

**Ferndale Unified School District  
Board of Trustees**

Danella Barnes-Penman

Jerry Hansen

JoLynn Jorgensen

Cory Nunes

Corrie Pedrotti

**October 9, 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

**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 ITEMS**

*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  
FHS JV Boys Basketball Coach  
FHS Winter Cheer Coach  
FES 5<sup>th</sup> Grade Girls Basketball Coach  
FES 5<sup>th</sup> Grade Boys Basketball Coach

**5.0 REGULAR SESSION RECONVENED**

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

**6.0 WELCOME/FLAG SALUTE**

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

- 7.1 Student Representative Reports
- 7.2 Certificated Representative Report
- 7.3 Classified Representative Report
- 7.4 Facilities Report
- 7.5 Board Member Reports/Announcements
- 7.6 School Improvement Grant (SIG) Report
- 7.7 Local Control Accountability Plan (LCAP) Report
- 7.8 2019-2020 Budget Report
- 7.9 Elementary School Principal Report
- 7.10 High School Principal/Superintendent Report

**8.0 PUBLIC COMMENT ON OPEN SESSION ITEMS**

*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.*

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

- 9.1 Approve Board Meeting Minutes Regular Meeting (September 11, 2019)
- 9.2 Approve Commercial Warrants (September 2019)
- 9.3 Approve FES/FHS Student Body Accounts/Revolving Cash Accounts and Enrollment Reports
- 9.4 Approve Personnel Activity Report
- 9.5 Approve District Volunteers
- 9.6 Approve FHS Basketball/Wrestling Schedules
- 9.7 Approve FHS APUSH Trip 2021

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

- 10.1 HCOE Budget and LCAP Review letters
- 10.2 Approve LCAP Local Indicators
- 10.3 Receive/Discuss Bond Measure Timeline
- 10.4 Approve Bylaws as required by Tri Counties Bank
- 10.5 Receive/Discuss/Approve BP/AR 3312.2 Educational Travel Program Contracts
- 10.6 Receive/Discuss/Approve BP/AR 3320 Claims and Actions Against the District
- 10.7 Receive/Discuss/Approve BP 3515.21 Unmanned Aircraft Systems
- 10.8 Receive/Discuss/Approve BP 4140/4240/4340 Bargaining Units
- 10.9 Receive/Discuss/Approve AR 4157.2/4257.2/4357.2 Ergonomics

**11.0 FUTURE AGENDA ITEMS**

- 11.1 LCAP Input Sessions
- 11.2 2019-2020 First Interim Report
- 11.3 Annual Board Organization Meeting and Election of Officers
- 11.4 2020 Diploma Presentations

**12.0 REVIEW OF CORRESPONDENCE TO THE BOARD**

**13.0 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:** October 9, 2019

**SUBJECT:**

Regular Board Meeting Minutes (September 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

**September 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, Corrie Pedrotti

Absent: Cory Nunes

Also Present: Beth Anderson, Superintendent/ Principal, Jeremy Griffith, Principal, Denise Grinsell

**1.0 CALL TO ORDER**

The meeting was called to order at 6:31 p.m.

**2.0 ADJUSTMENTS TO THE AGENDA**

None

**3.0 PUBLIC COMMENT ON CLOSED SESSION ITEMS**

None

**4.0 ADJOURN TO CLOSED SESSION**

The meeting was adjourned to closed session at 6:32 p.m.

4.1 Public Employment: Pursuant to Government Code Section 54957

Classified Employment:  
FES Aides

4.2 Negotiations: Pursuant to Government Code Section 54957.6

Conference with Labor Negotiators  
Negotiators – Beth Anderson  
Organization – Unrepresented Employees

**5.0 REGULAR SESSION RECONVENED**

Regular session was reconvened at 7:03 p.m.

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

President Jorgensen shared that the board approved the recommendation of the administration to hire Yvonne Titus, Noelle Maxon and Bailey Collings as FES Aides. The vote was 4-0, 1 absent for Titus and Maxon, 3-0, 1 absent, 1 abstain for Collings. President Jorgensen also reported that with a 3-1 vote, 1 absent, the board approved an increase in the business manager's salary to a more competitive wage based on other similar positions in the area.

**6.0 FLAG SALUTE**

There was also a moment of silence in observance of 9/11.

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

**7.1 Student Representative Reports**

None

**7.2 Certificated Representative Report**

None but hopeful for a report at the next board meeting.

**7.3 Classified Representative Report**

None

**7.4 Facilities Report**

Superintendent Anderson said that the district had one day with Cal Fire to assist with grounds maintenance which they donated their time. She also shared that there are now cameras at all entrances at FHS and the parking lot was painted.

**7.5 Board Member Reports/Announcements**

None

**7.6 School Improvement Grant (SIG) Report**

Principal Griffith reported that the ILT met on Monday to plan and looked at scores with DATA from Heather Boynton. PBIS tier 1 is ready to go and four staff members are going to a conference the end of October to add tiers 2 and 3. Staff from HCOE is working with ELL teachers as well.

**7.7 Local Control Accountability Plan (LCAP) Report**

None

**7.8 2019-2020 Budget Report**

Denise Grinsell said that with Unaudited Actuals complete, she is working towards the next reporting period, 1<sup>st</sup> Interim. She also shared that the new Accounts Payable system is up and going.

**7.9 Elementary School Principal Report**

Principal Griffith told the board that FES has one volleyball team but they are playing 2 matches whenever possible to give girls more experience. The Pretzel Cart will be at Bargain Lover's Weekend as a fundraiser. Back to School Nights were well attended and they are starting NWEA testing. Picture Day is September 25. The Junior High is planning the carnival to be held on October 11. He also thanked Brandi Zanone and Danella Barnes-Penman with the Sparkle Squad for their help getting the school ready.

**7.10 High School Principal/Superintendent Report**

Superintendent Anderson said that the ASB students did a great job at Orientation for all new students and freshmen. They really made everyone feel welcome. Fall athletics has begun. There is only one volleyball team but they will play some JV games as well. Football is close to fielding a JV team but will have some 9 vs 9 games against other small school to gain experience. The Milk Can game is this Friday (Sept. 13) at 7:00 p.m. There will be no soccer teams this year. There was a Back to School Night tonight with FFA providing a dinner to all that attended and a rally on Friday. There was a Career and College Fair last night as well. Backpackers will leave this weekend for their fall trip. She is meeting with department chairs to go over WASC goals, ERVA meets tomorrow and Friday is the Superintendent's Forum.

**8.0 PUBLIC COMMENT ON OPEN SESSION ITEMS**

Caroline Titus requested the names of the Aides approved.

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

- 9.1** Approve Board Meeting Minutes - Regular Meeting (August 14, 2019)
- 9.2** Approve Commercial Warrants (August 2019)
- 9.3** Approve FES/FHS Student Body Accounts/Revolving Cash Accounts and Enrollment Reports
- 9.4** Approve Personnel Activity Report
- 9.5** Approve District Volunteers
- 9.6** Approve FES Volleyball Schedule
- 9.7** Approve Overnight Trip Request – 8<sup>th</sup> Grade Trip
- 9.8** Approve Overnight FES Basketball Tournaments - Crescent City/Weaverville
- 9.9** Approve Overnight Trips FHS FFA

A motion was made by Jerry Hansen and seconded by Danella Barnes-Penman to approve the consent agenda. Roll call vote summary: ayes 4 – 0 noes, Nunes absent.

**10.0 PUBLIC HEARING:**

- 10.1** Sufficiency of Textbooks and Instructional Materials (Ed Code 60119)
- 10.2** President Jorgensen opened the public hearing for Sufficiency of Textbooks and Instructional Materials (Ed Code 60119) at 7:28 p.m. With no discussion, the hearing was closed.

**11.0 INFORMATION/ACTION**

**11.1 Review/Approve BP 0415 Equity**

A motion was made by Corrie Pedrotti and seconded by Danella Barnes-Penman to approve BP 0415 Equity. Roll call vote summary: ayes 4 – 0 noes, Nunes absent.

**11.2 Review/Delete BP 1020 Youth Services**

A motion was made by JoLynn Jorgensen and seconded by Jerry Hansen to delete BP 1020 Youth Services. Roll call vote summary: ayes 4 – 0 noes, Nunes absent.

**11.3 Review/Approve BP 1400 Regulations Between Other Governmental Agencies and the Schools**  
**11.4 Review/Approve BP/AR 1330 Use of School Facilities**

A motion was made by Danella Barnes-Penman and seconded by Jerry Hansen to approve BP 1400 Regulations Between Other Governmental Agencies and the Schools, and BP/AR 1330 Use of School Facilities, striking AR 4 and keeping AR 3. Roll call vote summary: ayes 4 – 0 noes, Nunes absent.

**11.5 Review/Approve BP 2210 Administrative Discretion Regarding Board Policy**

A motion was made by Corrie Pedrotti and seconded by Danella Barnes-Penman to approve BP 2210 Administrative Discretion Regarding Board Policy. Roll call vote summary: ayes 4 – 0 noes, Nunes absent.

**12.0 ACTION ITEMS** *(The Board is asked to adopt/approve.)*

**12.1 Approve Certification of Unaudited Actual Financial Report for 2018-2019**

A motion was made by Corrie Pedrotti and seconded by Danella Barnes-Penman to approve a positive Certification of Unaudited Actual Financial Report for 2018-2019. Roll call vote summary: ayes 4 – 0 noes, Nunes absent.

**12.2 Adopt Resolution #20-01 for Current and Prior year Gann Limit Calculations**

A motion was made by Corrie Pedrotti and seconded by Danella Barnes-Penman to adopt Resolution #20-01 for Current and Prior year Gann Limit Calculations. Roll call vote summary: ayes 4 – 0 noes, Nunes absent.

**12.3 Adopt Resolution #20-02 on Sufficiency of Textbooks and Instructional Materials**

A motion was made by Jerry Hansen and seconded by Danella Barnes-Penman to adopt Resolution #20-02 on Sufficiency of Textbooks and Instructional Materials. Roll call vote summary: ayes 4 – 0 noes, Nunes absent.

**12.4 Approve the Williams Uniform Complaint Second (2nd) Quarterly Report**

A motion was made by Danella Barnes-Penman and seconded by Jerry Hansen to approve the Williams Uniform Complaint Second (2nd) Quarterly Report. Roll call vote summary: ayes 4 – 0 noes, Nunes absent.

**13.0 FUTURE AGENDA ITEMS**

**13.1 BP/AR Updates**

**14.0 REVIEW OF CORRESPONDENCE TO THE BOARD**

**14.1 FFA Thank You cards**

**15.0 ADJOURNMENT** - the meeting was adjourned at 7:45 p.m.



**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 9.2

**DATE:** October 9, 2019

**SUBJECT:**

Commercial Warrants Summary (September 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 PAYMENT REPORT

Board of Trustees Meeting 10/09/2019

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000010-0 AUDIT

Reference	Vendor	Description	Amount
PV200120-001	ACSA - MSC #06003 P.O. BOX 742061 LOS ANGELES, CA 90074-2061	SEPT DUES	154.94
		Total Payment Amount	154.94
PV200121-001	ADVANCED SECURITY SYSTEMS 1336 4TH STREET EUREKA, CA 95501-5550	SECURITY SYSTEM	9,068.68
		Total Payment Amount	9,068.68
PV200123-001	ALBEE, TERRA [REDACTED] [REDACTED]	LIVE SCAN	35.00
		Total Payment Amount	35.00
PV200122-001	ALEXANDRE, ALEXA [REDACTED] [REDACTED]	FLORAL SUPPLIES	217.17
		Total Payment Amount	217.17
PV200124-001	ALTO EQUIPMENT INC. 2395 CENTRAL AVE. MCKINLEYVILLE, CA 95519	SHOP SUPPLIES/EQUIP	2,438.33
		Total Payment Amount	2,438.33
PV200125-001	ARMORZONE ATHLETIC 22443 GAP RD HARRISBURG, OR 97446	EQUIP RECONDITION	5,060.00
		Total Payment Amount	5,060.00
PV200126-001	BOYNTON, HEATHER [REDACTED]	SIG MATERIALS	201.66

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Fiscal Year: 2020

Transmittal Number: 20000010-0 AUDIT			
Reference	Vendor	Description	Amount
	FERNDALE, CA 95536-0000		
		Total Payment Amount	201.66
CM200003-001	CASH & CARRY P.O. BOX 910948 LOS ANGELES, CA 90091-0948	CREDIT	(724.56)
PV200127-001	CASH & CARRY P.O. BOX 910948 LOS ANGELES, CA 90091-0948	FHS CAF	1,496.80
		Total Payment Amount	772.24
PO200019-003	CDW.G 75 REMITTANCE DR. SUITE 1515 CHICAGO, IL 60675-1515	replacement chromebooks	284.40
		Total Payment Amount	284.40
PV200144-001	GIF - NCS 5 CROW CANYON CT. SUITE 209 SAN RAMON, CA 94583-0000	NCS FEES	15.00
		Total Payment Amount	15.00
PV200128-001	CRYSTAL CREAMERY P.O. BOX 44000 DEPT 33369 SAN FRANCISCO, CA 94144-3369	MILK CAF	804.77
		Total Payment Amount	804.77
PV200129-001	DAVID L. MOONIE & CO. LLP 325 SECOND ST., STE. 301 EUREKA, CA 95501-0000	2ND PROGRESS AUDIT BILLING	3,300.00

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ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

BOARD PAYMENT REPORT

Board of Trustees Meeting 10/09/2019

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Fiscal Year: 2020

Transmittal Number: 20000010-0 AUDIT

			Total Payment Amount	3,300.00
Reference	Vendor	Description	Amount	
PV200130-001	DCI BUILDERS P.O. BOX 112 FERNDAL, CA 95536-0112	REFUSE DISP	137.81	
			Total Payment Amount	137.81
PV200131-001	DEPARTMENT OF JUSTICE STATE OF CALIFORNIA ACCOUNTING OFFICE/CASHIER UNIT P.O. BOX 944255 SACRAMENTO, CA 94244-2550	LIVESCANS	307.00	
			Total Payment Amount	307.00
PV200132-001	EUREKA OXYGEN 2810 JACOBS AVE EUREKA, CA 95501-0000	SUPPLIES	20.19	
			Total Payment Amount	20.19
PV200133-001	EVANS MECHANICAL INC. P.O. BOX 9078 EUREKA, CA 95502-0000	HVAC FOR GREENHOUSE	17,385.67	
			Total Payment Amount	17,385.67
PV200134-001	FERNDAL TECH PO BOX 111 FERNDAL, CA 95536-0111	COMPUTER REPAIRS	478.42	
			Total Payment Amount	478.42
PV200135-001	FORTUNA ACE HARDWARE 140 S. FORTUNA BLVD. FORTUNA, CA 95540-0000	SUPPLIES	75.45	

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Fiscal Year: 2020

Transmittal Number: 20000010-0 AUDIT

		Total Payment Amount	75.45
Reference	Vendor	Description	Amount
PV200136-001	FORTUNA GLASS & PAINT 2059 MAIN ST FORTUNA, CA 95540-0000	WINDOW REPAIR FHS	262.82
		Total Payment Amount	262.82
PV200137-001	FRANZ FAMILY BAKERIES P.O. BOX 742654/ LOS ANGELES, CA 90074-2654	FES CAF BREAD	298.15
		Total Payment Amount	298.15
PV200138-001	FRONTIER P.O. BOX 20550 ROCHESTER, NY 14602-0550	PHONE	3,282.62
		Total Payment Amount	3,282.62
PV200139-001	GRINSELL, JODI	LIVESCAN	35.00
		Total Payment Amount	35.00
PV200140-001	HEARTLAND SCHOOL SOLUTIONS 1620 W. FOUNTAINHEAD PKWY, SUITE 501 TEMPE, AZ 85282-0000	FOOD SERVICE SOFTWARE UPDATES	556.00
		Total Payment Amount	556.00
PO200021-001	LEARNING WITHOUT TEARS 806 W DIAMOND AVE STE 230 GAITHERSBURG, MD 20878-1415	curriculum	2,626.35
		Total Payment Amount	2,626.35

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Transmittal Number: 20000010-0 AUDIT

Reference	Vendor	Description	Amount
PV200141-001	MCCULLOCH, LEANNE 154 PORT KENYON ROAD FERNDAL, CA 95536-0000	LIBRARY BOOKS	30.68
		<b>Total Payment Amount</b>	30.68
PV200142-001	NILSEN CO P. O. BOX 398 FERNDAL, CA 95536-0000	SUPPLIES	767.77
		<b>Total Payment Amount</b>	767.77
PV200143-001	NOGA, THERESA	TOASTERS	86.78
		<b>Total Payment Amount</b>	86.78
PV200147-001	PITNEY BOWES INC P. O. BOX 371896 PITTSBURGH, PA 15250-7896	FHS INK/MOISTENER	293.04
		<b>Total Payment Amount</b>	293.04
PV200145-001	PITNEY BOWES PURCHASE POWER P.O. BOX 371874 PITTSBURGH, PA 15250-7874	FHS POSTAGE	503.50
		<b>Total Payment Amount</b>	503.50
PV200146-001	PITNEY BOWES P. O. BOX 371887 PITTSBURGH, PA 15250-7874	FES LEASE	94.41
		<b>Total Payment Amount</b>	94.41
PV200148-001	PLACER COUNTY OFFICE OF ED 360 NEVADA ST AUBURN, CA 95603-3720	PBIS CONFERENCE	1,750.00

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Transmittal Number: 20000010-0 AUDIT

