balanced Summative Assessment may be used as a local measure of the fourth criterion, or districts may select another-local assessment.** The CDE correspondence provides examples of appropriate measures and is available on the CDE web site.

### 4. Student performance on an objective assessment of basic skills in English that shows whether the student is performing at or near grade level

The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

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

The Superintendent or designee shall monitor students for at least two years following their reclassification to determine whether the student needs any additional academic support.

### Advisory Committee

Note: The following section should be revised to reflect district practice. Pursuant to 5 CCR 11308, a parent/guardian advisory committee is required for any district with over 50 English learners and for each school with over 20 English learners. Duties of the advisory committee are specified in 5 CCR 11308.

A parent/guardian advisory committee shall be established at the district level when there are more than 50 English learners in the district and at the school level when there are more than 20 English learners at the school. Parents/guardians of English learners shall constitute committee membership in at least the same percentage as English learners represent of the total number of students in the school. (Education Code 52176; 5 CCR 11308)

The district's English language advisory committee shall advise the Governing Board on at least the following tasks: (5 CCR 11308)

1. The development of a plan **for** education programs and services for English learners, taking into consideration the school site plans for English learners
2. The districtwide needs assessment on a school-by-school basis
3. Establishment of a district program, goals, and objectives for programs and services for English learners
4. Development of a plan to ensure compliance with applicable teacher or aide requirements
5. Administration of the annual language census
6. Review of and comment on the district's reclassification procedures

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 1220 - Citizen Advisory Committees)*

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

*(cf. 6020 - Parent Involvement)*

## AR 6174 EDUCATION FOR ENGLISH LEARNERS (continued)

In order to assist the advisory committee in carrying out its responsibilities, the Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

### LCAP Advisory Committee

Note: The following section is applicable if the district's student enrollment includes at least 15 percent English learners, with at least 50 students who are English learners. Education Code 52063 requires that such districts establish an English learner parent advisory committee to review and comment on the district's local control and accountability plan; see BP 0460 - Local Control and Accountability Plan. 5 CCR 15495 requires this committee to include a majority of parents/guardians of English learners.

When there are at least 15 percent English learners in the district, with at least 50 students who are English learners, a district-level English learner parent advisory committee shall be established to review and comment on the district's local control and accountability plan (LCAP) in accordance with BP 0460 - Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR **11301**, 15495)

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

The advisory committee established pursuant to 5 CCR 11308, as described in the section "Advisory Committee" above, could serve as the LCAP English learner advisory committee if its composition includes a majority of parents/guardians of English learners.

Ferndale Unified School District  
Regulation Adopted: January 8, 2020. Ferndale, CA.

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

**AGENDA ITEM:** 10.3

**DATE:** January 8, 2020

**SUBJECT:**

**BB 9310 - Board Policies**

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Approve BB 9310 - Board Policies

**PREVIOUS STAFF/BOARD ACTION:**

The Board previously adopted BB 9310 on February 11, 2015.

**BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

**BB 9310 - Board Policies**

(BB revised)

Bylaw updated to address alignment of board policies with the district's vision, goals, and local control and accountability plan and add the concept of proactively addressing equity and equal access in board policies. Material rearranged to emphasize that policies are not operative if in conflict with applicable federal or state law or regulations or court decisions.

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal

# Ferndale Unified School District

## Board Bylaw

### Board Bylaws

BB 9310

### BOARD POLICIES

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

The Governing Board shall adopt written policies to convey its expectations for actions that will be taken in the district, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to the students, staff, parents/guardians, and the community. ~~Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements.~~

*(cf. 9000 - Role of the Board)*

**The Board shall ensure that district policies align with the district's vision and goals, promote student learning and achievement, provide for consistent and fair treatment of students and staff, and proactively address equity and the provision of equal access to opportunities for all students.**

*(cf. 0000 - Vision)*

*(cf. 0100 - Philosophy)*

*(cf. 0415 - Equity)*

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

Note: State and federal laws mandate that districts develop policy or regulations on numerous topics. CSBA maintains a list of mandated policies and also indicates throughout its sample policy manual instances where **policy language** is mandated.

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements. No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.

*(cf. 2210 - Administrative Discretion Regarding Board Policy)*

Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

*(cf. 9320 - Meetings and Notices)*

*(cf. 9322 - Agendas/Meeting Materials)*

Note: Education Code 35160.5 requires that district policies pertaining to intradistrict open enrollment and extracurricular/cocurricular activities be reviewed annually.