			Total Payment Amount	1,750.00
Reference	Vendor	Description	Amount	
PV200149-001	PRO PACIFIC FRESH P.O. BOX 1069 DURHAM, CA 95938-0000	FES CAF	1,583.94	
			Total Payment Amount	1,583.94
PV200150-001	RECOLOGY EEL RIVER 965 RIVERWALK DR FORTUNA, CA 95540-8502	GARBAGE	1,622.85	
			Total Payment Amount	1,622.85
PV200151-001	RESTIF CLEANING SERVICE PO BOX 3520 EUREKA, CA 95502-3520	AUG CLEANING	4,416.00	
			Total Payment Amount	4,416.00
PV200152-001	REVOLVING CASH FUND FERNDALE UNION HIGH	TEXTBOOK/NCS FEES	953.55	
			Total Payment Amount	953.55
PV200153-001	SCHOOL SPECIALTY SUPPLY INC 32656 COLLECTION CENTER DR. CHICAGO, IL 60693-0656	BUTCHER PAPER	297.53	
			Total Payment Amount	297.53
PV200154-001	SHELTON'S AUTO LUBE 256 N. FORTUNA BLVD. FORTUNA, CA 95540-0000	AG VAN SERVICE	54.60	
			Total Payment Amount	54.60
PV200155-001	SI&A	SERVICES FOR 2019/20	4,700.00	

HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

BOARD PAYMENT REPORT

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Transmittal Number: 20000010-0 AUDIT

Reference	Vendor	Description	Amount
	5200 GOLDEN FOOTHILL PARKWAY EL DORADO HILLS, CA 95762		
		Total Payment Amount	4,700.00
PV200156-001	SOUSA, CHEYENNE 402 KELLY LN FERNDAL, CA 95536-9411	LIVESCAN	35.00
		Total Payment Amount	35.00
PV200157-001	STAPLES PO BOX 660409 DALLAS, TX 75266-0409	FHS SUPPLIES	1,004.65
		Total Payment Amount	1,004.65
PV200158-001	SYSCO P.O. BOX 138007 SACRAMENTO, CA 95813-8007	FES CAF	2,401.81
		Total Payment Amount	2,401.81
PV200159-001	TEACHERS PAY TEACHERS PO BOX 1411 NEW YORK, NY 10276-1411	NUMBER TALKS	478.99
		Total Payment Amount	478.99
PV200160-001	TIPPLE MOTORS INC P. O. BOX 578 FERNDAL, CA 95536-0000	VAN SERVICES	591.69
		Total Payment Amount	591.69
PV200162-001	U.S. BANCORP EQUIP FINANCE INC P.O. BOX 790448 ST. LOUIS, MO 63179-0448	COPIER LEASE	2,751.71

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Transmittal Number: 20000010-0 AUDIT

			Total Payment Amount	2,751.71
Reference	Vendor	Description	Amount	
PV200161-001	UNIVERSITY OF OREGON EDUCATIONAL & COMMUNITY SUPPORT 1235 UNIVERSITY OF OREGON EUGENE, OR 97403-1235	PBIS 2019/20	460.00	
			Total Payment Amount	460.00
PV200163-001	VALLEY LUMBER & MILLWORK 657 SHAW AVENUE P.O. BOX 517 FERNDAL, CA 95536-0000	MATERIALS	1,529.59	
			Total Payment Amount	1,529.59
PV200164-001	ZANONE, BRANDI [REDACTED] [REDACTED]	SIGNS	31.98	
			Total Payment Amount	31.98
			Transmittal Total	74,257.74
			Fund Summary:	
			Fund 01	67,754.05
			Fund 13	6,503.69

Transmittal Number: 20000011-0 AUDIT

PV200165-001	ASAP LOCK & KEY 581 SO. FORTUNA BLVD. FORTUNA, CA 95540-0000	FES REPAIR/KEYS	114.11	
			Total Payment Amount	114.11
PV200166-001	CALIF. ASSOC. FFA P.O. BOX 460 GALT, CA 95632-0000	MEMBERSHIP REGI	8.50	

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ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

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Transmittal Number: 20000011-0 AUDIT

		Total Payment Amount	8.50
Reference	Vendor	Description	Amount
PV200167-001	CASH & CARRY P.O. BOX 910948 LOS ANGELES, CA 90091-0948	FHS CAF	1,445.53
		Total Payment Amount	1,445.53
PO200011-001	CDW.G 75 REMITTANCE DR. SUITE 1515 CHICAGO, IL 60675-1515	Office Windows	2,275.00
PO200024-001	CDW.G 75 REMITTANCE DR. SUITE 1515 CHICAGO, IL 60675-1515	wifi license update	969.00
		Total Payment Amount	3,244.00
PV200168-001	CRYSTAL CREAMERY P.O. BOX 44000 DEPT 33369 SAN FRANCISCO, CA 94144-3369	CAF MILK	689.55
		Total Payment Amount	689.55
PV200169-001	DEL ORO WATER COMPANY DRAWER #5172 FERNDALE DISTRICT CHICO, CA 95927-5172	WATER	872.40
		Total Payment Amount	872.40
PV200170-001	FORTUNA IRON FORTUNA IRON CORPORATION PO BOX 23 FORTUNA, CA 95540-0000	AG MECH SUPPLIES	50.22

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ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

BOARD PAYMENT REPORT

Board of Trustees Meeting 10/09/2019

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000011-0 AUDIT

		Total Payment Amount	50.22
Reference	Vendor	Description	Amount
PV200171-001	FRANZ FAMILY BAKERIES P.O. BOX 742654/ LOS ANGELES, CA 90074-2654	FES CAF-BREAD	270.76
		Total Payment Amount	270.76
PV200172-001	LAS/HSS CONSORTIUM STATON, LAWRENCE RAYMOND 2281 DOGWOOD RD. MCKINLEYVILLE, CA 95519-0000	FHS DRUG TESTING	425.00
		Total Payment Amount	425.00
PV200173-001	MENDES SUPPLY CO. 1030 W. DEL NORTE STREET EUREKA, CA 95501-0000	SUPPLIES	71.25
		Total Payment Amount	71.25
PV200174-001	NOGA, THERESA	AG FUEL	176.65
		Total Payment Amount	176.65
PV200175-001	P G & E 2555 MYRTLE AVENUE EUREKA, CA 95501-9917	ELECTRICITY	4,622.58
		Total Payment Amount	4,622.58
PV200176-001	PITNEY BOWES INC P. O. BOX 371896 PITTSBURGH, PA 15250-7896	LEASE FES	64.10
		Total Payment Amount	64.10
CM200004-001	PRO PACIFIC FRESH	RETURNED TOMATOES	(71.85)

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HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

BOARD PAYMENT REPORT

Board of Trustees Meeting 10/09/2019

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000011-0 AUDIT  
Reference

Vendor	Description	Amount
P.O. BOX 1069 DURHAM, CA 95938-0000		
PV200177-001 PRO PACIFIC FRESH P.O. BOX 1069 DURHAM, CA 95938-0000	FES CAF	1,343.41
	Total Payment Amount	1,271.56
PV200178-001 REDI RENTS 124 MAIN STREET FORTUNA, CA 95540-0000	EQUIP FOR CAL FIRE CREW	911.40
	Total Payment Amount	911.40
PV200179-001 REDWOOD EMPIRE ROOFING PO BOX 671 FORTUNA, CA 95540-0671	FHS HALLWAY LEAK REPAIR	320.00
	Total Payment Amount	320.00
PV200180-001 REDWOOD GLASS 357 MAIN ST FORTUNA, CA 95540-1854	FES DOOR REPAIR	105.00
	Total Payment Amount	105.00
PV200181-001 RESTIF CLEANING SERVICE PO BOX 3520 EUREKA, CA 95502-3520	FOCUS CLEANING IN AUG	1,800.00
	Total Payment Amount	1,800.00
PV200182-001 ROE, KRISTEN 	OFFICE CHAIR	75.94
	Total Payment Amount	75.94

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HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

BOARD PAYMENT REPORT

Board of Trustees Meeting 10/09/2019

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000011-0 AUDIT

Reference	Vendor	Description	Amount
PV200183-001	SCHOOL SPECIALTY SUPPLY INC 32656 COLLECTION CENTER DR. CHICAGO, IL 60693-0656	STUDENT PLANNER AFTER DECADE O	77.08

Total Payment Amount 77.08

PV200184-001	SUDDEN LINK P.O. BOX 660365 DALLAS, TX 75266-0365	FHS INTERNET	217.84
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Total Payment Amount 217.84

PV200185-001	SYSCO P.O. BOX 138007 SACRAMENTO, CA 95813-8007	FES CAF	1,134.08
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Total Payment Amount 1,134.08

PV200186-001	WEX BANK PO BOX 4337 CAROL STREAM, IL 60197-4337	CHEVRON	177.03
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Total Payment Amount 177.03

PV200187-001	ZANONE, BRANDI [REDACTED]	BIKE SIGNS	79.62
--------------	------------------------------	------------	-------

Total Payment Amount 79.62

Transmittal Total 18,224.20

Fund Summary:	Fund 01	13,412.72
	Fund 13	4,811.48

Payment Count:	71	Transmittal Count:	2	Grand Total:	92,481.94
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**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 9.3

**DATE:** October 9, 2019

**SUBJECT:**

FES/FHS 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

FERNDALÉ UNIFIED SCHOOL DISTRICT  
ENROLLMENT  
FERNDALÉ ELEMENTARY SCHOOL - 314

September 30th

<u>GRADE</u>	<u>TEACHER</u>	<u>ENROLLMENT</u>
K	MRS. BRAZIL	18
K	MRS. SOLI	20
1	MRS. COLLENBERG	17
1	MRS. GRIFFITH	16
2	MRS. CURRIER	21
2-3	MRS. RODRIGUEZ	2 - 8 21 3 - 13
3	MS. MCWHORTER	22
4	MRS. BUSER	19
4	MR. DUGGAN	19
5	MRS. FISK-BECKER	22
5-6	MS. HUBNER	5 - 16 23 6 - 7
6	MRS. BUSICK	20
7-8	MR. RIGNEY	7 - 12 26 8 - 14
7-8	MS. TAYLOR	7 - 11 23 8 - 12
7-8	MR. TOTTEN	7 - 13 27 8 - 14

**FERNDALÉ UNIFIED SCHOOL DISTRICT  
ENROLLMENT  
FERNDALÉ HIGH SCHOOL – 143**

**October 2, 2019**

<b><u>GRADE</u></b>	<b><u>ENROLLMENT</u></b>
<b>9</b>	<b>30</b>
<b>10</b>	<b>28</b>
<b>11</b>	<b>49</b>
<b>12</b>	<b>36</b>

**TOTAL: 143**





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

3806 TRN S Y ST01

## Business Statement

Account Number:

1 575 1366 8200

Statement Period:

Aug 1, 2019

through

Aug 31, 2019

Page 1 of 2



000088544 01 AB 0.412 000638187545492 P Y  
FERNDAL UNIFIED SCHOOL DIST  
1231 MAIN ST  
FERNDAL 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

## INFORMATION YOU SHOULD KNOW

Our updated Services Terms and Conditions and Cash Management Services Terms and Conditions are now effective for U.S. Bank business clients. To view the revised documents, go to [usbank.com/tmtermsandconditions](http://usbank.com/tmtermsandconditions) and use password terms2019. If you are unable to access this information or have questions, please reach out to your U.S. Bank representative or Commercial Customer Service team for assistance.

## NON PROFIT CHECKING

U.S. Bank National Association

Member FDIC

Account Number 1-575-1366-8200

### Account Summary

	# Items				
Beginning Balance on Aug 1		\$	2,742.62	Interest Paid this Year	\$ 0.88
Customer Deposits	1		508.88	Number of Days in Statement Period	31
Other Deposits	1		0.12		
Checks Paid	1		390.60-		
Ending Balance on Aug 31, 2019		\$	2,861.02		

### Customer Deposits

Number	Date	Ref Number	Amount
	Aug 12	8058668330	508.88

Total Customer Deposits \$ 508.88

### Other Deposits

Date	Description of Transaction	Ref Number	Amount
Aug 30	Interest Paid	3000002743	\$ 0.12
Total Other Deposits			\$ 0.12

### Checks Presented Conventionally

Check	Date	Ref Number	Amount
3025	Aug 19	8058134480	390.60

Conventional Checks Paid (1) \$ 390.60-

### Balance Summary

Date	Ending Balance	Date	Ending Balance	Date	Ending Balance
Aug 12	3,251.50	Aug 19	2,860.90	Aug 30	2,861.02

Balances only appear for days reflecting change.

## ANALYSIS SERVICE CHARGE DETAIL

Account Analysis Activity for: July 2019

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



FERNDALÉ UNIFIED SCHOOL DIST  
1231 MAIN ST  
FERNDALÉ CA 95536-9416

## Business Statement

Account Number:

1 575 1366 8200

Statement Period:

Aug 1, 2019

through

Aug 31, 2019

Page 2 of 2



### ANALYSIS SERVICE CHARGE DETAIL

(CONTINUED)

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

Service	Volume	Avg Unit Price	Total Charge
<b>Depository Services</b>			
Combined Transactions/Items	24		No Charge
Subtotal: Depository Services			0.00
Fee Based Service Charges for Account Number 1-575-1366-8200			\$ 0.00

11:05 AM

10/01/19

**Ferndale Unified School District**  
**Reconciliation Detail**  
**FUSD Revolving Cash, Period Ending 08/31/2019**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						2,742.62
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	8/19/2019	3025	Brandi Zanone	X	-390.60	-390.60
<b>Total Checks and Payments</b>					-390.60	-390.60
<b>Deposits and Credits - 2 items</b>						
Deposit	8/12/2019			X	508.88	508.88
Deposit	8/30/2019			X	0.12	509.00
<b>Total Deposits and Credits</b>					509.00	509.00
<b>Total Cleared Transactions</b>					118.40	118.40
<b>Cleared Balance</b>					118.40	2,861.02
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	3/25/2019	3020	Hoopa Valley High		-250.00	-250.00
Check	8/28/2019	3027	NCS		-912.00	-1,162.00
Check	8/28/2019	3026	Jeff Michael		-41.55	-1,203.55
<b>Total Checks and Payments</b>					-1,203.55	-1,203.55
<b>Total Uncleared Transactions</b>					-1,203.55	-1,203.55
<b>Register Balance as of 08/31/2019</b>					-1,085.15	1,657.47
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	9/27/2019	3028	CTC		-100.00	-100.00
<b>Total Checks and Payments</b>					-100.00	-100.00
<b>Total New Transactions</b>					-100.00	-100.00
<b>Ending Balance</b>					-1,185.15	1,557.47

11:04 AM

10/01/19

**Ferndale Unified School District**  
**Reconciliation Summary**  
**FUSD Revolving Cash, Period Ending 08/31/2019**

	Aug 31, 19
<b>Beginning Balance</b>	2,742.62
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-390.60
Deposits and Credits - 2 items	509.00
<b>Total Cleared Transactions</b>	118.40
<b>Cleared Balance</b>	2,861.02
<b>Uncleared Transactions</b>	
Checks and Payments - 3 items	-1,203.55
<b>Total Uncleared Transactions</b>	-1,203.55
<b>Register Balance as of 08/31/2019</b>	1,657.47
<b>New Transactions</b>	
Checks and Payments - 1 item	-100.00
<b>Total New Transactions</b>	-100.00
<b>Ending Balance</b>	1,557.47

11:14 AM

10/01/19

**Ferndale High School**  
**Reconciliation Summary**  
**Student Body Funds, Period Ending 09/30/2019**

	<u>Sep 30, 19</u>
Beginning Balance	28,753.64
Cleared Transactions	
Checks and Payments - 19 items	-8,690.24
Deposits and Credits - 2 items	9,052.49
Total Cleared Transactions	<u>362.25</u>
Cleared Balance	<u>29,115.89</u>
Uncleared Transactions	
Checks and Payments - 24 items	-6,797.73
Deposits and Credits - 1 item	9,489.96
Total Uncleared Transactions	<u>2,692.23</u>
Register Balance as of 09/30/2019	<u>31,808.12</u>
New Transactions	
Checks and Payments - 1 item	-303.77
Total New Transactions	<u>-303.77</u>
Ending Balance	<u>31,504.35</u>

11:15 AM

10/01/19

# Ferndale High School Reconciliation Detail

## Student Body Funds, Period Ending 09/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						28,753.64
Cleared Transactions						
Checks and Payments - 19 items						
Check	8/9/2019	1899	Mirian Alvarado	X	-1,000.00	-1,000.00
Check	8/13/2019	1903	Giovanni Magdaleno	X	-650.00	-1,650.00
Check	8/13/2019	1904	Riley Shinn	X	-250.00	-1,900.00
Check	8/15/2019	1905	Kyersten Borges	X	-1,000.00	-2,900.00
Check	8/16/2019	1906	Harmony Taylor	X	-258.17	-3,158.17
Check	8/19/2019	1907	Ben Wilma	X	-500.00	-3,658.17
Check	8/22/2019	1909	Lee O'Reilly	X	-1,000.00	-4,658.17
Check	8/22/2019	debit	Costco	X	-398.01	-5,056.18
Check	8/22/2019	1908	Kylee Branstetter	X	-125.00	-5,181.18
Check	8/26/2019	1910	Bryleigh Busick	X	-1,150.00	-6,331.18
Check	8/28/2019	1911	Cody Collings	X	-1,000.00	-7,331.18
Check	8/30/2019	1912	Erin Banke	X	-50.35	-7,381.53
Check	9/30/2019	debit	Costco	X	-579.03	-7,960.56
Check	9/30/2019	debit	Shasta Pines Motel	X	-478.50	-8,439.06
Check	9/30/2019	debit	Cash and Carry	X	-175.70	-8,614.76
Check	9/30/2019	debit	Walmart	X	-39.13	-8,653.89
Check	9/30/2019	debit	Teachers Pay Teac...	X	-28.50	-8,682.39
Check	9/30/2019	debit	Dollar Tree	X	-5.43	-8,687.82
Check	9/30/2019	debit	Winco	X	-2.42	-8,690.24
Total Checks and Payments					-8,690.24	-8,690.24
Deposits and Credits - 2 items						
Deposit	9/11/2019			X	9,052.06	9,052.06
Deposit	9/12/2019			X	0.43	9,052.49
Total Deposits and Credits					9,052.49	9,052.49
Total Cleared Transactions					362.25	362.25
Cleared Balance					362.25	29,115.89
Uncleared Transactions						
Checks and Payments - 24 items						
Check	9/30/2019	1914	Lotus Mountain		-1,246.80	-1,246.80
Check	9/30/2019	1913	Alexa Alexandre		-867.94	-2,114.74
Check	9/30/2019	1930	Barefoot Athletics		-735.55	-2,850.29
Check	9/30/2019	1929	Humboldt Mobile D...		-555.00	-3,405.29
Check	9/30/2019	1927	Neff		-527.17	-3,932.46
Check	9/30/2019	1923	Sport & Cycle		-452.49	-4,384.95
Check	9/30/2019	debit	Costco		-310.16	-4,695.11
Check	9/30/2019	1924	Ferndale Pizza Co		-306.00	-5,001.11
Check	9/30/2019	1918	North Coast Region...		-260.00	-5,261.11
Check	9/30/2019	1926	Jessica Grant		-250.00	-5,511.11
Check	9/30/2019	1921	North Coast Region...		-250.00	-5,761.11
Check	9/30/2019	1916	Theresa Noga		-210.54	-5,971.65
Check	9/30/2019	debit	Costco		-202.68	-6,174.33
Check	9/30/2019	1917	National FFA Organ...		-176.00	-6,350.33
Check	9/30/2019	1922	SOLO Sports		-160.00	-6,510.33
Check	9/30/2019	1915	CADA Central		-75.00	-6,585.33
Check	9/30/2019	1920	North Coast Region...		-60.00	-6,645.33
Check	9/30/2019	1928	Harmony Taylor		-58.24	-6,703.57
Check	9/30/2019	debit	Costco		-29.99	-6,733.56
Check	9/30/2019	debit	Costco		-23.98	-6,757.54
Check	9/30/2019	debit	Target		-17.84	-6,775.38
Check	9/30/2019	1925	Brianna Rimmey		-9.77	-6,785.15
Check	9/30/2019	1919	California FFA Asso...		-8.50	-6,793.65
Check	9/30/2019	debit	Valley Grocery		-4.08	-6,797.73
Total Checks and Payments					-6,797.73	-6,797.73

11:15 AM

10/01/19

**Ferndale High School**  
**Reconciliation Detail**  
 Student Body Funds, Period Ending 09/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 1 item</b>						
Deposit	9/26/2019				9,489.96	9,489.96
Total Deposits and Credits					9,489.96	9,489.96
Total Uncleared Transactions					2,692.23	2,692.23
Register Balance as of 09/30/2019					3,054.48	31,808.12
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	10/1/2019	debit	Costco		-303.77	-303.77
Total Checks and Payments					-303.77	-303.77
Total New Transactions					-303.77	-303.77
Ending Balance					2,750.71	31,504.35



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: 09-12-19  
Primary Account: XXXXXXXX6479

COUNTY OF HUMBOLDT  
FERNDAL Unified School Distri  
1231 MAIN ST  
FERNDAL CA 95536-9416



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Account #	XXXXXXXX6479	Statement Dates	08-13-19 thru 09-12-19
Beginning Balance	28,753.64		
1 Deposits/Credits	9,052.06		
23 Checks/Debits	8,690.24		
Service Charge	0.00		
Interest Paid	0.43		
Ending Balance	29,115.89		

### Transactions

Date	Description	Amount
8-15	POS Pur 1957 Smart Food 6700 N Highway 101 Eureka CA	175.70 -
8-15	POS Pur 1957 Costco Whs Costco Whse #0125 Eureka CA	579.03 -
8-15	POS Pur 1957 Wal-Mart # 3300 Broadway Basho Eureka CA	39.13 -
8-15	POS Pur 1957 Winco Food Winco Foods #7 636 Eureka CA	2.42 -
8-15	POS Pur 1957 Dollar Tre 800 W Harris St Ste Eureka CA	5.43 -
8-22	POS Pur 1957 Costco Whs Costco Whse #0125 Eureka CA	398.01 -
8-29	POS Pur 1957 Teacherspa Teacherspayteachers 646-588-0910 NY	28.50 -
9-09	POS Pur 3284 Shasta Pin Shasta Pines Motel Burney CA	86.90 -
9-09	POS Pur 3284 Shasta Pin Shasta Pines Motel Burney CA	108.90 -
9-09	POS Pur 3284 Shasta Pin Shasta Pines Motel Burney CA	86.90 -
9-09	POS Pur 3284 Shasta Pin Shasta Pines Motel Burney CA	108.90 -
9-09	POS Pur 3284 Shasta Pin Shasta Pines Motel Burney CA	86.90 -
9-10	Deposit	9,052.06
9-12	Int Pmt Sys-Gen	0.43

Continued on Next Page



Service With Solutions™

COUNTY OF HUMBOLDT  
FERNDALÉ UNIFIED SCHOOL DISTRI

Page: 2 of 2  
Statement Date: 09-12-19  
Primary Account: XXXXXXXX6479

### Checks

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1899	8-19	1,000.00	1905	8-21	1,000.00	1910	9-10	1,150.00
1903*	8-29	650.00	1906	8-16	258.17	1911	9-09	1,000.00
1903*	9-03	125.00	1907	8-20	500.00	1912	9-03	50.35
1904	8-16	250.00	1909*	9-03	1,000.00			

\* Indicates a Gap in Check Number Sequence

### Interest Summary

Interest Earned	8/13/19 thru 9/12/19
Days in Statement Period	31
Interest Earned	0.43
Annual Percentage Yield Earned	.02%
Interest Paid this Year	7.15
Interest Withheld this Year	0.00

End of Statement





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Address Service Requested



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SEP 11 2019

BY: \_\_\_\_\_

**YOUR STATEMENT**

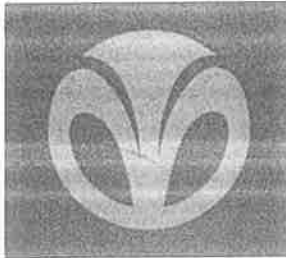
Customer Service: 1-800-922-8742  
TriCountiesBank.com

Page: 1 of 1  
Statement Date: 08-31-19  
Primary Account: XXXXXXXX6492

002595 0.4500 AV 0.383 TR00010

TCBK

COUNTY OF HUMBOLDT  
STUDENT ACCOUNT  
164 SHAW AVE  
FERNDAL, CA 95536-9781



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**Small Business Interest Chkg****Account: XXXXXXXX6492**

Account #	XXXXXXXX6492	Statement Dates	08-01-19 thru 08-31-19
Beginning Balance	16,438.39		
0 Deposits/Credits	0.00		
0 Checks/Debits	0.00		
Service Charge	0.00		
Interest Paid	0.28		
Ending Balance	16,438.67		

**Transactions**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
8-30	Int Pmt Sys-Gen	0.28

**Interest Summary**

Interest Earned	8/01/19 thru 8/31/19
Days in Statement Period	31
Interest Earned	0.28
Annual Percentage Yield Earned	.02%
Interest Paid this Year	2.45
Interest Withheld this Year	0.00

**End of Statement**

11:52 AM

09/12/19

**Ferndale Elementary School Student Accounts**  
**Reconciliation Summary**  
Checking, Period Ending 08/31/2019

	<b>Aug 31, 19</b>
Beginning Balance	16,438.39
Cleared Transactions	
Deposits and Credits - 1 item	0.28
Total Cleared Transactions	0.28
Cleared Balance	<u>16,438.67</u>
Uncleared Transactions	
Checks and Payments - 1 item	-12.89
Total Uncleared Transactions	-12.89
Register Balance as of 08/31/2019	<u>16,425.78</u>
Ending Balance	16,425.78

11:53 AM

09/12/19

**Ferndale Elementary School Student Accounts**  
**Reconciliation Detail**  
 Checking, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						16,438.39
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	8/31/2019			X	0.28	0.28
Total Deposits and Credits					0.28	0.28
Total Cleared Transactions					0.28	0.28
Cleared Balance					0.28	16,438.67
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	5/22/2019	2787	Josh Cooney		-12.89	-12.89
Total Checks and Payments					-12.89	-12.89
Total Uncleared Transactions					-12.89	-12.89
Register Balance as of 08/31/2019					-12.61	16,425.78
<b>Ending Balance</b>					<b>-12.61</b>	<b>16,425.78</b>

11:54 AM

09/12/19

Cash Basis

# Ferndale Elementary School Student Accounts

## Custom Summary Report

July 2004 through August 2019

	ASSETS	Equity	TOTAL LIABILITIES & EQUITY
4th Grade	0.00	213.86	213.86
Boynton	0.00	380.69	380.69
Brazil	0.00	354.18	354.18
Busick	0.00	290.55	290.55
Collenberg	0.00	163.95	163.95
Currier	0.00	204.28	204.28
Donation			
4th Grade Donation	0.00	200.00	200.00
Brazil Donation	0.00	100.00	100.00
Busick Donation	0.00	90.79	90.79
Cinco de Mayo Donation	0.00	985.23	985.23
Collenberg Donation	0.00	542.19	542.19
Currier Donation	0.00	195.00	195.00
Fisk-Becker Donation	0.00	283.30	283.30
Griffith, J. Donation	0.00	100.00	100.00
Jr. High Donation	0.00	520.35	520.35
McWhorter Donation	0.00	158.91	158.91
Rigney Donation	0.00	100.00	100.00
Roseberry Donation	0.00	250.00	250.00
Totten Donation Income	0.00	150.00	150.00
Utroske Donation	0.00	100.00	100.00
Wilson Donation	0.00	250.00	250.00
Donation - Other	0.00	8,149.43	8,149.43
Total Donation	0.00	12,175.20	12,175.20
Duggan	0.00	-73.44	-73.44
Fisk-Becker	0.00	69.60	69.60
Griffith, A.	0.00	185.10	185.10
J. Griffith	0.00	3.50	3.50
Jr. High	0.00	1,170.05	1,170.05
Meyer	0.00	53.08	53.08
Miranda	0.00	112.68	112.68
Misc.	0.00	6.99	6.99
Music	0.00	44.34	44.34
Rigney	0.00	87.90	87.90
Rodriguez	0.00	4.40	4.40
Soderman	0.00	58.42	58.42
Student Council	0.00	119.64	119.64
Totten	0.00	44.70	44.70
Utroske	0.00	27.71	27.71
Wilson	0.00	60.46	60.46
Yearbook	0.00	667.94	667.94
TOTAL	0.00	16,425.78	16,425.78



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SEP 11 2019

## YOUR STATEMENT

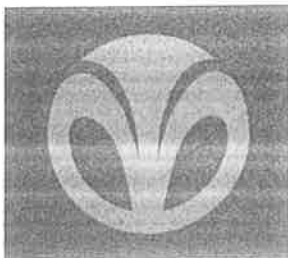
Customer Service: 1-800-922-8742  
TriCountiesBank.com

Page: 1 of 2  
Statement Date: 08-31-19  
Primary Account: XXXXXXXX6467

BY: .....  
002594 0.6500 AV 0.383 TR00010

TCBK

COUNTY OF HUMBOLDT  
FERNDAL Unified School Distri  
ATHLETIC  
164 SHAW AVE  
FERNDAL, CA 95536-9781



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## Small Business Interest Chkg

Account: XXXXXXXX6467

Account #	XXXXXXXX6467	Statement Dates	08-01-19 thru 08-31-19
Beginning Balance	12,453.34		
1 Deposits/Credits	144.31		
9 Checks/Debits	1,115.31		
Service Charge	0.00		
Interest Paid	0.20		
Ending Balance	11,482.54		

## Transactions

Date	Description	Amount
8-05	POS Pur 7474 Amazon.com Amazon.com Seattle WA	349.03-
8-05	POS Pur 7474 Amzn Mktp Amzn Mktp US*Ma7qj7 Amzn.com/Bill WA	49.20-
8-05	POS Pur 7474 Amzn Mktp Amzn Mktp US*Ma4li0 Amzn.com/Bill WA	176.75-
8-06	POS Pur 7474 Amzn Mktp Amzn Mktp US*Ma8t52 Amzn.com/Bill WA	154.74-
8-06	POS Pur 7474 Amzn Mktp Amzn Mktp US*Ma77o0 Amzn.com/Bill WA	23.76-
8-12	POS Rtn 7474 Amazon.com Amazon.com Seattle WA	144.31
8-12	POS Pur 7474 Amazon.com Amazon.com Seattle WA	144.31-
8-13	POS Pur 7474 Redwood Ap Redwood Appliance C Fortuna CA	129.12-
8-21	POS Pur 7474 Amazon.com Amazon.com Seattle WA	32.40-
8-23	POS Pur 7474 Amzn Mktp Amzn Mktp US*Mo7jd3 Amzn.com/Bill WA	56.00-
8-30	Int Pmt Sys-Gen	0.20

no chgs

Continued on Next Page

**Interest Summary**

Interest Earned	8/01/19 thru 8/31/19
Days in Statement Period	31
Interest Earned	0.20
Annual Percentage Yield Earned	.02%
Interest Paid this Year	3.44
Interest Withheld this Year	0.00

**End of Statement**

2:51 PM

09/16/19

**Ferndale Elementary School Athletic Account**  
**Reconciliation Summary**  
Checking, Period Ending 08/31/2019

	Aug 31, 19
Beginning Balance	12,453.34
Cleared Transactions	
Checks and Payments - 9 items	-1,115.31
Deposits and Credits - 2 items	144.51
Total Cleared Transactions	-970.80
Cleared Balance	11,482.54
Register Balance as of 08/31/2019	11,482.54
Ending Balance	11,482.54

2:51 PM

09/16/19

**Ferndale Elementary School Athletic Account**  
**Reconciliation Detail**  
 Checking, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,453.34
Cleared Transactions						
Checks and Payments - 9 items						
General Journal	8/5/2019	166		X	-349.03	-349.03
General Journal	8/5/2019	168		X	-176.75	-525.78
General Journal	8/5/2019	167		X	-49.20	-574.98
General Journal	8/6/2019	169		X	-154.74	-729.72
General Journal	8/6/2019	170		X	-23.76	-753.48
General Journal	8/12/2019	171		X	-144.31	-897.79
General Journal	8/13/2019	172		X	-129.12	-1,026.91
General Journal	8/21/2019	173		X	-32.40	-1,059.31
General Journal	8/23/2019	174		X	-56.00	-1,115.31
Total Checks and Payments					-1,115.31	-1,115.31
Deposits and Credits - 2 items						
General Journal	8/12/2019	171		X	144.31	144.31
Deposit	8/31/2019			X	0.20	144.51
Total Deposits and Credits					144.51	144.51
Total Cleared Transactions					-970.80	-970.80
Cleared Balance					-970.80	11,482.54
Register Balance as of 08/31/2019					-970.80	11,482.54
Ending Balance					-970.80	11,482.54



2:53 PM  
09/16/19  
Accrual Basis

Ferndale Elementary School Athletic Account  
**Profit & Loss**  
July through August 2019

	Jul - Aug 19
Income	
Other Types of Income	
Miscellaneous Revenue	0.41
Total Other Types of Income	0.41
Total Income	0.41
Gross Profit	0.41
Expense	
Other Types of Expenses	
Misc. Expense	144.31
Other Types of Expenses - Other	826.69
Total Other Types of Expenses	971.00
Total Expense	971.00
Net Income	-970.59



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## YOUR STATEMENT

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Page: 1 of 1  
Statement Date: 08-31-19  
Primary Account: XXXXXXXX6261

002593 0.4500 AV 0.383 TR00010

TCBK

COUNTY OF HUMBOLDT  
FERNDAL Unified School District  
FERNDAL 8TH GRADE ACCT  
164 SHAW AVE  
FERNDAL, CA 95536-9781



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## Small Business Interest Chkg

Account: XXXXXXXX6261

Account #	XXXXXXXX6261	Statement Dates	08-01-19 thru 08-31-19
Beginning Balance	43,473.97		
1 Deposits/Credits	25.00		
1 Checks/Debits	45.99		
Service Charge	0.00		
Interest Paid	0.74		
Ending Balance	43,453.72		

## Transactions

Date	Description	Amount
8-13	POS Pur 3644 Fortuna Ac Fortuna Ace & Garde Fortuna CA	45.99-
8-14	Deposit	25.00
8-30	Int Pmt Sys-Gen	0.74

## Interest Summary

Interest Earned	8/01/19 thru 8/31/19
Days in Statement Period	31
Interest Earned	0.74
Annual Percentage Yield Earned	.02%
Interest Paid this Year	6.21
Interest Withheld this Year	0.00

no cps

End of Statement

3:24 PM

09/12/19

**Ferndale Elementary School 8th Grade**  
**Reconciliation Summary**  
Checking, Period Ending 08/31/2019

	Aug 31, 19
Beginning Balance	43,473.97
Cleared Transactions	
Checks and Payments - 1 item	-45.99
Deposits and Credits - 2 items	25.74
Total Cleared Transactions	-20.25
Cleared Balance	43,453.72
Register Balance as of 08/31/2019	43,453.72
Ending Balance	43,453.72

3:24 PM

09/12/19

**Ferndale Elementary School 8th Grade**  
**Reconciliation Detail**  
 Checking, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						43,473.97
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
General Journal	8/13/2019	288		X	-45.99	-45.99
<b>Total Checks and Payments</b>					-45.99	-45.99
<b>Deposits and Credits - 2 items</b>						
Deposit	8/31/2019			X	0.74	0.74
Deposit	9/12/2019			X	25.00	25.74
<b>Total Deposits and Credits</b>					25.74	25.74
<b>Total Cleared Transactions</b>					-20.25	-20.25
<b>Cleared Balance</b>					-20.25	43,453.72
<b>Register Balance as of 08/31/2019</b>					-20.25	43,453.72
<b>Ending Balance</b>					-20.25	43,453.72

8:14 AM  
09/25/19  
Cash Basis

**Ferndale Elementary School 8th Grade**  
**Profit & Loss**  
**July through August 2019**

	<u>Jul - Aug 19</u>
Income	
Misc. Income	<u>491.48</u>
Total Income	491.48
Expense	
Facility Exp.	870.99
Total Expense	870.99
Net Income	<u>-379.51</u>

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 9.4

**DATE:** October 9, 2019

**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

FERNDALÉ UNIFIED SCHOOL DISTRICT  
PERSONNEL REPORT  
October 9, 2019

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

**CERTIFICATED PERSONNEL**

None

**CLASSIFIED PERSONNEL**

None

**COACHING PERSONNEL**

FES 5<sup>th</sup> Grade Girls Basketball Coach  
FES 5<sup>th</sup> Grade Boys Basketball

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 9.5

**DATE:** October 9, 2019

**SUBJECT:**

District Volunteers

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Approve request for individual(s) to serve as a volunteer.