The Board shall review certain policies annually, as required by Education Code 35160.5. If no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.

*(cf. 5116.1 - Intradistrict Open Enrollment)*

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

### Policy Development and Adoption Process

Note: The following section describes the basic steps in the policy development process and may be revised to reflect district practice. CSBA offers a variety of policy services designed to assist the governance team with this process, including review of district policy manuals, policy development workshops for individual districts and consortia of districts, and manual maintenance services.

The district's policy development process shall include the following basic steps:

## BB 9310 BOARD POLICIES (continued)

1. The Board and/or Superintendent or designee shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new district vision **statement, new** or goals **in the local control and accountability plan**, educational research or trends, ~~or a change in the superintendency or Board membership.~~ The need may also occur as a result of an incident that has arisen in the district, or a recommendation or request from staff, **a parent/guardian**, or other interested persons.

Note: Information gathered by district staff, as provided in item #2 below, may include sample policies available through CSBA.

2. As needed, the Superintendent or designee shall gather fiscal ~~and other~~ data, staff and public input, related district policies, sample policies from **the California School Boards Association** or other organizations or agencies, and other useful information **and data** to fully inform the Board about **the a particular** issue.

(cf. 1220 - Citizen Advisory Committees)

3. The Board may hold discussions during a public Board meeting to gain an understanding of the issue and provide initial direction to the Superintendent or designee. The discussion may include, but not be limited to, ~~how the proposed policy may affect student learning;~~ community expectations, staff recommendations, **and the expected impact of the policy** ~~fiscal impact, as well as the policy's impact on student learning and well-being, equity, governance, and the district's fiscal resources~~ and operational efficiency.

4. The Board or Superintendent may request that legal counsel review the draft policy as appropriate.

Note: ~~Generally, in~~ Most policies are given two readings at a public Board meeting. However, a second reading is **generally** not required by law so it may be waived by the Board. The following paragraph should be modified by districts that only require one reading of policies prior to adoption.

5. The Superintendent or designee shall develop and present a draft policy for a first reading at a public Board meeting. At its second reading, the Board may take action on the proposed policy. The Board may waive the second reading or may require an additional reading if necessary.

(cf. 9323 - Meeting Conduct)

Only policies formally adopted by a majority vote of the Board shall constitute official Board policy.

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323.2 - Actions by the Board)

The district's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or **the desire** to provide greater opportunities for consultation and public input.

Policies shall become effective upon Board adoption or at a future date **if so** designated by the Board at the time of adoption.

### Board Bylaws

The Board shall prescribe and enforce rules for its own ~~government~~ **governance** consistent with state law and regulations. (Education Code 35010)

Bylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy.

## BB 9310 BOARD POLICIES (continued)

### Administrative Regulations

The Superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the district. Administrative regulations shall be consistent with law and Board policy and shall be designed to promote the achievement of district goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other necessary provisions. The Superintendent or designee **may** also ~~may~~ develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.

When Board policies are amended, the Superintendent or designee shall review corresponding **administrative** regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Board policy, policy shall prevail.

The Board may review and/or approve **administrative** regulations for the purpose of ensuring conformity with the intent of Board policy.

### Monitoring and Evaluation

~~At the any time, a policy is adopted,~~ the Board and Superintendent or designee ~~shall~~ **may** determine ~~whether an evaluation that progress reports to the Board on the implementation and/or effectiveness~~ of the policy should be scheduled. ~~and, if so, the Board and Superintendent or designee shall agree upon a timeline and, as applicable,~~ measures for evaluating the effectiveness of the policy in achieving its purpose.

*(cf. 0500 - Accountability)*

### Access to Policies

Note: Districts that are updating their policy manual through CSBA's Manual Maintenance Plus service have the option of accessing their district's policy manual and other legal and management resources through CSBA's GAMUT Online ~~service~~ **web site**.

The Superintendent or designee shall ensure that all district employees and the public have access to an up-to-date district policy manual. ~~A public copy of the policy manual shall be maintained at the district central office and at each school site.~~ These ~~copies~~ **policy manual** shall be maintained ~~either~~ electronically **and/or** by paper copy.