**PREVIOUS STAFF/BOARD ACTION:**

Board approves District volunteers on a routine basis.

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

Routine approval

**FISCAL IMPLICATIONS:**

None

**CONTACT PERSON(S):**

Jeremy Griffith, Principal  
Beth Anderson, Superintendent/Principal



**Ferndale Unified School District  
October Volunteer List  
2019-2020**

[illegible]

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM 9.6**

DATE: October 19, 2019

**SUBJECT:**

FHS Winter Sports Schedules

**DEPARTMENT/PROGRAM:**

Athletics/Administration

**ACTION REQUESTED:**

Approve

**PREVIOUS STAFF/BOARD ACTION:**

Seasonal schedules for athletic teams are brought to the Board for approval.

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

Seasonal schedules for athletic teams are brought to the Board for approval.

**FISCAL IMPLICATIONS:**

None

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal

# HDN Inter-Conference Girls Basketball

2019-20

7-Jan McKinleyville @ Fortuna  
(Tues.) Eureka @ Del Norte  
Ferndale @ Arcata

29-Jan McKinleyville @ Arcata  
(Wed.) Fortuna @ Eureka  
St. Bernard @ Del Norte

9-Jan Arcata @ McKinleyville  
(Thurs.) Eureka @ Fortuna  
Del Norte--Bye  
South Fork @ Ferndale  
St. Bernard @ Hoopa

31-Jan Del Norte @ Fortuna  
(Fri.) Eureka @ Arcata  
McKinleyville--Bye  
South Fork @ Hoopa  
Ferndale @ St. Bernard

14-Jan Fortuna @ Del Norte  
(Tues.) Arcata @ Eureka  
Hoopa @ McKinleyville

5-Feb Eureka @ McKinleyville  
(Wed.) Arcata @ Del Norte  
Fortuna @ South Fork

16-Jan McKinleyville @ Eureka  
(Thurs.) Del Norte @ Arcata  
Fortuna--Bye  
Hoopa @ South Fork  
St. Bernard @ Ferndale

7-Feb Del Norte @ McKinleyville  
(Fri.) Fortuna @ Arcata  
Eureka--Bye  
St. Bernard @ South Fork  
Ferndale @ Hoopa

21-Jan McKinleyville @ Del Norte  
(Tues.) Arcata @ Fortuna  
Eureka--Bye  
South Fork @ St. Bernard  
Hoopa @ Ferndale

Jan. 6-Monday Hoopa @ NCP  
Jan. 8- Wednesday NCP @ South Fork  
Jan. 13-Monday Ferndale @ NCP  
Jan.15-Wednesday NCP @ St. Bernard  
Jan. 20-Monday NCP @ Hoopa  
Jan. 27-Monday South Fork @ NCP  
Jan. 29-Wednesday NCP @ Ferndale  
Feb. 3-Monday St. Bernard @ NCP

23-Jan Fortuna @ McKinleyville  
(Thurs.) Del Norte @ Eureka  
Arcata--Bye  
Ferndale @ South Fork  
Hoopa @ St. Bernard

8-February (Saturday) Out of Bracket game

10-February-14-February Post Season Tourney

18-February -29-February NCS Playoffs

2020-21 schedule reverse home sites.

1st Draft--7/15/18

7:00 PM starting time

Boys-Mon./Wed./Fri.

Girls-Tues./Thurs./Fri.

# HDN Inter-Conference Boys Basketball

2019-20

8-Jan Fortuna @ McKinleyville  
(Wed.) Del Norte @ Eureka  
Arcata @ Ferndale

10-Jan McKinleyville @ Arcata  
(Fri.) Fortuna @ Eureka  
Del Norte--Bye  
Ferndale @ South Fork  
Hoopa @ St. Bernard

15-Jan Del Norte @ Fortuna  
(Wed.) Eureka @ Arcata  
McKinleyville @ Hoopa

17-Jan Eureka @ McKinleyville  
(Fri.) Arcata @ Del Norte  
Fortuna--Bye  
South Fork @ Hoopa  
Ferndale @ St. Bernard

22-Jan Del Norte @ McKinleyville  
(Wed.) Fortuna @ Arcata  
Eureka--Bye  
St. Bernard @ South Fork  
Ferndale @ Hoopa

24-Jan McKinleyville @ Fortuna  
(Fri.) Eureka @ Del Norte  
Arcata--Bye  
South Fork @ Ferndale  
St. Bernard @ Hoopa

28-Jan Arcata @ McKinleyville  
(Tues.) Eureka @ Fortuna  
Del Norte @ St. Bernard

30-Jan Fortuna @ Del Norte  
(Thurs.) Arcata @ Eureka  
McKinleyville--Bye  
Hoopa @ South Fork  
St. Bernard @ Ferndale

4-Feb McKinleyville @ Eureka  
(Tues.) Del Norte @ Arcata  
South Fork @ Fortuna

6-Feb McKinleyville @ Del Norte  
(Thurs.) Arcata @ Fortuna  
Eureka--Bye  
South Fork @ St. Bernard  
Hoopa @ Ferndale

Jan. 6-Monday Hoopa @ NCP  
Jan. 8- Wednesday NCP @ South Fork  
Jan. 13-Monday Ferndale @ NCP  
Jan. 15-Wednesday NCP @ St. Bernard  
Jan. 20-Monday NCP @ Hoopa  
Jan. 27-Monday South Fork @ NCP  
Jan. 29-Wednesday NCP @ Ferndale  
Feb. 3-Monday St. Bernard @ NCP

8-February (Saturday) Out of Bracket game

10-February-14-February Post Season Tourney

18-February -29-February NCS Playoffs

2020-21 schedule reverse home sites.

1st Draft--7/15/18

7:00 PM starting time

Boys-Mon./Wed./Fri.

Girls-Tues./Thurs./Fri.

# HDN Boys and Girls Wrestling 2019-20

8-Jan (Wed.)	Fortuna @ Del Norte	
9-Jan (Thurs.)	McKinleyville @ Eureka	
14-Jan (Tues.)	Eureka @ Arcata	
15-Jan (Wed.)	Del Norte @ McKinleyville	
22-Jan (Wed.)	Arcata @ Fortuna Del Norte @ Eureka	
29-Jan (Wed.)	Eureka @ Fortuna	
30-Jan (Thurs.)	McKinleyville @ Arcata	
4-Feb (Tues.)	Arcata @ Del Norte Fortuna @ McKinleyville	
8-Feb	NCS Team Tournament	
15-Feb	H-DN Championships @ Arcata (Boys and Girls)	weigh-ins--9:00AM wrestling--11:00AM
21/22-February	NCS Championships (Boys and Girls)	
28/29-February	CIF Championships (Boys and Girls)	

2020-21 schedule will reverse home sites and rotate  
bottom to top.

Date of 1st Practice 4-Nov  
Date of 1st Scrimmage 4-Nov 40  
Maximum Number of Contests 2  
Maximum Number of Scrimmages

\*Students not involved in fall sports need 10 practices

\*Students competing in a fall sport need 5 practices

Days of Contests varies  
Starting Times 6:30PM unless noted  
Seeding Meeting 17-Feb  
Coaches Meeting 17-Feb

1st Draft--7/5/18

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 9.7

**DATE:** October 9, 2019

**SUBJECT:**

A.P. US History Class Study Trip

**DEPARTMENT/PROGRAM:**

Ferndale High School

**ACTION REQUESTED:**

Approve fundraising efforts for the 2021 A.P. US History Class Study Trip to the East Coast (May 28-June 5, 2021).

**PREVIOUS STAFF/BOARD ACTION:**

The Board regularly approves any overnight study trips.

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

This activity provides an opportunity for students to visit many of the historical sites associated with the early years of our Country and develop a better appreciation of our common history.

**FISCAL IMPLICATIONS:**

The funds for this trip are raised by the participating students and donations from community organizations.

**CONTACT PERSON(S):**

Jeff Michael, Teacher and Trip Advisor  
Beth Anderson, Superintendent/Principal

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 10.1

**DATE:** October 9, 2019

**SUBJECT:**

County Office of Education LCAP and Budget review process letter

**DEPARTMENT/PROGRAM:**

Administration/Business

**ACTION REQUESTED:**

Accept letter of approval from County Office of Education for 2019-2020 adopted Budget and LCAP

**PREVIOUS STAFF/BOARD ACTION:**

This is a routine consent agenda item.

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

Please call Denise or Beth with questions prior to the board meeting.

**FISCAL IMPLICATIONS:**

Funding is included in the 2019-2020 adopted budget.

**CONTACT PERSON(S):**

Denise Grinsell, Business Manager  
Beth Anderson, Superintendent/Principal



CHRIS HARTLEY, Ed.D., Superintendent

901 Myrtle Avenue, Eureka, California 95501-1294

Phone: 707/445-7000

FAX: 707/445-7143

www.hcoe.org

September 13, 2019

Beth Anderson, Superintendent  
Ferndale Unified School District  
1231 Main Street  
Ferndale, CA 95536-9416

SUBJECT: 2019-2020 BUDGET & LCAP REVIEW PROCESS

Dear Beth:

Thank you for submission of the district's 2019-2020 Adopted Budget and Local Control Accountability Plan. The County Superintendent of Schools is required to review the adopted budget and determine if the budget meets the Criteria and Standards for fiscal stability, allows the district to meet its financial obligations during the current fiscal year and satisfies its multiyear financial obligations. The County Superintendent is also required to approve the Local Control Accountability Plan (LCAP) that has been adopted by the District prior to the approval of the district's adopted budget (Education Code Section 42127(d)(2)).

The District's Adopted Budget has been analyzed in the context of the 2019-2020 Adopted State Budget. The budget analysis also included a review of the expenditure sections of the LCAP. Based on prior approval of the district's LCAP, the 2019-2020 Adopted Budget of the School District has been reviewed and approved pursuant to the provisions of Education Code Section 42127(a) through (d).

The attached review and approval form documents and communicates our observations and/or concerns with regard to your district's budget. The last page provides detailed information under the Description of Recommendations and Technical Corrections section.

We recognize the challenges around developing a budget and financial plan that provides for ongoing fiscal stability and advancing the goals and activities contained within your district's LCAP. As the school year continues, the business office staff and I look forward to working with you. Please do not hesitate to call on any of us if we can be of any further service in either the budget development or the budget administration process.

Sincerely,

Chris Hartley, Ed. D.  
Superintendent of Schools

CH:CW:jw

Enclosures

c: Corey Weber  
District Board President



## REVIEW AND APPROVAL OF FISCAL YEAR 2019-2020 FINAL ADOPTED BUDGET

TO THE GOVERNING BOARD: Ferndale Unified School District  
FROM: Chris N. Hartley, Ed.D., Humboldt County Superintendent of Schools

In accordance with the provisions of Education Code (E.C.) Section 42127, we have completed our review of the final adopted budget for your district. A report on that review follows.

**AN ITEM MARKED WITH AN ASTERISK (\*) REQUIRES THE DISTRICT SUPERINTENDENT AND GOVERNING BOARD TO DO THE FOLLOWING BY OCTOBER 8:**

- Review the comments, recommendations and/or technical corrections at a public meeting of the board, and
- Provide a written response communicating any actions taken and, if required, submit a revised budget.

**1. TYPE OF APPROVAL**

- ☒ The adopted budget has been approved.
- ☐\* The adopted budget has been conditionally approved. Board action and response to HCOE is required before OCTOBER 8. (See Section 8 for details).
- ☐\* The adopted budget has not been approved. (See Section 8 for details).

**2. STANDARDS AND CRITERIA (E.C. 33127 and 33129)**

- ☒ We accept your school district Criteria and Standards Review as complete and narrative(s) as reasonable.
- ☐\* We have made recalculations based upon updated information for the prior fiscal year. (See Section 8 for details).

**3. OTHER INFORMATION (E.C. 42127(c)(2))**

We are required to review and consider studies, reports, evaluations or audits that may contain information relative to the fiscal stability or distress of a school district. You have provided all such information to us and based upon our review:

- ☒ The information does not indicate other evidence of fiscal distress.
- ☐\* The information does indicate some evidence of fiscal distress. (See Section 8 for details).

**4. RECOMMENDATIONS AND TECHNICAL CORRECTIONS**

**A. Revenue and Expenditures**

- ☐\* The revenue appears to be overstated (see Section 8 for details).
- ☐\* The total expenditures appear to be understated. (See Section 8 for details).
- ☒ There appears to be a structural deficit in the general fund.
- ☒ Total available reserves appear adequate to offset this condition.
- ☐\* Total available reserves do not appear adequate to offset this condition. (See Section 8 for details).

B. Average Daily Attendance (ADA): We recommend you budget the funding guaranteed by the state based on prior year ADA. The district ADA upon which this budget is based is 307.03 and 12 units of Necessary Small School (NSS) funding.

- ☒ This represents the state guaranteed level of ADA funding.
- ☐ With our prior concurrence, this level of ADA is above the state guaranteed level of funding by \_\_\_\_ ADA (actual ADA should be monitored closely).
- ☐\* This exceeds the state guaranteed level of ADA funding by \_\_\_\_ ADA (See Section 8 for details).

C. Other Recommendations

- ☒ See Section 8 for details.
- ☐\* See Section 8 for details.

D. Technical Corrections

- ☐\* Other technical corrections have been made to your final adopted budget (See Section 8 for details).

5. SPECIAL RESERVES

We have completed a preliminary review of the ending unrestricted reserves for the prior year based on information available at this time as well as the unrestricted reserves for the budget year and two subsequent years. They:

- ☒ Appear to meet the state required reserves.
- ☐\* Are projected or recalculated to be below the state recommended minimum reserves as of June 30, \_\_\_\_.  
 (See Section 8 for details).

6. CASH BALANCE

- ☒ Appears adequate.
- ☐\* Cash shortage appears possible in one or more months of the budget year.

7. MULTI-YEAR FINANCIAL PLAN (E.C. 42127(c)(2))

We have reviewed your board adopted multi-year budgets and found that they were based upon the following assumptions:

	<u>1<sup>st</sup> Subsequent Fiscal Year</u>	<u>2<sup>nd</sup> Subsequent Fiscal Year</u>
Staffing Changes:		
Certificated	(1.2) FTE	(1.5) FTE
Classified	No FTE Change	(0.5) FTE
Enrollment	465	449
ADA	438.35	423.36
Unduplicated %	54.84%	55.02%
COLA %	2.86%	2.92%

**8. DESCRIPTION OF RECOMMENDATIONS AND TECHNICAL CORRECTIONS**

SECTION NUMBER	DESCRIPTION
<b>* ITEM REQUIRES SPECIFIC BOARD ACTION</b>	
4A	<b><u>Deficit</u></b> During our review of the Adopted Budget, we noted that it projects a structural deficit of \$289,283.
4C	<b><u>Cafeteria</u></b> We also noted that the Cafeteria Fund projects a deficit of \$53,126 representing 43.85% of the total annual revenue generated by the fund. Every effort should be made to mitigate the deficit so that the impact on the unrestricted resources will be minimized.
7	<b><u>Multi-Year Budgets</u></b> During our review of the multi-year budget projections, we noted that the Local Control Funding Formula (LCFF) was based on Department of Finance (DOF) projections for COLA. The LCFF includes cost-of-living (COLA) increases of 2.86% for 2020-21 and 2.92% for 2021-22. Under the revenue assumptions noted above, the multi-year budgets project deficits of \$298,830 in 2020-21 and \$214,565 in 2021-22.  It is important that the District take a pro-active approach to mitigate the projected deficits, as it will have a direct impact on the District's reserve level. The District is projecting the reserve level to decrease from \$1,059,674 (14.75%) at 6/30/2020 to \$552,279 (8.42%) as of 6/30/2022. Continuing to deficit spend at this level may mean the district will drop below the State's Criteria and Standard minimum reserve levels (4%) in the near future.

**EXAMINED BY COUNTY SUPERINTENDENT OF SCHOOLS:**

BY: Chris N. Hartley  
 Chris N. Hartley, Ed.D.  
 Superintendent

DATE: 9/13/19

CH:jw

c: Board President  
 District Superintendent and Business Office  
 County Business Office

FERNDALDE UNIFIED SCHOOL DISTRICT

ALL FUNDS  
ADOPTED BUDGET  
FISCAL YEAR 2019-20

9/11/2019

A. REVENUES												
Local Control Funding Formula												
Federal Sources	\$	5,329,571	\$	789,587	\$	5,329,571	\$	87,900	\$		\$	5,329,571
		477		480,412		790,064		7,725				877,964
Other State Sources		88,966		164,054		569,378		25,539				577,103
Other Local Sources		41,389				205,443				160	750	234,892
Total Revenue		5,460,403		1,434,053		6,894,456		121,164		160	750	7,019,530
B. EXPENDITURES												
Certificated Salaries		2,185,076		455,770		2,640,846						2,640,846
Classified Salaries		463,993		344,828		808,821		32,168				840,989
Employee Benefits		1,136,992		521,666		1,658,658		25,253				1,683,911
Supplies		225,150		79,945		305,095		113,917				419,012
Services & Other Operating		716,447		737,075		1,453,522		2,952				1,456,474
Capital Outlay												
Other Outgo		58,083		205,588		263,671						263,671
Support Costs		(31,689)		31,689								
Total Expenditures		4,754,052		2,376,561		7,130,613		174,290				7,304,903
C. EXCESS REVENUES (EXPENDITURES)												
		706,351		(942,508)		(236,157)		(53,126)		160	750	(285,373)
D. OTHER FINANCING SOURCES/USES												
Interfund Transfers In								53,126				53,126
Interfund Transfers Out		(53,126)				(53,126)						(53,126)
Other Sources												
Other Uses												
Contributions		(942,508)		942,508								
Total Other Sources (Uses)		(995,634)		942,508		(53,126)		53,126				
E. FUND BALANCE INCREASE (DECREASE)												
		(289,283)				(289,283)					750	(285,373)
F. ADJUSTED BEGINNING BALANCE												
		865,143		10,563		875,706		18,142		18,187	81,362	1,510,160
G. ENDING BALANCE	\$	575,860	\$	10,563	\$	586,423	\$	18,142	\$	18,347	\$	1,224,787

District Reserve of 14.75% includes:

Total General Fund Expenditures, Transfers out and Uses	\$7,183,739	General Fund Designated for Economic Uncertainty:	\$ 540,746
Recommended Minimum Reserve Calculation at 4%:	\$287,350	Special Reserve Fund Ending Balance:	\$ 518,928
Budgeted Reserve Level:	14.75%	TOTAL:	\$1,059,674

# MULTI-YEAR BUDGET PROJECTION

FERNDALDE UNIFIED SCHOOL DISTRICT										9/11/2019	
ALL FUNDS											
ADOPTION MULTI-YEAR PROJECTION											
FISCAL YEAR 2020-21											
	General Fund/TRANS Unrestricted	General Fund/TRANS Restricted	General Fund/TRANS Total	SPECIAL REVENUE FUNDS				OTHER FUND TYPES			Total All Funds
				Cafeteria Fund	Special Reserves	Bond Construction	County School Facilities	Capital Outlay	Retiree Fund	Capital Facilities	
A. REVENUES											
Local Control Funding Formula	\$ 5,457,944	\$	\$ 5,457,944	\$	\$	\$	\$	\$	\$	\$	\$ 5,457,944
Federal Sources	477	554,969	555,446	87,900							643,346
Other State Sources	88,966	409,112	498,078	7,725							505,803
Other Local Sources	41,389	164,054	205,443	25,539	3,000			160	750		234,892
Total Revenue	5,588,776	1,128,135	6,716,911	121,164	3,000			160	750		6,841,985
B. EXPENDITURES											
Certificated Salaries	2,219,808	377,205	2,597,013								2,597,013
Classified Salaries	478,069	342,828	820,897	32,168							853,065
Employee Benefits	1,206,247	521,308	1,727,555	25,253							1,752,808
Supplies	225,150	184,106	409,256	113,917							523,173
Services & Other Operating	726,447	417,776	1,144,223	2,952							1,147,175
Capital Outlay	58,083	205,588	263,671								263,671
Other Outgo	(21,832)	21,832									
Support Costs											
Total Expenditures	4,891,972	2,070,643	6,962,615	174,290							7,136,905
C. EXCESS REVENUES (EXPENDITURES)	696,804	(942,508)	(245,704)	(53,126)	3,000			160	750		(294,920)
D. OTHER FINANCING SOURCES/USES											
Interfund Transfers In											
Interfund Transfers Out	(53,126)		(53,126)	53,126							53,126
Other Sources											
Other Uses	(942,508)	942,508									(53,126)
Contributions											
Total Other Sources (Uses)	(995,634)	942,508	(53,126)	53,126							
E. FUND BALANCE INCREASE (DECREASE)	(298,830)	10,563	(288,267)		3,000			160	750		(294,920)
F. ADJUSTED BEGINNING BALANCE	575,860		586,423	18,142	518,928			18,347	82,112	835	1,224,787
G. ENDING BALANCE	\$ 277,030	\$ 10,563	\$ 287,593	\$ 18,142	\$ 521,928	\$	\$	\$ 18,507	\$ 82,862	\$ 835	\$ 929,867
District Reserve of 10.89% includes:											
General Fund Designated for Economic Uncertainty: \$ 241,916											
Special Reserve Fund Ending Balance: \$ 521,928											
TOTAL: \$ 763,844											
Total General Fund Expenditures, Transfers out and Uses \$7,015,741											
Recommended Minimum Reserve Calculation at 4%: \$280,630											
Budgeted Reserve Level: 10.89%											

**MULTI-YEAR BUDGET PROJECTION**

FERNDALE UNIFIED SCHOOL DISTRICT														9/11/2019
ALL FUNDS														
ADOPTION MULTI-YEAR PROJECTION														
FISCAL YEAR 2021-22														
	General Fund/TRANS		General Fund/TRANS		General Fund/TRANS	SPECIAL REVENUE FUNDS			OTHER FUND TYPES				Total All Funds	
	Unrestricted	Restricted	Unrestricted	Restricted		Total	Cafeteria Fund	Special Reserves	Bond Construction	County School Facilities	Capital Outlay	Retiree Fund		
A. REVENUES														
Local Control Funding Formula	\$ 5,458,770	\$ 477	\$ 185,586		\$ 5,458,770	\$ 87,900							\$	\$ 5,458,770
Federal Sources					186,063									273,963
Other State Sources	88,966		409,112		498,078	7,725						750		505,803
Other Local Sources	41,389		164,054		205,443	25,539	3,000			160				234,892
Total Revenue	5,589,602		758,752		6,348,354	121,164	3,000			160		750		6,473,428
B. EXPENDITURES														
Certificated Salaries	2,229,540		225,603		2,455,143	32,168								2,455,143
Classified Salaries	421,340		351,000		772,340	25,253								804,508
Employee Benefits	1,224,166		463,315		1,687,481	113,917								1,712,734
Supplies	181,563		180,206		361,769	2,952								475,686
Services & Other Operating	696,341		273,048		969,389									972,341
Capital Outlay														
Other Outgo	58,083		205,588		263,671									263,671
Support Costs	(2,500)		2,500											
Total Expenditures	4,808,533	1,701,260	6,509,793			174,290								6,684,083
C. EXCESS REVENUES (EXPENDITURES)	781,069	(942,508)	(161,439)			(53,126)	3,000			160		750		(210,655)
D. OTHER FINANCING SOURCES/USES														
Interfund Transfers In														
Interfund Transfers Out	(53,126)				(53,126)	53,126								53,126
Other Sources														(53,126)
Other Uses														
Contributions	(942,508)		942,508											
Total Other Sources (Uses)	(995,634)	942,508	(53,126)			53,126								
E. FUND BALANCE INCREASE (DECREASE)	(214,565)		(214,565)		(214,565)		3,000			160		750		(210,655)
F. ADJUSTED BEGINNING BALANCE	277,030	10,563	287,593			18,142	521,928			18,507		82,862	835	929,867
G. ENDING BALANCE	\$ 62,465	\$ 10,563	\$ 73,028			\$ 18,142	\$ 524,928	\$		\$ 18,667	\$	\$ 83,612	\$ 835	\$ 719,212
District Reserve of 8.42% includes:														
General Fund Designated for Economic Uncertainty: \$ 27,351														
Recommended Minimum Reserve Calculation at 4%: \$ 524,928														
Budgeted Reserve Level: 8.42%														
TOTAL: \$ 552,279														

**FERNDALE UNIFIED SCHOOL DISTRICT**  
**CASH FLOW WORKSHEET – GENERAL FUND (INCLUDES RESERVE)**

2019-20

Actuals through the month of:	0	1	2	3	4	5	6	7	8	9	10	11	12	Accruals
Beginning Cash		1,297,187	1,481,129	1,528,251	1,604,221	1,496,442	932,312	1,394,187	1,093,820	670,654	536,974	972,964	520,441	
Local Control Funding Formula		372,022	372,022	629,884	375,011	32,230	1,043,542	217,319	178,789	375,512	967,435	163,363	602,442	-
Federal Revenues		-	-	-	-	670	20,704	44,455	-	2,735	22,228	18,639	645,680	34,954
State Revenues		-	-	-	23,460	2,897	-	8,692	-	-	23,460	-	463,948	46,920
Local Revenues		23,031	23,228	26,606	31,114	7,301	715	17,398	12,103	10,988	11,291	15,221	25,131	4,316
Sources		-	-	-	-	-	-	-	-	-	-	-	-	-
Receivables		-	-	-	26,429	-	-	20,012	7,863	19,833	-	-	-	-
1000		17,752	35,439	256,067	254,370	253,957	257,112	250,891	255,691	255,033	259,127	263,825	281,584	-
2000		18,383	38,356	82,283	76,630	69,932	72,449	70,793	73,450	78,375	72,959	72,104	83,106	-
3000		72,779	85,978	132,107	128,316	127,605	128,291	128,690	127,338	127,485	127,769	122,562	349,737	-
4000		7,910	139,819	10,442	20,025	41,324	7,121	20,606	11,099	9,801	26,916	5,724	4,308	-
5000		94,287	46,658	97,743	69,659	112,534	136,234	135,386	138,788	70,028	84,785	183,505	283,914	-
6000		-	-	-	-	-	-	-	-	-	-	-	-	-
7000		-	1,878	1,878	14,792	1,878	1,878	1,878	15,555	2,025	16,868	2,025	203,016	-
TF in		-	-	-	-	-	-	-	-	-	-	-	-	-
TF out		-	-	-	-	-	-	-	-	-	-	-	-	-
Uses		-	-	-	-	-	-	-	-	-	-	-	-	-
Payables		-	-	-	-	-	-	-	-	-	-	-	-	-
Deferred Expense		-	-	-	-	-	-	-	-	-	-	-	-	-
TRANS Note Payable		-	-	-	-	-	-	-	-	-	-	-	-	-
Prepaid Expense		-	-	-	-	-	-	-	-	-	-	-	-	-
Cash Balance		1,481,129	1,528,251	1,604,221	1,496,442	932,312	1,394,187	1,093,820	670,654	536,974	972,964	520,441	998,850	

Total Projected Receivables (including deferred appropriations if any): 86,190  
Final Projected Cash Balance General/Charter Fund, TRANS, Reserve: **\$998,850**

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM 10.2**

DATE: October 9, 2019

**SUBJECT:**

Local Indicators Dashboard Update

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Receive/Discuss 2019-2019 Local Indicator Results

**PREVIOUS STAFF/BOARD ACTION:**

This is the third year schools have used these indicators as a reporting method on the California Dashboard and that the California Dashboard has been live and current. The Board has been involved in the LCAP approval and Annual Update Process which references these required local indicators.

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

District Boards are required to receive the Local Indicators results that are uploaded to the California Dashboard as part of California's school accountability system. The superintendent will review the LCAP local indicator results with a slide presentation for the board and public. This information was previously approved as part of the LCAP Annual Update and Plan.

**FISCAL IMPLICATIONS:**

None

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal





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Priorities

Priority 1 ✓

Priority 2 ✓

Priority 3 ✓

Priority 6 ✓

Priority 7 ✓

## Self-Reflection Tool (Priority 1) – Appropriately Assigned Teachers, Access to Curriculum- Aligned Instructional Materials, and Safe, Clean and Functional School Facilities

This is the submission form for the local educational agency (school district, charter school, and county office of education) to complete on the local performance indicator for appropriately assigned teachers, access to curriculum-aligned instructional materials, and safe, clean and functional school facilities (Priority 1).

**Standard:** Local educational agency annually measures its progress in meeting the Williams settlement requirements at 100% at all of its school sites, as applicable, and promptly addresses any complaints or other deficiencies identified throughout the academic year, as applicable; and provides information annually on progress meeting this standard to its local governing board and to stakeholders and the public through the California School Dashboard (Dashboard).

**Instructions:** Local educational agency uses locally available information, including data currently reported through the School Accountability Report Card, and determines whether it report the results to its local governing board and through the self-reflection tool below. In the future, this information will be auto-populated within the Dashboard for local educational agencies that use the California Department of Education's School Accountability Report Card template. Currently, all local educational agencies will need to provide the following information:

All fields marked with an asterisk (\*) are required

**Number/percentage of misassignments of teachers of English learners, total teacher misassignments, and vacant teacher positions: \***

0

**Number/percentage of students without access to their own copies of standards-aligned instructional materials for use at school and at home: \***

0

**Number of identified instances where facilities do not meet the "good repair" standard (including deficiencies and extreme deficiencies): \***

3

## Criteria:

**Optional:** Provide any additional information that the local educational agency believes is relevant to understanding its progress on meeting the requirements for appropriately assigned teachers, access to curriculum-aligned instructional materials, and safe, clean and functional school facilities.

That rating of "fair" for some facilities is attributed to the fact that the district continues to make short term facility repairs but without the passage of a school facilities bond and the decline in deferred maintenance funding from the state, the district has been unable to fully address significant and long term facility needs.

**Date taken to local governing board:**

\*

10/09/2019

Submit Responses

Clear Submission

Questions: [lcff@cde.ca.gov](mailto:lcff@cde.ca.gov) (<mailto:lcff@cde.ca.gov>)

California Department of Education  
1430 N Street  
Sacramento, CA 95814



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Priorities

Priority 1 ✓

Priority 2 ✓

Priority 3 ✓

Priority 6 ✓

Priority 7 ✓

## Self-Reflection Tool (Priority 2) – Implementation of State Academic Standards

This is the submission form for the local educational agency (school district, charter school, and county office of education) to complete on the local performance indicator for the implementation of state academic standards (Priority 2).

**Standard:** Local educational agency annually measures its progress implementing state academic standards and reports the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the California School Dashboard (Dashboard).

**Instructions:** Local educational agency measures its progress using one of the self-reflective tools below and reports the results to its local governing board at a regularly scheduled meeting and through the Dashboard.

Local educational agencies may provide a narrative summary of their progress in the implementation of state academic standards based on locally selected measures or tools (Option 1). Alternatively, local educational agencies may complete the optional reflection tool (Option 2).

All fields marked with an asterisk (\*) are required

# Option 2: Reflection Tool

## Recently Adopted Academic Standards and/or Curriculum Frameworks

1. Rate the local educational agency's progress in providing professional learning for teaching to the recently adopted academic standards and/or curriculum frameworks identified below.

**Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability**

### English Language Arts – Common Core State Standards for English Language Arts

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

### English Language Development (Aligned to English Language Arts Standards)

☒ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

### Mathematics – Common Core State Standards for Mathematics

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

### Next Generation Science Standards

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

### History-Social Science

☒ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

**2. Rate the local educational agency's progress in making instructional materials that are aligned to the recently adopted academic standards and/or curriculum frameworks identified below available in all classrooms where the subject is taught.**

***Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability***

**English Language Arts – Common Core State Standards for English Language Arts**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

**English Language Development (Aligned to English Language Arts Standards)**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

**Mathematics – Common Core State Standards for Mathematics**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

**Next Generation Science Standards**

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

**History-Social Science**

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

3. Rate the local educational agency's progress in implementing policies or programs to support staff in identifying areas where they can improve in delivering instruction aligned to the recently adopted academic standards and/or curriculum frameworks identified below (e.g., collaborative time, focused classroom walkthroughs, teacher pairing)

**Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability**

**English Language Arts – Common Core State Standards for English Language Arts**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

**English Language Development (Aligned to English Language Arts Standards)**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

**Mathematics – Common Core State Standards for Mathematics**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

**Next Generation Science Standards**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

**History-Social Science**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

## Other Adopted Academic Standards

4. Rate the local educational agency's progress implementing each of the following academic standards adopted by the State Board of Education for all students.

*Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability*

Career Technical Education

☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Health Education Content Standards

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

Physical Education Model Content Standards

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

Visual and Performing Arts

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

World Language

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

## Support for Teachers and Administrators

Rate the LEA's success at engaging in the following activities with teachers and school administrators during the prior school year (including the summer preceding the prior school year).

*Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability*

Identifying the professional learning needs of groups of teachers or staff as a whole

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

Identifying the professional learning needs of individual teachers

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

Providing support for teachers on the standards they have not yet mastered

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

/ Date taken to local governing board:

\*

10/09/2019





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Priorities

Priority 1 ✓

Priority 2 ✓

Priority 3 ✓

Priority 6 ✓

Priority 7 ✓

## Self-Reflection Tool (Priority 3) – Parent Engagement

This is the submission form for the local educational agency coordinator (school district, charter school, and county office) to complete on the local performance indicator for parent engagement (Priority 3).

**Standard:** The local educational agency (LEA) annually measures its progress in: (1) seeking input from parents in decision making; and (2) promoting parental participation in programs, and reports the results to its local governing board at a regularly scheduled meeting and to stakeholders and the public through the California School Dashboard (Dashboard).

**Criteria:** The LEA will assess its performance on a (Met, Not Met, or Not Met for Two or More Years) scale.

**Evidence:** The LEA measures its progress using the self-reflection tool included in the Dashboard, and reports these results to its local governing board at a regularly scheduled meeting and through the local data selection option in the Dashboard

**Introduction:** This self-reflection tool is organized into three sections. Each section includes promising practices in family engagement:

1. Building Relationships between School Staff and Families
2. Building Partnerships for Student Outcomes
3. Seeking Input for Decision-making

LEAs use this self-reflection tool to reflect on its progress, successes, needs and areas of growth in family engagement policies, programs, and practices. This tool will enable an LEA to engage in continuous improvement and determine next steps to make improvements in the areas identified.