*(cf. 1113 - District and School Web Sites)*

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

As necessary, the Superintendent or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. He/she may determine the appropriate communications strategy depending on the issue. **Policies shall be posted on the district's web site when required by law.**

*(cf. 1112 - Media Relations)*

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

*(cf. 6020 - Parent Involvement)*

### Suspension of Policies

~~No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.~~

*(cf. 2210 - Administrative Discretion Regarding Board Policy)*

## **BB 9310 BOARD POLICIES (continued)**

### *Legal Reference:*

#### EDUCATION CODE

35010 *Control of district; prescription and enforcement of rules*

35160 *Authority of governing boards*

35160.5 *Annual review of school district policies*

35163 *Official actions, minutes and journal*

35164 *Vote requirements*

### *Management Resources:*

#### WEB SITES

*CSBA, Policy Services, including Policy Update Service, Governance and Management Using Technology (GAMUT Online), Policy Review Program, Individual District Policy Workshops, Agenda Online, and Manual Maintenance:*

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

*National School Boards Association: <http://www.nsba.org>*

## **Ferndale Unified School District**

Bylaw- Adopted: February 11, 2015. Updated: January 8, 2020. Ferndale, CA.



Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM #10.4

DATE: January 8, 2020

**SUBJECT:**

Audit Extension Request Approval

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Receive/Review

**PREVIOUS STAFF/BOARD ACTION:**

The Board is often provided with information pertinent to district business.

**BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

Due to the power outages when the auditor was visiting our site and others, an extension request was made to ensure the thorough completion of the audit process.

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent



**BETTY T. YEE**

**California State Controller**

November 26, 2019

Chris Hartley, Ed. D., Superintendent  
Humboldt County Office of Education  
901 Myrtle Avenue  
Eureka, CA 95501

Re: Extension Request Approval – Fiscal Year 2018-19 Ferndale Unified Audit Report

Dear Mr. Hartley, Ed. D.:

The State Controller's Office agrees to grant your November 15, 2019 request for an extension of the December 15, 2019, filing deadline for the Ferndale Unified annual audit report.

We expect to receive the fiscal year 2018-19 audit report by January 31, 2020. Please notify us promptly if additional delays are anticipated in filing the report.

If you have any questions regarding this letter or any other local education agency (LEA) audit issue, please contact a member of my LEA staff by telephone at (916) 324-6442 or by email at [leaaudits@sco.ca.gov](mailto:leaaudits@sco.ca.gov).

Sincerely,

Joel James, Chief  
Financial Audits Bureau  
Division of Audits

cc: Superintendent, Ferndale Unified  
David L. Moonie & Co., LLP  
Raquel Tucker, Education Fiscal Services Consultant  
California Department of Education

MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250-5874  
SACRAMENTO 3301 C Street, Suite 700, Sacramento, CA 95816 (916) 324-8907  
LOS ANGELES 901 Corporate Center Drive, Suite 200, Monterey Park, CA 91754-7619 (323) 981-6802

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM #11.1**

DATE: January 8, 2020

**SUBJECT:**

William Uniform Complaint Fourth (4th) Quarterly Report

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Approve

**PREVIOUS STAFF/BOARD ACTION:**

The Board, on a quarterly basis, reviews and approves this report.

**BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

The Williams Uniform Complaint process allows individuals to officially report concerns/complaints relative to equal access to the learning process; Textbooks and Instructional Materials, Teacher Vacancy or Misassignment, and Facility Conditions.

**FISCAL IMPLICATIONS:**

Fiscal implications are contingent on claims/complaints. There are no complaints or costs at this time.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent

DISTRICT OFFICE  
 FERNDALE HIGH SCHOOL  
 (707) 786-5900  
 FAX (707) 786-4865

# Ferndale Unified School District

1231 MAIN STREET  
 FERNDALE, CALIFORNIA 95536-9416

  
 FERNDALE ELEMENTARY  
 164 SHAW AVENUE  
 (707) 786-5300  
 FAX (707) 786-4284

## Quarterly Report on Williams Uniform Complaints (Education Code §35186)

### Quarterly Reporting Period (please check one)

- First Quarter 2019      January 1 through March 31, 2019
- Second Quarter 2019      April 1 through June 30, 2019
- Third Quarter 2019      July 1 through September 30, 2019
- Fourth Quarter 2019      October 1 through December 31, 2019

### PLEASE CHECK THE BOX THAT APPLIES:

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

Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
<b>TOTALS</b>	0		

Beth Anderson  
 (Print Name of District Superintendent)

Beth And  
 (Signature of District Superintendent)

Please return hard copy to:  
 Rosemarie Butler, School Support  
 Humboldt County Office of Education  
 or Fax: 707-445-7149

by: Quarter 1 due:      04/15/2019  
 Quarter 2 due:      07/15/2019  
 Quarter 3 due:      10/15/2019  
 Quarter 4 due:      01/15/2020

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM #11.2**

DATE: January 8, 2020

**SUBJECT:**

Humboldt County county-wide Interdistrict Attendance Form for 2020-2021

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Receive/Discuss/Approve the recommended County-wide Interdistrict Agreement Form from Humboldt County Office of Education.