The results of the process should be used to inform the LCAP and the development process, to assess prior year goals, actions and services as well as to plan or modify future goals, actions, and services in the LCAP.

For each statement in the table below:

1. Identify the diverse stakeholders that need to participate in the self-reflection process in order to ensure input from all groups of families, staff and students in the LEA, including families of unduplicated students and families of individuals with exceptional needs as well as families of underrepresented students.
2. Engage stakeholders in determining what data and information will be considered to complete the self-reflection tool. LEAs should consider how the practices apply to families of all student groups, including families of unduplicated students and families of individuals with exceptional needs as well as families of underrepresented students.
3. Based on the analysis of data, identify the number which best indicates the LEA's current stage of implementation for each practice using the following rating scale (lowest to highest):
  - 1 – Exploration and Research Phase
  - 2 – Beginning Development
  - 3 – Initial Implementation
  - 4 – Full Implementation
  - 5 – Full Implementation and Sustainability
4. Write a brief response to the prompts following each of the three sections.
5. Use the information from the self-reflection process to inform the LCAP and the LCAP development process, as well as the development of other school and district plans.

All fields marked with an asterisk (\*) are required

## Building Relationships

**1. Rate the LEA's progress in developing the capacity of staff (i.e. administrators, teachers, and classified staff) to build trusting and respectful relationships with families. \***

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

5 – Full Implementation and Sustain

**2. Rate the LEA's progress in creating welcoming environments for all families in the community. \***

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

5 – Full Implementation and Sustain

**3. Rate the LEA's progress in supporting staff to learn about each family's strengths, cultures, languages, and goals for their children. \***

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

4 – Full Implementation

**4. Rate the LEA's progress in developing multiple opportunities for the LEA and school sites to engage in 2-way communication between families and educators using language that is understandable and accessible to families. \***

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

5 – Full Implementation and Sustain

## Dashboard Narrative Box

The current strengths include nearly 100% attendance at school events (Back to School Night, Open House, Parent Teacher Conferences, Athletic events, FFA Events, Performances, Multicultural Festival, etc.). Another strength is the full implementation of PBIS and the Mindfulness Curriculum. Additionally, the use of interpreters and SELPA reps has been very helpful to parents in encouraging their participation. A focus area for improvement would be to increase communication received in the home through apps, the school webpage and handouts and newsletters. This communication is being expanded to include more translation into home languages.

## Building Partnerships for Student Outcomes

**5. Rate the LEA's progress in providing professional learning and support to teachers and principals to improve a school's capacity to partner with families.**

\*

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

4 – Full Implementation

**6. Rate the LEA's progress in providing families with information and resources to support student learning and development in the home. \***

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

4 – Full Implementation

**7. Rate the LEA's progress in implementing policies or programs for teachers to meet with families and students to discuss student progress and ways to work together to support improved student outcomes. \***

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

5 – Full Implementation and Sustain

**8. Rate the LEA's progress in supporting families to understand and exercise their legal rights and advocate for their own students and all students. \***

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

5 – Full Implementation and Sustain

## Dashboard Narrative Box

The current strengths include newsletters, Back to School Night, Parent Teacher Conferences twice a year, and administrators with open door policies and outreach to families and students. Our small schools allow for all teachers, counselors, administrators and other staff to know all of the students well and constant communication with parents is possible. A focus area for improvement is to increase the knowledge of outside resources available to support students and their families when necessary. Most of this current outreach includes programs through our County Office of Education.

## Seeking Input for Decision Making

**9. Rate the LEA's progress in building the capacity of and supporting principals and staff to effectively engage families in advisory groups and with decision-making. \***

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

5 – Full Implementation and Sustain

**10. Rate the LEA's progress in building the capacity of and supporting family members to effectively engage in advisory groups and decision-making. \***

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

5 – Full Implementation and Sustain

**11. Rate the LEA's progress in providing all families with opportunities to provide input on policies and programs, and implementing strategies to reach and seek input from any underrepresented groups in the school community. \***

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

4 – Full Implementation

**12. Rate the LEA's progress in providing opportunities to have families, teachers, principals, and district administrators work together to plan, design, implement and evaluate family engagement activities at school and district levels. \***

Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability

5 – Full Implementation and Sustain

## Dashboard Narrative Box

The current strengths include outreach for and participation in committees and input sessions both formal and informal (ELAC, Site Council, LCAP input sessions, Board meetings, Teacher and Staff meetings, SSTs, IEPs, 504s, High School annual academic counseling appointments, Back to School Nights and Parent Teacher Conferences). A focus areas for improvement is increased outreach that would result in more attendance at input sessions and on committees. Some tools we can use for this are personal outreach, Remind App and One Call Now messages, newspaper postings, website and app outreach as well as school marquees and newsletters.



Welcome, Ferndale  
Unified!

Home

Optional Narrative

Help Desk

Logout

Priorities

Priority 1 ✓

Priority 2 ✓

Priority 3 ✓

Priority 6 ✓

Priority 7 ✓

## Self-Reflection Tool (Priority 6) – School Climate

This is the submission form for the local educational agency coordinator (school district, charter school, and county office) to complete on the local performance indicator for school climate (Priority 6).

**Standard:** The LEA administers a local climate survey at least every other year that provides a valid measure of perceptions of school safety and connectedness, such as the California Healthy Kids Survey, to students in at least one grade within the grade span(s) that the LEA serves (e.g., K–5, 6–8, 9–12), and reports the results to its local governing board at a regularly scheduled meeting of the local governing board and to stakeholders and the public through the California School Dashboard.

**Evidence:** The LEA administers a survey, as specified, and reports the results to its local governing board and through the local data selection option in the Dashboard.

Local educational agencies (LEAs) will provide a narrative summary of the local administration and analysis of a local climate survey that captures a valid measure of student perceptions of school safety and connectedness in at least one grade within the grade span (e.g., K–5, 6–8, 9–12) in a text box provided in the California School Dashboard. LEAs will have an opportunity to include differences among student groups, and for surveys that provide an overall score, such as the California Healthy Kids Survey, report the overall score for all students and student groups. This summary may also include an analysis of a subset of specific items on a local survey and additional data collection tools that are particularly relevant to school conditions and climate. The following are suggested guiding questions to help frame the narrative summary:

1. DATA: Reflect on the key learnings from the survey results and share what the LEA learned.
2. MEANING: What do the disaggregated results (if applicable) of the survey and other data collection methods reveal about schools in the LEA, such as areas of strength or growth, challenges, and barriers?
3. USE: What revisions, decisions, or actions has, or will, the LEA implement in response to the results for continuous improvement purposes? Why? If you have already implemented actions, did you see the results you were seeking?

Text is limited to 3000 characters

According to the local survey (Healthy Kids Survey) administered in the spring of 2019, 94.5% of parents surveyed strongly agreed or agreed that the schools are safe, 100% of staff surveyed strongly agreed or agreed that the schools are safe and 72.25% surveyed felt very safe or safe at school. The goals were to maintain 95% for parents and staff and reach 72% for students. All goals were met this year.

These results suggest that the PBIS and School Climate Measures (Restorative Practices, Mindfulness, etc.) are helping to maintain and even increase the feeling of safety and belonging at our sites. Many world events are (mass shootings, increasing suicide vents, etc.) are affecting the feeling of safety for some students and staff. Increased awareness and training for staff and students have been implemented in hopes of increasing a feeling of safety. Our commitment to providing counseling onsite for students as well as working with outside agencies when needed for additional support for our students and families has increasingly successful. Outreach coupled with anti-bullying and kindness campaigns and guest presenters are the tools we are using in response to student survey results. We have also increased staff training and awareness on positive behavior strategies and practices in place of punitive discipline measures as well as increased awareness and training for recognizing depression and beginning intervention when necessary.

Questions: [lcff@cde.ca.gov](mailto:lcff@cde.ca.gov) (<mailto:lcff@cde.ca.gov>)

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California Department of Education  
1430 N Street  
Sacramento, CA 95814



Welcome, Ferndale  
Unified!

Home

Optional Narrative

Help Desk

Logout

Priorities

Priority 1 ✓

Priority 2 ✓

Priority 3 ✓

Priority 6 ✓

Priority 7 ✓

## Self-Reflection Tool (Priority 7) – Access to a Broad Course of Study

**Standard:** Local educational agencies (LEAs) annually measure their progress in the extent to which students have access to, and are enrolled in, a broad course of study that includes the adopted courses of study specified in the California Education Code for Grades 1-6 and Grades 7-12, as applicable, including the programs and services developed and provided to unduplicated students and individuals with exceptional needs, and report the results to their local governing board at regularly scheduled meetings of the local governing board and to stakeholders and the public through the Dashboard.

**Evidence:** The LEA responds to the self-reflection tools as specified and reports the results to its local governing board and through the local data selection option in the Dashboard.

## Approach for Self-Reflection Tool to Use as Evidence

LEAs provide a narrative summary of the extent to which all students have access to and are enrolled in a broad course of study by addressing, at a minimum, the following four prompts:

The academic counselor meets at least one time annually with all 7-12 grade students to assess their schedule and progress toward graduation. A progress toward graduation form is used in grades 9-12 to assess scheduling needs in order to meet graduation requirements, A-G requirements and career tech. pathways requirements. The principal meets with the high school counselor when designing the master schedule each year to ensure access for all students to the courses they need. For grades 1-6 curriculum matches state standards and the report cards reflect state standards for each grade. Teacher collaboration and evaluation tools allow for assessment of whether a broad course of study is being provided in each class. IEP, 504 and EL meetings happen annually in order to ensure students receive support in ways that minimally impact their time out of the general education classroom.



**2. Using the locally selected measures or tools, summarize the extent to which all students have access to, and are enrolled in, a broad course of study. The summary should identify any differences across school sites and student groups in access to, and enrollment in, a broad course of study. LEAs may describe progress over time in the extent to which all students have access to, and are enrolled in, a broad course of study.**

Using the tools listed above, 100% of students have access to and are enrolled in a broad course of study. In grades 9-12 the progress toward graduation tool and annual meetings reported that all students have access to and are scheduled in the required courses for graduation (FHS graduation requirements ensure a broad course of study). In grades 1-6 all students have access to core curriculum aligned with state standards along with PE, music, art and student government. IEPs, 504s and EL plans all put accommodations in place in order to ensure all students can access grade level curriculum.

**3. Given the results of the tool or locally selected measures, identify the barriers preventing the LEA from providing access to a broad course of study for all students.**

The barrier identified that could prevent the LEA from providing access to a broad course of study for all students is the time out of class where students receive support as English Learners or accommodations and modifications put in place through IEP or 504 plans.

**4. In response to the results of the tool or locally selected measures, what revisions, decisions, or new actions will the LEA implement, or has the LEA implemented, to ensure access to a broad course of study for all students?**

Student Study Team, IEP, 504, and EL meetings will continue to focus on the % of time in and out of general education setting. This discussion will continue to focus on individual student needs as well as the needed support for student's to fully access grade level curriculum. Training and collaboration for Special Education and EL teachers will continue to be funded by the district. We will also continue to look for funding possibilities to continue our PE, Music and Art instruction in grades K-6.

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENASTION FOR BOARD ACTION**

**AGENDA ITEM:** 10.3

**DATE:** October 9, 2019

**SUBJECT:**

Timeline for Nov. 2020 Bond Measure

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

None

**PREVIOUS STAFF/BOARD ACTION:**

The Board is often asked to approve/give permission for certain processes.

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

The board has previously reviewed research and information about the feasibility of another Bond Measure. The Bond Measure in 2016 did not pass. The district facilities (both school sites) are still in great need of modernization and repair. The Board has asked for an updated timeline that would apply to a November 2020 Bond Measure.

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent

# 2020 Election Dates

Following these steps is key to District's success

Ferndale Unified School District

Task	Responsible Party	November 2020
Prepare project list	District/Architect	Ongoing
Board Meeting - approve "exploring" feasibility of a bond measure	District	Complete
Initiate public information program, speaking with elected officials, large taxpayers, community service groups to discuss proposed bond measure	District	Oct. 2019 – May 2020
Finalize Capital and Financing Plan based on Community Outreach	Consultant	April 2020
Prepare Resolution for Calling Election, including Ballot Language, Project List, Tax rate Statement	Consultant/ Bond Counsel	May 2020
<b>Board Meeting - Board action to adopt Resolution Calling Election</b>	<b>District</b>	<b>June 2020</b>
Submit Resolution Calling Election and Tax Rate Statement	District	August 2020
Prepare Argument in Favor of Measure	Consultant/District	August 2020
Submit Argument in Favor of Measure	Consultant/District	August 2020
Form campaign committee and conduct campaign kick-off meeting	Campaign Committee	August 2020
Run Campaign	Campaign Committee	August – November 2020
<b>Election Day</b>		<b>November 3, 2020</b>

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENASTION FOR BOARD ACTION**

**AGENDA ITEM:** 10.4

**DATE:** October 9, 2019

**SUBJECT:**

Bylaws required by Tri Counties Bank

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Approve request to adopt requested Bylaws

**PREVIOUS STAFF/BOARD ACTION:**

The Board is often asked to approve/give permission for certain processes.

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

Tri Counties Bank has requested Bylaws in reference to School Bank Accounts

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent

DISTRICT OFFICE  
FERNDAL High SCHOOL  
(707) 786-5900  
FAX (707) 786-4865

August 28, 2019

# Ferndale Unified School District

1231 MAIN STREET  
FERNDAL, CALIFORNIA 95536-9416

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

Tri Counties Bank  
P.O. Box 909  
Chico, CA 95927

To Whom It May Concern:

The name of this organization is the Ferndale Unified School District. Ferndale Elementary School and Ferndale High School are the two schools that make up the District. The tax payer identification for Ferndale Unified School District is 36-4799921.

This organization is primarily for educational purposes. Ferndale Unified School District, in partnership with parents and the community, will provide in a structured, safe, efficient and caring environment, a challenging and stimulating education experience while meeting the needs of all students and providing them with the skills necessary to succeed in the homes, work places, and communities of today and tomorrow. Ferndale Unified School District recognizes the importance of ensuring accessibility to those with disabilities. The District will also strive to develop the qualities of good character and responsible citizenship by fostering self-esteem, self-discipline, respect for the rights of others and the stewardship of our planet.

Regular school board meetings are held on the second Wednesday of each month. The School Board consists of the president, the clerk and three additional members. Minutes of each meeting are available online or at the district office upon request. The School Board shall control and be responsible for the management of the affairs and property of Ferndale Unified School District.

The School Board, Superintendent and the Principal are responsible for overseeing activities at Ferndale Elementary School and assigning the necessary tasks to perform school financial business. In addition they supervise employees that maintain records of school account activities, including the deposit of funds, receiving and reconciling the monthly bank statements, payment of approved expenditures and any other financial business related to the three Ferndale Elementary School student accounts. Reports are submitted to the School Board monthly and the annual audit verifies the legality, accuracy and procedures used at Ferndale Elementary School. Included with this letter are the By Laws that have been created to meet requirements for changes to the Ferndale Elementary School student account signers on record.

If there are any questions, please contact the school at 707-786-5900.

Sincerely,



Beth Anderson  
Superintendent

BA:jl

Attachment:

Student Account Signers: Beth Anderson, Superintendent  
Account # 551036492      Jeremy Griffith, Principal  
Denise Grinsell, Business Manager  
Jeannette Leonardo, Secretary

Athletic Account Signers: Beth Anderson, Superintendent  
Account # 551036467      Jeremy Griffith, Principal  
Denise Grinsell, Business Manager  
Jeannette Leonardo, Secretary  
Rex Rigney, Athletic Director

8<sup>th</sup> Grade Account Signers: Jeremy Griffith, Principal  
Account # 551036261      Denise Grinsell, Business Manager  
Jeannette Leonardo, Secretary  
Rex Rigney, Teacher

# **Non-Profit Bylaws for Ferndale Elementary School**

**STUDENT ACCOUNTS - 551036492**

**ATHLETIC ACCOUNT - 551036467**

**8<sup>th</sup> GRADE ACCOUNT - 551036261**

## **ARTICLE I NAME OF THE ORGANIZATION**

**FERNDALE ELEMENTARY SCHOOL STUDENT ACCOUNTS, ATHLETIC ACCOUNT  
and 8<sup>th</sup> GRADE ACCOUNT**

## **ARTICLE II ORGANIZATION PURPOSE**

The purpose of this organization is to support and enhance student interests, activities and experiences.

### **Section 2 – Specific Purpose**

Ferndale Elementary School is a public school that serves students in grades kindergarten through eighth grade. The specific purpose of this organization shall be:

- a. to provide students in all grades supplementary educational opportunities and resources.
- b. to support student activities and enhance educational programs.

## **ARTICLE III MEMBERSHIP**

The organization is not a membership based organization at this time.

## **ARTICLE IV MEETINGS OF BOARD**

### **Section 1 - Regular Meeting**

Regular meetings are held monthly at a time and place designated by the Board.

### **Section 2 – Special Meetings**

Special meetings are scheduled as needed by the Superintendent.

### **Section 3 – Notice of Meetings**

Notice of meetings will be posted one week prior to the meeting, unless an emergency meeting is needed.

## **ARTICLE V BOARD OF DIRECTORS**

### Section 1 – General Powers

The organization is managed by the Board of Trustees in conjunction with the Superintendent and Principal

### Section 2 – Number

The number of board members is five including the President and Clerk.

### Section 3 - Vacancies

Whenever a vacancy occurs it will be filled by appointment or election.

Section 4 – Members of the Board shall not receive any compensation for their services.

## **Article VI      CONFIDENTIALITY**

Board members shall not discuss or disclose information about the Organization or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know or can reasonably be expected to benefit the Organization. Board members shall use discretion and good business judgment in discussing the affairs of the Organization with third parties. Without limiting the foregoing, Board members may discuss upcoming fundraisers and the purposes and functions of the Organization, including but not limited to accounts on deposit in financial institutions.

Each Board member shall execute a confidentiality agreement consistent with that upon being voted onto and accepting appointment to the School Board.

## **ARTICLE VI      OFFICERS**

### Section 1 – President

The President shall preside at all meetings of the Organization. The President shall have the following duties:

- a. He/she shall preside at all meeting.
- b. He/she shall have general oversight and direction of all other officers on the School Board.
- c. He/she shall give direction or coordination for events to a person or persons to advise.

### Section 2 – Clerk

The Clerk shall attend all meetings of the Board. The clerk duties shall consist of:

- a. He/she shall record all votes and minutes of all meetings.



### Section 3 - Bookkeeper

The duties shall be:

- a. He/she shall keep record of all funds deposited and withdrawn from the Organizations bank accounts.
- b. He/she shall present a complete and accurate report of finances raised and expended by the Organization.
- c. He/she shall have a second person monitor the bank account.
- d. He/she shall pay out funds approved by the account supervisor and the Principal.

## ARTICLE VII CONFLICT OF INTEREST

### Section 1 – Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt Organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or Board member. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### Section 2 – Definitions

- a. Interested Person  
Any member of the Board of Directors, who has a direct or indirect financial interest, as defined below, is an interested person.
- b. Financial Interest  
A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
  1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
  2. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement.
  3. A potential ownership or investment interest in or compensation arrangement with any entity or individual with which the Organization is negotiating or arrangement.

### Section 3 – Procedures

- a. Duty to Disclose  
In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board.
- b. Determining If a Conflict of Interest Exists  
After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she will leave the board room while the determination of a conflict of interest is discussed and voted upon. The remaining board shall decide if a conflict of interest exists.

c. Addressing Conflict of Interest

An interested party may make a presentation to the governing board, he/she shall leave the meeting room during the discussion of and the vote on the transaction or arrangement involving the possible conflict of interest. If need be a disinterested person can investigate this further and give alternatives to this transaction or arrangement.

d. Violation of the Conflict of Interest

If the governing board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

#### Section 4 – Recording of Proceedings

The minutes of the meeting shall contain:

- a. The names of the persons that disclosed or otherwise were found to have a financial interest in the connection with an actual or possible conflict of interest and the governing board decision to determine if a conflict of interest exists.
- b. The names of the persons that were present for the discussions and votes relating to the transaction or arrangement, the content of discussion, including any alternatives to the proposed transaction or arrangement and the record of votes taken in connection with the proceedings.

#### Section 5 – Periodic Reviews

To ensure that the Organization operates in a manner consistent with best practices accountability and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted.

### **ARTICLE VIII Books and Records**

The organization shall keep complete books and records of accounts and minutes of the proceedings of the Board.

### **ARTICLE IX AMENDMENTS**

#### Section 1 – Bylaws

The Board may amend these bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each board member within the time and manner provided for the giving of notice to the Board.

### **ADOPTION OF BYLAWS**

We, the undersigned, are the initial directors of this organization and we consent to and hereby do, adopt the foregoing Bylaws, consistent with the preceding pages, as the Bylaws of the Organization.

ADOPTED AND APPROVED BY THE BOARD on \_\_\_\_ day of \_\_\_\_\_, 2019,

\_\_\_\_\_  
First Name, Last Name, Superintendent  
Beth Anderson, Superintendent

\_\_\_\_\_  
ATTEST: First Name, Last Name, Secretary  
Jeannette Leonardo, Secretary

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 10.5

**DATE:** October 9, 2019

**SUBJECT:**

BP/AR Educational Travel Program Contacts

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Receive/Discuss/Approve BP/AR Educational Travel Program Contacts

**PREVIOUS STAFF/BOARD ACTION:**

The Board previously approved BP/AR 3312.2 on February 11, 2015.

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

**BP/AR 3312.2 - Educational Travel Program Contracts**

(BP revised; AR deleted)

Updated policy clarifies the board's responsibility to approve contracts for educational travel programs and adds contract components, formerly in AR. Regulation deleted and key concepts moved to BP.

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal

# Ferndale Unified School District

## Board Policy

### Business and Noninstructional Operations

BP 3312.2

### EDUCATIONAL TRAVEL PROGRAM CONTRACTS

Note: The following policy is optional and may be revised to reflect district practice. The following optional policy and regulation reflect Business and Professions Code 17552-17556.5, as added by SB 142 (Ch. 772, Statutes of 1995). SB 142 requires a travel company that conducts K-12 educational field trips to enter into a contract containing specific disclosures.

The Governing Board believes that field trips and other travel opportunities for students are a valuable tool in supporting classroom instruction and promoting enrich students' awareness of learning about places, cultures, and events. In contracting with organizations to provide The district may contract with a qualified person, partnership, corporation, or other entity for educational travel services.; the Board desires to ensure quality educational experience and while protecting the health, safety, and welfare of each student traveler. Any such contract shall be submitted to the Board for approval and/or ratification.

(cf. 3312 - Contracts)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall contract only with educational travel organizations which adhere to state law and exhibit safe and reputable business practices.

(cf. 3312 - Contracts)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall establish procedures for selecting the highest quality vendor, taking into account safeguards for student safety, quality of the educational program, and fiscal integrity.

The Superintendent or designee shall ensure that each written contract with an educational travel organization is in writing and includes all of the following: (Business and Professions Code 17554)

1. The travel organization's name, trade or business name, business address, business telephone number, and a 24-hour emergency contact telephone number, pager, voice mail, or other method of 24-hour communication
2. An itemized statement which shall include, but not be limited to: A detailed description of:
  - a. Services to be provided as part of the program
  - b. Agreed cost for the services
  - c. A statement as to whether or not the educational travel organization maintains insurance that supplies coverage in the event of injury to any student traveler, including the type and amount of coverage, the policy number and issuer, and the name, address, and telephone number of the person or organization which is able to verify coverage
  - d. Any additional costs to students

## BP 3312.2 EDUCATIONAL TRAVEL PROGRAM CONTRACTS (CONT'D)

- e. ~~The qualifications, if any, for~~ **Any** experience and/or training ~~that are required~~ **requirements** to be met by the educational travel organization's staff who ~~shall~~ **will** accompany students on the educational travel program
3. ~~A written description of the~~ **The** educational program being contracted for, including a copy of all materials to be provided to students
4. ~~The number of times the educational travel program or a substantially similar educational travel program proposed by the contract~~ has been conducted by the organization and the number of students who completed the program
5. ~~The length of time the organization has either been arranging or conducting educational travel~~ **programs,** and, at the option of the organization, other travel services with substantially similar components
6. ~~The name of each owner,~~ **officer, general partner, or sole proprietor** and ~~principal~~ of the organization
7. ~~A statement as to w~~Whether any owner or principal of the organization has had **any judgment** entered against him/ or her, ~~any judgment, including a stipulated judgment, order,~~ made a plea of nolo contendere, or been convicted of any criminal violation in connection with the sale of any travel services for a period of 10 years predating the contract

~~The Superintendent or designee shall establish procedures for selecting the highest quality vendor, taking into account student safety, quality of the program and fiscal integrity.~~

### *Legal Reference:*

#### EDUCATION CODE

35160 Authority of boards

35160.1 Broad authority of school districts

#### BUSINESS AND PROFESSIONS CODE

17540 Travel promoters

~~17550-17550.9 Sellers of travel~~

**17550.9 Definition of travel services**

17552-17556.5 Educational travel organizations

Policy FERNDALÉ UNIFIED SCHOOL DISTRICT

Updated: October 9, 2019 - Approved: February 11, 2015 Ferndale, California

# **Ferndale Unified School District**

## **Administrative Regulation**

**Business and Noninstructional Operations**

AR 3312.2

### **EDUCATIONAL TRAVEL PROGRAM CONTRACTS**

#### **Definitions**

Educational travel organization or organization means a person, partnership, corporation, or other entity which offers educational travel programs for students residing in California. (Business and Professions Code 17552)

Student traveler or student means a person who is enrolled in elementary or secondary school, grades kindergarten through grade 12, at the time an educational travel program is arranged with an educational travel organization. (Business and Professions Code 17552)

Educational travel program means travel services that are arranged through or offered to an elementary or secondary school in the state, and where the services are represented to include an educational program as a component. (Business and Professions Code 17552)

Owner means a person or organization which owns or controls 10 percent or more of the equity of, or otherwise has claim to 10 percent or more of the net income of, the educational travel organization. (Business and Professions Code 17554)

Principal means an owner, an officer of a corporation, a general partner of a partnership, or a sole proprietor of a sole proprietorship. (Business and Professions Code 17554)

#### **Contract Requirements**

The Superintendent/Principal or designee shall ensure that each written contract with an educational travel organization includes all of the following: (Business and Professions Code 17554)

1. The travel organization's name, trade or business name, business address, business telephone number and a 24-hour emergency contact number
2. An itemized statement which shall include but not be limited to:
  - a. Services to be provided as part of the program
  - b. Agreed cost for the services
  - c. A statement as to whether or not the educational travel organization maintains insurance that supplies coverage in the event of injury to any student traveler, including the type and amount of coverage, the policy number and issuer, and the name and telephone number of the person or organization which is able to verify coverage
  - d. Any additional costs to students
  - e. The qualifications, if any, for experience and training that are required to be met by the educational travel organization's staff who shall accompany students on the educational travel program
3. A written description of the educational program being contracted for, including a copy of all materials to be provided to students

## ~~AR 3312.2 EDUCATIONAL TRAVEL PROGRAM CONTRACTS (CONT'D)~~

- ~~4. The number of times the educational travel program or a substantially similar educational travel program proposed by the contract has been conducted by the organization and the number of students who completed the program~~
- ~~5. The length of time the organization has either been arranging or conducting educational travel programs and, at the option of the organization, other travel services with substantially similar components~~
- ~~6. The name of each owner and principal of the organization~~
- ~~7. A statement as to whether any owner or principal of the organization has had entered against him or her any judgment, including a stipulated judgment, order, made a plea of nolo contendere or been convicted of any criminal violation in connection with the sale of any travel services for a period of 10 years predating the contract~~

~~District staff shall inform all vendors representing educational travel organizations that they may not arrange a travel program before the district has first entered into a written contract with the organization.~~

Regulation FERNDALÉ UNIFIED SCHOOL DISTRICT

Deleted: October 9, 2019 Approved: February 11, 2015 Ferndale, California



**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 10.6

**DATE:** October 9, 2019

**SUBJECT:**

BP/AR 3320 - Claims and Actions Against the District

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Receive/Discuss/Approve BP/AR 3320 - Claims and Actions Against the District

**PREVIOUS STAFF/BOARD ACTION:**

The Board previously approved BP/AR 3320 on February 11, 2015.

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

**BP/AR 3320 - Claims and Actions Against the District**

(BP/AR revised)

Policy and regulation updated to clarify the applicability of the Government Claims Act to certain claims for money or damages against the district, and to reflect **NEW COURT DECISION** (Big Oak Flat-Groveland Unified School District v. Superior Court of Tuolumne Court) which upheld the district's right to require that a claim be submitted using district procedures before a lawsuit may be filed. Regulation also updated to expand section on "Time Limitations."

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal

# Ferndale Unified School District

## Board Policy

### Business and Noninstructional Operations

BP 3320

#### CLAIMS AND ACTIONS AGAINST THE DISTRICT

The Governing Board desires to ~~ensure that the~~ **conduct** district's operations ~~are conducted~~ in a manner that minimizes risk, protects district resources, and promotes the health and safety of students, staff, and the public. Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with ~~law, the Government Claims Act or other applicable state or district procedures, Board policy, and administrative regulation~~ as well as the district's ~~Jjoint Ppowers Aauthority~~ (JPA) agreement or **other** insurance coverage.

(cf. 3530 - Risk Management/Insurance)

(cf. 5143 - Insurance)

Any claim for money or damages not governed by the Government Claims Act (Government Code 810-996.6) or **specifically** excepted by Government Code 905 shall be presented **and acted upon in accordance with district-established procedures** consistent with the manner and time limitations ~~in the Government Claims Act specified in the accompanying administrative regulation~~, unless a procedure for processing such claims is otherwise provided by state or federal law **or regulation. (Government Code 935)**

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

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

~~This policy applies retroactively to any existing causes of action and/or claims for money and/or damages.~~

#### Roster of Public Agencies

~~The Superintendent or designee shall file the information required for the Roster of Public Agencies with the Secretary of State and the County Clerk. This information shall include the name of the school district, the mailing address of the Board, and the names and addresses of the Board-presiding officer, the Board clerk or secretary, and other members of the Board.~~

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

~~Any changes to such information shall be filed within 10 days after the change has occurred.  
(Government Code 53051)~~

#### Legal Reference:

##### EDUCATION CODE

35200 Liability for debts and contracts

35202 Claims against districts; applicability of Government Code

##### CODE OF CIVIL PROCEDURE

## BP 3320 CLAIMS AND ACTIONS AGAINST THE DISTRICT (CONT'D)

### *Legal Reference:*

*340.1 Damages suffered as result of childhood sexual abuse*

#### GOVERNMENT CODE

*800 Cost in civil actions*

*810-996.6 Claims and actions against public entities*

*6500-6536 Joint exercise of powers*

*53051 Information filed with secretary of state and county clerk*

#### PENAL CODE

*72 Fraudulent claims*

#### COURT DECISIONS

*Big Oak Flat-Groveland Unified School District v. Superior Court of Tuolumne County, (2018) 21 Cal.App.5th 403*

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

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

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

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

### *Management Resources:*

#### WEB SITES

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

Policy FERNDALÉ UNIFIED SCHOOOL DISTRICT

Updated: October 9, 2019 Adopted: February 11, 2015 Ferndale, CA

# Ferndale Unified School District

## Administrative Regulation

### Business and Noninstructional Operations

AR 3320

### CLAIMS AND ACTIONS AGAINST THE DISTRICT

#### Time Limitations

The following time limitations apply to claims against the district:

1. Claims for money or damages relating to a cause of action for death or for injury to person, personal property, or growing crops shall be presented to the Governing Board not later than six months after the accrual of the cause of action. (Government Code 905, 911.2)
2. Claims for money or damages as authorized in Government Code 905 and not included in item #1 above, ~~including claims for damages to real property~~, shall be filed not later than one year after the accrual of the cause of action. (Government Code 905, 911.2)
3. **In accordance with the Board's authority pursuant to Government Code 935, claims for money or damages which are specifically exempted from the Government Claims Act by Government Code 905 and are not governed by any other claims presentation statute or regulation shall be filed not later than six months after the accrual of the cause of action. (Government Code 905, 911.2, 935)**

#### Receipt of Claims

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

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

#### Review of Contents of the Claim

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

1. The name and post office address of the claimant
2. The post office address to which the person presenting the claim desires notices to be sent
3. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted
4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim

## AR 3320 CLAIMS AND ACTIONS AGAINST THE DISTRICT (CONT'D)

5. The name(s) of the ~~public~~ **district** employee(s) causing the injury, damage, or loss if known
6. The amount claimed if it totals less than \$10,000 ~~as of the date of the presentation of the claim~~, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds \$10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a "limited civil case."
7. The signature of the claimant or the person acting on his/her behalf

### Notice of Claim Insufficiency

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

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

### Amendment to Claims

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

### Late Claims

For claims under item #1 **and #3** in the section ~~entitled~~ "Time Limitations" above, any person who presents a claim later than six months after the accrual of the cause of action shall present, along with the claim, an application to present a late claim. Such claim and the application to present a late claim shall be presented not later than one year after the accrual of the cause of action. (Government Code **905**, 911.4)

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

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

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

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

## **AR 3320 CLAIMS AND ACTIONS AGAINST THE DISTRICT (CONT'D)**

2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim.
3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason he/she failed to present the claim.
4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim.

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

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

### **Action on Claims**

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

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

1. If the Board finds that the claim is not a proper charge against the district, the claim shall be rejected.
2. If the Board finds that the claim is a proper charge against the district and is for an amount justly due, the claim shall be allowed.
3. If the Board finds that the claim is a proper charge against the district but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance.
4. If legal liability of the district or the amount justly due is disputed, the Board may reject or compromise the claim.
5. If the Board takes no action on the claim, the claim shall be deemed rejected.

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

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

Regulation FERNDALÉ UNIFIED SCHOOL DISTRICT

Updated: October 9, 2019 Adopted: February 11, 2015 Ferndale, CA

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 10.7

**DATE:** October 9, 2019

**SUBJECT:**

BP/AR BP 3515.21 - Unmanned Aircraft Systems (Drones)

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Receive/Discuss/Approve BP 3515.21 - Unmanned Aircraft Systems (Drones)

**PREVIOUS STAFF/BOARD ACTION:**

New Policy.

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

**BP 3515.21 - Unmanned Aircraft Systems (Drones)**

(BP added)

New optional policy addresses strategies for avoiding disruption and maintaining the safety, security, and privacy of individuals when the district grants permission for a person or entity to operate an unmanned aircraft system (drone) on or over district property. Policy reflects federal regulations and Federal Aviation Administration guidance, and provides that the district shall only grant permission if the planned activity supports the district's own instructional, co-curricular, extracurricular, or operational purposes.

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal

# Ferndale Unified School District

## Board Policy

### Business and Noninstructional Operations

BP 3515.21

#### UNMANNED AIRCRAFT SYSTEMS (DRONES)

The Governing Board recognizes that unmanned aircraft or aerial systems (drones) may be a useful tool to enhance the instructional program and assist with district operations. In order to avoid disruption and maintain the safety, security, and privacy of students, staff, and visitors, any person or entity desiring to use a drone on or over district property shall submit a written request for permission to the Superintendent or designee.