**PREVIOUS STAFF/BOARD ACTION:**

None

**BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

The Humboldt County Office of Education has recommended each school district approve the County-wide Interdistrict Agreement form for use for the 2020-2021 school year.

**FISCAL IMPLICATIONS:**

None

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal

**ANNUAL INTERDISTRICT ATTENDANCE TRANSFER AGREEMENT  
for SCHOOL DISTRICTS IN HUMBOLDT COUNTY for school year 2020-2021**

Date Request Received  
by DOR

**Part A**

**Parent/Guardian:** Complete applicable steps on page 1 and 2 shaded in gray and then submit it to your District of Residence (DOR). If it is approved, it will be forwarded to the District of Proposed Enrollment (DPE). **Only new requests submitted between December 1<sup>st</sup> and February 1<sup>st</sup> are assured of approval by the DOR, subject to reasonable enrollment activities.** (See the DOR district office for exceptions and for information on reasonable enrollment activities). If both districts approve, and you agree to any additional terms and conditions required by the district(s), you may enroll your student in the DPE.

District of Residence \_\_\_\_\_ District of Proposed Enrollment \_\_\_\_\_

Foster Youth <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Homeless/McKinney-Vento Youth <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
If <b>Yes</b> or <b>Unknown</b> to either of the above please contact the district of residence Foster/Homeless liaison or the Humboldt County Office of Education Foster & Homeless Youth Education Services office at 707-445-7187 before proceeding with application.	

<b>STEP 1: To be completed by parent/guardian (PLEASE PRINT)</b>		<input type="checkbox"/> <b>New Application</b>	<input type="checkbox"/> <b>Renewal</b>
		<input type="checkbox"/> Sibling(s) at school? Sibling Grade(s): _____	<input type="checkbox"/> No change in address
		Sibling Name(s): _____	<input type="checkbox"/> Address change
Have you applied for a transfer to any other district for this same school year? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, list all:		Student Grade in 2020-2021:	
Student Name (Last, First)	Birth Date	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Nonbinary	
Current or Last School of Attendance			
Student Address		City, Zip Code	
Parent / Guardian Name			
Primary Phone	Other Phone	Email address	

<b>STEP 2: To be completed by parent/guardian for NEW applications only</b>
Reason for Request: <input type="checkbox"/> Childcare <input type="checkbox"/> Parent Employment <input type="checkbox"/> Other (Explain below)
If reason is parent employment or childcare, provide name, address, and phone number of childcare or work below. Any additional information you wish to provide may be included below (use additional pages as needed):
If reason is "Other", please explain (use additional pages as needed):
What special services has the student received? (Check all that apply) <input type="checkbox"/> Gifted (GATE) <input type="checkbox"/> Section 504 <input type="checkbox"/> Special Education <input type="checkbox"/> English Language Learner <input type="checkbox"/> None
If the student is receiving Special Education services, what is their current placement (Please attach IEP) <input type="checkbox"/> Special Day (SDC) <input type="checkbox"/> Resource (RSP) <input type="checkbox"/> Speech Services <input type="checkbox"/> Pending Assessment
Is the student currently pending disciplinary action or under an expulsion order? <input type="checkbox"/> Yes <input type="checkbox"/> No

**I have read the terms and conditions and understand the regulations and policies governing interdistrict attendance permits and hereby submit my application. I also understand that approval or denial of this application and revocation of the Permit is subject to the terms of this Permit and the policies and/or regulations of the individual districts. I understand that this information may be verified and that inaccurate or false information may subject my request to denial or revocation. I certify under penalty of perjury that the information provided above is true and correct to the best of my knowledge and belief. I also understand and agree to the above terms.**

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Student Name \_\_\_\_\_

**PART B: Terms and Conditions:**

The following terms and conditions apply to this Permit if it is approved by both districts:

1. Students will be required to re-apply for interdistrict attendance for any subsequent school year.
2. As permitted by law, the Permit may be revoked by either district pursuant to its policies and regulations and any applicable terms and conditions in Part C and/or D. Grounds for revocation of the Permit include, but may not be limited to, the failure of a pupil to attain satisfactory academic progress, follow established rules of conduct, or maintain regular attendance, as determined by the district of proposed enrollment.
3. Neither district will be responsible for pupil transportation unless required by law.
4. The District of Proposed Enrollment (DPE) will be responsible for special education services and related costs.
5. Approval of this Permit does not guarantee athletic eligibility.

**PART C: Action of District of Residence (to be completed by DOR):**

Decision:    Approved        Denied    for the school year 2020-2021

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of action by DOR

Authorizing Signature: \_\_\_\_\_

Title: \_\_\_\_\_

District: \_\_\_\_\_

**PART D: Action of District of Proposed Enrollment (to be completed by DPE):**

Decision:    Approved        Denied    Denied, but on waitlist    for the school year 2020-2021

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of action by DPE

Authorizing Signature: \_\_\_\_\_

Title: \_\_\_\_\_

District: \_\_\_\_\_

If one or both districts deny the permit you may contact the Humboldt County Office of Education at 707-445-7171 if you wish information on the appeal process or go online at <https://www.hcoe.org/inter-district/>. **(An interdistrict attendance appeal request must be filed with the Humboldt County Board of Education within thirty (30) calendar days of notification that the request was denied.)**

The parent/guardian and each district shall be provided with and retain a copy of this form.

**Acuerdo anual de transferencia de asistencia interdistrital  
para distritos escolares en el Condado de Humboldt para el año escolar 2020-2021**

Date Request Received  
by DOR  
(para uso de las escuelas)

**Parte A**

**Padre / tutor:** Complete los pasos correspondientes en las páginas 1 y 2 sombreados en gris y luego envíelos a su distrito de residencia (*DOR*-siglas en inglés). Si se aprueba, se enviará al distrito de inscripción propuesta (*DPE*-siglas en inglés). Solo las solicitudes nuevas enviadas entre el 1 de diciembre y el 1 de febrero cuentan con la aprobación del *DOR*, sujeto a actividades de inscripción razonables. (Consulte la oficina de distrito del *DOR* para conocer las excepciones e información sobre actividades de inscripción razonables). Si ambos distritos lo aprueban y usted acepta los términos y condiciones adicionales requeridos por el (los) distrito (s), puede inscribir a su estudiante en el *DPE*.

Distrito de residencia \_\_\_\_\_ Distrito de inscripción propuesta \_\_\_\_\_

Jóvenes de crianza (acogida) <input type="checkbox"/> Sí <input type="checkbox"/> No <input type="checkbox"/> Desconocido	Jóvenes sin hogar / "McKinney-Vento" <input type="checkbox"/> Sí <input type="checkbox"/> No <input type="checkbox"/> Desconocido
En caso <b>afirmativo</b> o <b>desconocido</b> para cualquier de los susodichos hechos, por favor comuníquese con el enlace encargado para casos de jóvenes de crianza o sin hogar del distrito de residencia o con la oficina de servicios de educación para jóvenes y sin hogar de la Oficina de Educación del Condado de Humboldt al 707-445-7187 antes de continuar con la solicitud.	

<b>PASO 1: Para ser completado por el padre / tutor</b> (en letra de molde)	<input type="checkbox"/> Nueva aplicación <input type="checkbox"/> ¿Hermano(s) en la escuela? Grado(s) de hermanos: _____ Nombre(s) de hermanos: _____	<input type="checkbox"/> Renovación de contrato <input type="checkbox"/> Sin cambio de domicilio <input type="checkbox"/> Cambio de domicilio
¿Ha solicitado una transferencia a otro distrito para este mismo año escolar? <input type="checkbox"/> Sí <input type="checkbox"/> No Si es sí, favor de hacer una lista de todas:		Grado o curso del estudiante en el año escolar 2020-2021:
Nombre del estudiante (apellido, nombre)	Fecha de nacimiento	Género <input type="checkbox"/> Masculino <input type="checkbox"/> Femenino <input type="checkbox"/> No Binario
Escuela de asistencia actual o pasada		
Domicilio del estudiante		Ciudad, código postal
Nombre del padre / tutor		
P Teléfono Principal	Teléfono alternativo	Domicilio de correo electrónico