*(cf. 1330 - Use of School Facilities)*

*(cf. 1330.1 - Joint Use Agreements)*

*(cf. 5142 - Safety)*

A small *unmanned aircraft system* or drone is an aircraft weighing less than 55 pounds that is operated remotely without the possibility of direct human intervention from within or on the aircraft and the associated elements, including communication links and controls, required for the pilot to operate the aircraft safely and efficiently. It does not include model aircraft or rockets such as those which are radio controlled and used only for hobby or recreational purposes. (49 USC 40101 Note; 14 CFR 107.3)

The Superintendent or designee may grant permission to district employees and students for the use of drones only if the planned activity supports instructional, co-curricular, extracurricular, athletic, or operational purposes. Such uses may include, but are not limited to, instruction in science, technology, engineering, and math (STEM), the arts, or other subjects; maintenance of grounds and facilities; and campus security. When used for instructional purposes, there shall be a clear and articulable connection between drone technology and the course curriculum. Students shall only operate a drone on or over district property under the supervision of a district employee as part of an authorized activity.

The Superintendent or designee may grant permission to other persons or entities under terms and conditions to be specified in a memorandum of understanding.

Any person or entity requesting to operate a drone on or over district property, including a district employee, shall provide a description of the type of operation requested, flight location, date and time of the planned flight, anticipated duration, and whether photos and/or video will be taken. As applicable, the applicant shall also present a copy of his/her Certificate of Waiver or Authorization or exemption issued by the Federal Aviation Administration.

Any person or entity, other than a district employee or student, who is requesting or operating a drone on or over district property shall agree to hold the district harmless from any claims of harm to individuals or property resulting from the operation of the drone and provide proof of adequate liability insurance covering such use.

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

In determining whether to grant permission for the requested use of a drone, the Superintendent or designee shall consider the intended purpose of the activity and its potential impact on safety, security, and privacy. The decision of the Superintendent or designee shall be final.



Any person authorized to use a drone on district property shall sign an acknowledgment that he/she understands and will comply with the terms and conditions of the district's policy, federal law and regulations, state law, and any local ordinances related to the use of drones.

When any use of drones is authorized, the Superintendent or designee shall notify the drone operator of the following conditions:

1. The operator is responsible for complying with applicable federal, state, and/or local laws and regulations, including federal safety regulations pursuant to 14 CFR 107.15-107.51 which include, but are not limited to, requirements that the drone not be flown at night, above 400 feet in altitude, or over any people unless they are in a covered structure or stationary vehicle. The operator shall maintain the visual line of sight with the drone at all times.
2. The drone shall be kept away from any area reasonably considered private, including, but not limited to, restrooms, locker rooms, and individual homes.
3. The district reserves the right to rescind the authorization for use of drones at any time.

The Superintendent or designee may remove any person engaged in unauthorized drone use on district property and/or may confiscate the drone. He/she may also shut down the operation of any authorized drone use whenever the operator fails to comply with the terms of the authorization or the use interferes with district activity, creates electronic interference, or poses unacceptable risks to individuals or property.

*(cf. 3515.2 - Disruptions)*

Any student or staff member violating this policy shall be subject to disciplinary action in accordance with district policies and procedures.

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

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

*(cf. 5144 - Discipline)*

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

*Legal Reference:*

UNITED STATES CODE, TITLE 49

40101 Note Unmanned aircraft systems

CODE OF FEDERAL REGULATIONS, TITLE 14

107.1-107.205 Small unmanned aircraft systems, especially:

107.12 Requirement for a remote pilot certificate with a small UAS rating

107.15-107.51 Operating rules; safety

107.53-107.79 Remote pilot certification

*Management Resources:*

FEDERAL AVIATION ADMINISTRATION PUBLICATIONS

*Educational Use of Unmanned Aircraft Systems (UAS), Memorandum, May 4, 2016*

WEB SITES

*Federal Aviation Administration: <https://www.faa.gov/uas>*

Policy FERNDALÉ UNIFIED SCHOOL DISTRICT

Adopted October 9, 2019 Ferndale, CA

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 10.8

**DATE:** October 9, 2019

**SUBJECT:**

BP 4140/4240/4340 - Bargaining Units

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Receive/Discuss/Approve BP 4140/4240/4340 - Bargaining Units

**PREVIOUS STAFF/BOARD ACTION:**

The Board previously adopted BP 4140/4240/4340 on February 11, 2015.

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

**BP 4140/4240/4340 - Bargaining Units**

(BP revised)

Policy updated to reflect **NEW COURT DECISION** (Janus v. AFSCME) which held that public employees cannot be compelled to pay mandatory "fair share service fees" to an employee organization. Policy also reflects **NEW LAW** (SB 866, 2018) which prohibits districts from deterring or discouraging employees or job applicants from becoming or remaining members of an employee organization and prohibits sharing the date, time, and place of new employee orientations with anyone other than employees, the exclusive representative, or a vendor contracted to provide a service for the orientation. Policy deletes material regarding the employee organization's provision of a financial report, which is required by law to be submitted to the Public Employment Relations Board rather than the district board.

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal

# Ferndale Unified School District

## Board Policy

### All Personnel

BP 4140

4240

4340

### BARGAINING UNITS

The Governing Board recognizes the right of district employees to form a bargaining unit, select an employee organization as their exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Note: Government Code 3550, as added by SB 285 (Ch. 567, Statutes of 2017), prohibits a district from deterring or discouraging employees from becoming or remaining members of an employee organization.

~~The district shall not deter or discourage employees from becoming or remaining members of an employee organization, impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)~~

### Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

1. The bargaining unit includes all supervisory employees.
2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

(cf. 4300 - Administrative and Supervisory Personnel)

(cf. 4301 - Administrative Staff Organization)

(cf. 4312.1 - Contracts)

For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment. (Government Code 3540.1)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. When represented by an employee organization, that organization shall not meet and negotiate with the district. For this purpose: (Government Code 3540.1, 3543.4)

## BP 4140/4240/4340 BARGAINING UNITS (CONT'D)

1. *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
2. *Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

### Membership

Note: Government Code 3550, as added by SB 285 (Ch. 567, Statutes of 2017), prohibits a district from deterring or discouraging employees from becoming or remaining members of an employee organization. Government Code 3550, as amended by SB 866 (Ch. 53, Statutes of 2018), prohibits a district from deterring or discouraging employees or job applicants from authorizing representation by or making dues deductions to an employee organization.

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, **authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization.** (Government Code 3543.5, 3550)

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

**The Superintendent or designee may communicate with district employees regarding their rights under the law. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.**

**However, before disseminating to multiple employees any mass communication concerning employees' right to join or support an employee organization or to refrain from joining or supporting an employee organization, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication provided that, at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)**

### Access to Employee Orientations and Contact Information

Note: Pursuant to Government Code 3556, as added by AB 119 (Ch. 21, Statutes of 2017), districts are required to provide recognized employee organizations access to new employee orientations, as defined, and to give at least 10 days' notice in advance of any such orientation. However, shorter notice may be provided if an unforeseeable urgency critical to the district's operations prevents giving the required 10 days' notice.

Government Code 3556 and 3557, as added by AB 119, require that the structure, time, and manner of access to new employee orientations be determined by mutual agreement of the district and employee organization. If the parties fail to reach an agreement regarding the new employee orientation, the negotiations become subject to compulsory interest arbitration. Although districts are required to negotiate how access is provided to employees, they are not required to negotiate the manner in which onboarding is conducted.

The district shall permit employee organizations access to new employee orientations where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide

## **BP 4140/4240/4340 BARGAINING UNITS (CONT'D)**

employee organizations at least 10 days' notice in advance of an orientation. However, in any specific instance where an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice, a shorter notice may be provided. (Government Code 3555.5, 3556)

The structure, time, and manner of the access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative, following a request to negotiate by either party. If the district and exclusive representative fail to reach an agreement, matters related to the access to new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

**The date, time, and place of the orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. (Government Code 3556)**

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire. In addition, the Superintendent or designee shall provide the same information ~~on~~ **in regard to** all employees in the bargaining unit to an exclusive representative at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 6254.3)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor shall he/she disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or any employee who provides written request that the information not be disclosed for this purpose. Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

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

### **~~Payment of Dues or Service Fee~~ Membership Dues ~~or Service Fee~~ or Other Payments to an Employee Organization**

Note: Pursuant to Government Code 3546, all employees in a classification represented by an employee organization are required to pay a fee to the employee organization to cover the costs of negotiations, contract administration, and other activities that are germane to its function as the exclusive bargaining representative (i.e., "agency fee" arrangements, which require employees to either join the union or pay a "fair share service fee"). However, the constitutionality of agency fee statutes such as Government Code 3546 is a legal issue currently before the U.S. Supreme Court in Janus v. American Federation of State, County, and Municipal Employees. Bargaining unit employees who choose to join the employee organization pay membership dues, which are deducted from the employee's salary or wage payment as provided below. Pursuant to the U.S. Supreme Court's decision in Janus v. American Federation of State, County, and Municipal Employees, bargaining unit employees who choose not to join an employee organization may no longer be required to pay any fees to the employee organization. However, pursuant to Education Code 45060 and 45168, as amended by SB 866 (Ch. 53, Statutes of 2018), an employee who chooses not to join an employee organization may be charged fees for applicable services, programs, or committees provided to him/her by the employee organization if that nonmember employee first affirmatively and voluntarily consents to pay those fees to the employee organization, as required by Janus v. AFSCME.

## **BP 4140/4240/4340 BARGAINING UNITS (CONT'D)**

**As provided in the following section, Education Code 45060 and 45068, as amended by SB 866 (Ch. 53, Statutes of 2018), set forth the process for handling authorizations, changes, and cancellations for dues or other payments, and provide safeguards for districts that rely on information provided by an employee organization concerning such payroll deductions (i.e., the employee organization's indemnification of the district against any employee's claim based on such reliance).**

**Specifically, Education Code 45060 and 45168, as amended, provide that the employee organization will handle and process employee written authorizations if it certifies that it has and will maintain individual employee authorizations. When such certification is provided to the district, the employee organization is not required to submit a copy of the written authorization in order for the payroll deductions to be effective, unless there is a dispute about the existence or terms of the written authorization. The employee organization is required to indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization.**

**When an employee organization declines to provide such certification pursuant to Education Code 45060 and 45168, then the district should request a copy of the employee written authorization before making the payroll deductions. Education Code 45060 and 45168 require that the district honor the terms of the employee's written authorization for payroll deductions, which thus requires the district to first see a copy of such authorization in order to honor its terms. Pursuant to Education Code 45060 and 45168, as amended, employee requests to cancel or change authorization for payroll deductions must be directed to the employee organization rather than the district.**

~~Upon the written request of a recognized employee organization, the Superintendent or designee shall deduct the amount of organization dues or the fair share service fee, determined in accordance with Government Code 3546, from the wages and salary of each employee represented by that employee organization and shall pay that amount to the employee organization. When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168; Government Code 3546)~~

**An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)**

**When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)**

**A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the district. The employee organization shall be responsible for processing these requests. The district shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled or changed. The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)**



## BP 4140/4240/4340 BARGAINING UNITS (CONT'D)

~~Any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment. However, such an employee may be required to pay an amount equal to the service fee to a designated charitable fund. (Government Code 3546.3)~~

~~Each employee organization shall, within 60 days after the end of its fiscal year, provide the Board and the employees who are members of the organization with a detailed financial report consisting of a balance sheet and an operating statement. If the employee organization fails to provide the financial report, the Board may issue an order compelling the organization to provide the financial report or any employee within the organization may petition the Board for such an order. (Government Code 3546.5)~~

~~(cf. 3460—Financial Reports and Accountability)~~

### Legal Reference:

#### EDUCATION CODE

45060-45061.5 Deduction of fees from salary or wage payment, certificated employees

45100.5 Senior management positions

45104.5 Abolishment of senior classified management positions

45108.5 Definition of senior classified management employees

45108.7 Waiver of provisions of 45108.5

45168 Deduction of fees from salary or wage payment, classified employees

45220-45320 Merit system, classified employees

#### GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act, especially:

3540.1 Definitions

3543.4 Management position; representation

3545 Appropriateness of unit; basis

3550-3552 Prohibition on public employers deterring or discouraging union membership

3555-3559 Public employee communication, information and orientation

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

6254.3 Disclosure of employee contact information to employee organization

6503.5 Joint powers agencies

53260-53264 Employment contracts

#### CODE OF REGULATIONS, TITLE 8

33015-33490 Recognition of exclusive representative; proceedings

33700-33710 Severance of established unit

34020 Petition to rescind organizational security arrangement

34055 Reinstatement of organizational security arrangement

#### COURT DECISIONS

Janus v. American Federation of State, County and Municipal Employees, Council 31, (2018) 138 S.Ct. 2448

Friedrichs v. California Teachers Association, et al., (2016) 136 S.Ct. 1083

County of Los Angeles v. Service Employees International Union, Local 721, (2013) 56 Cal. 4th 905

### Management Resources:

#### WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Public Employment Relations Board: <http://www.perb.ca.gov>

Policy FERNDALÉ UNIFIED SCHOOL DISTRICT

Updated October 9, 2019, Adopted February 11, 2015 Ferndale, CA

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 10.9

**DATE:** October 9, 2019

**SUBJECT:**

AR 4157.2/4257.2/4357.2 - Ergonomics

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Receive/Discuss/Approve AR 4157.2/4257.2/4357.2 - Ergonomics

**PREVIOUS STAFF/BOARD ACTION:**

New Regulation.

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

**AR 4157.2/4257.2/4357.2 - Ergonomics**

Regulation updated to add a definition of ergonomics, expand the purpose of the ergonomics program to include other workplace injuries in addition to repetitive motion injuries, provide for employees to report symptoms to a supervisor, reflect circumstances under which an ergonomics program is required by state regulations, and delete outdated date for implementation of state regulations.

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal



# Ferndale Unified School District

## Administrative Regulation

All Personnel

AR 4157.2

4257.2

ERGONOMICS

4357.2

The Superintendent or designee shall implement an ergonomics program to identify risk factors in the work environment that may result in injuries or illnesses to employees and shall design measures to mitigate such risk factors. The program shall include a study of body movements and positions used during work, the tools and equipment used, the physical environment (such as temperature, noise, and lighting), and the organizational environment (such as deadlines, teamwork, and supervision) in order to identify potential causes of stress on the body over time, such as exertion or strain, awkward or sustained posture, or repeated motions.

Note: The following paragraph requires employees to notify their supervisor if they are experiencing symptoms of an ergonomic injury. Pursuant to Labor Code 5401, whenever the Superintendent or designee receives notice or knowledge of a work-related injury, he/she must provide, personally or by first class mail, a claim form and information to the employee regarding the employee's potential eligibility for workers' compensation benefits to cover missed work time and/or medical costs. See AR 4157.1/4257.1/4357.1 - Work-Related Injuries.

An employee who experiences pain, numbness, stiffness, swelling, tingling, weakness, or other symptom(s) of a repetitive motion injury (RMI) or other musculoskeletal disorder that may be caused or aggravated by workplace conditions shall report the problem to his/her supervisor.

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

When an RMI which is objectively identified and diagnosed by a licensed physician to be a musculoskeletal injury has been reported by two or more district employees within a 12-month period, and is determined to be predominantly caused by a repetitive job, process, or operation of an identical work activity, the Superintendent or designee shall: (8 CCR 5110)

1. **Evaluate** each job, process, or operation of identical work activity **at the worksite**, or a representative number of such jobs, processes, or operations of identical **work** activities, for exposures which have caused RMIs:
2. **Correct in a timely manner, or minimize to the extent feasible if correction is not possible**, any exposures that have caused RMIs, **taking into consideration** engineering controls, such as work station redesign, adjustable fixtures, or tool redesign, and administrative controls such as job **station rotation**, work pacing, or work breaks:
3. **Provide staff** training that includes an explanation of:
  - a. The district's **ergonomics** program
  - b. The exposures that have been associated with RMIs
  - c. The symptoms and consequences of injuries caused by repetitive motion
  - d. The importance of reporting symptoms and injuries to the **district**
  - e. Methods used by the district to minimize RMIs

## AR 4157.2/4257.2/4357.2 ERGONOMICS (CONT'D)

Strategies adopted for identifying and correcting workplace conditions or practices that may increase employees' risk of RMIs may be incorporated into the district's injury and illness prevention program developed pursuant to Labor Code 6401.7 and 8 CCR 3203.

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

### Legal Reference:

#### EDUCATION CODE

44984 Industrial accident and illness leaves, certificated employees

45192 Industrial accident and illness leaves, classified employees

#### GOVERNMENT CODE

21153 Employer not to separate for disability members eligible to retire

#### LABOR CODE

142.3 Adoption, amendment or repeal of standards and orders

3200-4855 Workers' compensation, especially:

3550-3553 Employee Notice

3600-3605 Conditions of liability

3760 Report of injury to insurer

4600 Provision of medical and hospital treatment by employer

4906 Disclosures and statements

5400-5404 Notice of injury or death

6303 Place of employment; employment

6305 Occupational safety and health standards; special orders

6310 Retaliation for filing complaint prohibited

6357 Standards for workplace ergonomics

6401.7 Injury prevention programs

6409.1 Reports

#### CODE OF REGULATIONS, TITLE 8

3203 Injury and Illness Prevention Program

5110 Repetitive motion injuries

### Management Resources:

#### CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS, DIVISION OF OCCUPATIONAL SAFETY AND HEALTH PUBLICATIONS

Ergonomic Hazards, Fact Sheet H

Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. May 2011

#### WEB SITES

California Department of Industrial Relations, Division of Occupational Safety and Health: <http://www.dir.ca.gov/dosh>

Regulation FERNDALÉ UNIFIED SCHOOL DISTRICT  
Adopted October 19, 2019 Ferndale, CA