<b>PASO 2: Completado por el padre / tutor legal solo para las solicitudes nuevas</b>
Razón por la petición: <input type="checkbox"/> Cuidado para niños (guardería) <input type="checkbox"/> Trabajo de los padres <input type="checkbox"/> Otra (explica debajo)
Si la razón es el empleo de los padres o el cuidado de los niños, indique el nombre, la dirección y el número de teléfono del cuidado de los niños o el trabajo a continuación. Cualquier información adicional que desee proporcionar puede incluirse a continuación (use páginas adicionales según sea necesario):
Si la razón es "otra", explique (use páginas adicionales según sea necesario):
¿Qué servicios especiales ha recibido el estudiante? (Marque todo lo que corresponda) <input type="checkbox"/> Programa de estudiantes talentosos (GATE) <input type="checkbox"/> Sección 504 <input type="checkbox"/> Educación especial <input type="checkbox"/> Aprendiz del inglés <input type="checkbox"/> Ningún
Si el estudiante está recibiendo servicios de educación especial, ¿cuál es su ubicación actual (adjunte <i>IEP</i> )? <input type="checkbox"/> Clase especial durante el día (SDC) <input type="checkbox"/> Recursos (RSP) <input type="checkbox"/> Habla y lenguaje <input type="checkbox"/> Evaluación pendiente
¿Está el estudiante actualmente pendiente de acción disciplinaria o bajo una orden de expulsión? <input type="checkbox"/> Sí <input type="checkbox"/> No

He leído los términos y condiciones y entiendo las regulaciones y políticas que rigen los permisos de asistencia entre distritos y, por este medio, presento mi solicitud. También entiendo que la aprobación o denegación de esta solicitud y la revocación del permiso están sujetas a los términos de este permiso y las políticas y / o regulaciones de los distritos individuales. Entiendo que esta información puede ser verificada y que la información inexacta o falsa puede hacer que mi solicitud sea rechazada o revocada. Certifico bajo pena de perjurio que la información proporcionada anteriormente es verdadera y correcta a mi leal saber y entender. También entiendo y acepto los términos anteriores.

Firma del Padre / Tutor \_\_\_\_\_ Fecha \_\_\_\_\_



Nombre del estudiante \_\_\_\_\_

**Parte B: Términos y condiciones:**

Los siguientes términos y condiciones se aplican a este permiso si es aprobado por ambos distritos:

1. Se requerirá que los estudiantes vuelvan a solicitar asistencia interdistrital para cualquier año escolar subsiguiente.
2. Según lo permitido por la ley, el permiso puede ser revocado por cualquiera de los distritos de conformidad con sus políticas y regulaciones y los términos y condiciones aplicables en la parte C y / o D. Los motivos para la revocación del permiso incluyen, entre otros, el fracaso de un alumno para lograr un progreso académico satisfactorio, seguir las reglas de conducta establecidas o mantener la asistencia regular, según lo determine el distrito de la inscripción propuesta.
3. Ningún distrito será responsable del transporte de alumnos a menos que sea requerido por la ley.
4. El Distrito de inscripción propuesta (DPE) será responsable de los servicios de educación especial y los costos relacionados.
5. La aprobación de este permiso no garantiza la elegibilidad atlética.

**Parte C: Acción del distrito de residencia (completado por el DOR):**

Decisión:    Aprobado            Denegado    para el año escolar 2020-2021

Comentario:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of action by DOR  
(para uso de las escuelas)

Firma autorizada: \_\_\_\_\_

Título: \_\_\_\_\_

Distrito: \_\_\_\_\_

**Parte D: Acción del distrito de inscripción propuesta (completado por DPE):**

Decisión:    Aprobado            Denegado            Denegado, aún añadido a lista de espera    para el año escolar 2020-2021

Comentario:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of action by DPE  
(para uso de las escuelas)

Firma autorizada: \_\_\_\_\_

Título: \_\_\_\_\_

Distrito: \_\_\_\_\_

Si uno o ambos distritos niegan el permiso, puede comunicarse con la Oficina de Educación del Condado de Humboldt al 445-7171 si desea información sobre el proceso de apelación o visitar el sitio web <https://www.hcoe.org/inter-district/>. **(Se debe presentar una solicitud de apelación de asistencia entre distritos ante la Junta de Educación del Condado de Humboldt dentro de los treinta (30) días calendario posteriores a la notificación de que la solicitud fue denegada).**

El padre / tutor y cada distrito deben recibir y conservar una copia de este formulario.