

**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

**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

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**

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

**6.0 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 (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

**10.0 PUBLIC HEARING:**

- 10.1 Sufficiency of Textbooks and Instructional Materials (Ed Code 60119)

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

- 11.1 Review/Approve BP 0415 Equity
- 11.2 Review/Delete BP 1020 Youth Services
- 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
- 11.5 Review/Approve BP 2210 Administrative Discretion Regarding Board Policy

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

- 12.1 Approve Certification of Unaudited Actual Financial Report for 2018-2019
- 12.2 Adopt Resolution #20-01 for Current and Prior year Gann Limit Calculations
- 12.3 Adopt Resolution #20-02 on Sufficiency of Textbooks and Instructional Materials
- 12.4 Approve the Williams Uniform Complaint Second (2nd) Quarterly Report

**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**

*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:** September 11, 2019

**SUBJECT:**

Regular Board Meeting Minutes (August 14, 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

**August 14, 2019  
Regular School Board Meeting**

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

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

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

**Minutes**

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

**1.0 CALL TO ORDER**

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

**2.0 ADJUSTMENTS TO THE AGENDA**

4.1 District Coaching Position – FES 8<sup>th</sup> Grade Volleyball coach was added to the agenda.

**3.0 PUBLIC COMMENT ON CLOSED SESSION ITEMS**

None

**4.0 ADJOURN TO CLOSED SESSION**

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

**4.1 Pursuant to Government Code Section 54957**

Public Employment

Certificated:

Leave of Absence Request, FES

1.0 FTE RSP Teacher, FES

.34 FTE Math Teacher, FHS

District Coaching Positions:

FHS Girls Soccer

FES 8<sup>th</sup> Grade Volleyball

**5.0 REGULAR SESSION RECONVENED**

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

Regular session was reconvened at 7:00 p.m. and President Jorgensen reported that the board approved the recommendation of the administration to hire: Nancy Ingram 1.0 FTE RSP Teacher FES, Jodi Grinsell .34 FTE Math Teacher FHS, Gerald Watkins FHS Girls Soccer, Jamie Hansen FES 8<sup>th</sup> Grade Volleyball.

**6.0 FLAG SALUTE**

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

**7.1 Student Representative Reports**

None

**7.2 Certificated Representative Report**

None

**7.3 Classified Representative Report**

None

**7.4 Facilities Report**

Supt. Anderson reported that he maintenance crew was working hard to get schools ready for students. She said thanks to Brenda Hinton, Rick Machado and Keith Stringer for all their efforts. There is new carpet installed in two rooms to add space. CAL Fire crew was a big help with outside clean up.

**7.5 Board Member Reports/Announcements**

Corrie Pedrotti said she had recently attended a legislative education analysis day for Schools and community.

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

Principal Griffith shared that the ILT recently met for a retreat to plan for the upcoming year. They looked at DATA, what worked and what needed improvement. They talked of the focus on PBIS, Culture and Climate, grade level goals and budget for the remaining two years.

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

Supt. Anderson said that the board will be voting on the latest revision later in the meeting.

**7.8 2019-2020 Budget Report**

Denise Grinsell shared that she is currently working on Unaudited Actuals with HCOE to close the books for 2018-19 and determine our carry over for current year.

**7.9 Elementary School Principal Report**

Principal Griffith said that his office had a summer makeover and is working really well. Staff recently had orientations and trainings. FES will be open accepting all first day paperwork and meet the teachers. School begins August 26.

**7.10 High School Principal/Superintendent Report**

Supt. Anderson shared that staff and kids are coming back a little at a time. She and Mr. Griffith are planning the Professional Development for next week. Sports have started and JV teams are still in question due to low numbers. The small schools football Jamboree will be August 17 and the home opener will be August 24 vs. Clear Lake at 1:00 p.m. for a varsity only game. Freshman Orientation will be Friday, August 23 at 10:00.

**8.0 PUBLIC COMMENT ON OPEN SESSION ITEMS**

None

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

- 9.1 Approve Board Meeting Minutes  
Special Meeting (June 25, 2019)  
Regular Meeting (June 26, 2019)
- 9.2 Approve Commercial Warrants (June and July 2019)
- 9.3 Approve FES/FHS Revolving Cash Accounts and Enrollment Reports
- 9.4 Approve Personnel Activity Report
- 9.5 Approve District Volunteers
- 9.6 Approve District Donations/Fundraisers
- 9.7 Approve FHS Fall Athletic Schedules

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

**10.0 INFORMATION/ACTION**

- 10.1 Track Project Report – Trevor Christiansen explained to the board that he is asking for permission to seek outside funding for this project. Fortuna and McKinleyville high schools had bond funding for their track renovation. He said that the low estimate for resurfacing only, now bathroom facilities, bleachers or PA system would run between \$80,000-\$100,000. Cory Nunes suggested he check with the County of Humboldt to make sure they are on board. Corrie Pedrotti suggested “Donors Choose. Org” for additional funding.

A motion was made by Corrie Pedrotti and seconded by Cory Nunes to give permission to pursue funding options for the Track project. Roll call vote summary: ayes 5-0 noes.

- 10.2 Approve District Designees to CIF Leagues

A motion was made by Danella Barnes-Penman and seconded by Jerry Hansen to approve Beth Anderson and Clint McClurg as our CIF district designees. Roll call vote summary: ayes 5-0 noes.

- 10.3 Approve 2% Classified Salary Schedule Increase to begin 2019-2020 school year  
This salary increase is to keep in step with that of the certificate employees. It was pointed out that due to continual increases in minimum wage, all “cells” that were previously below the minimum wage will be increased.

A motion was made by Jerry Hansen and seconded by Corrie Pedrotti to approve 2% Classified Salary Schedule Increase to begin 2019-2020 school year. Roll call vote summary: ayes 5-0 noes.

- 10.4 Approve LCAP Revision (there were some slight changes per HCOE)

A motion was made by Cory Nunes and seconded by Danella Barnes-Penman to approve the LCAP revision. Roll call vote summary: ayes 5-0 noes.

**10.5 Approve Backpacking Club Overnight Trip**

Member Hansen expressed some concern about potential fire weather and was assured it would be closely monitored.

A motion was made by Corrie Pedrotti and seconded by Cory Nunes to approve Backpacking Club Overnight Trip. Roll call vote summary: ayes 5-0 noes.

**11.0 FUTURE AGENDA ITEMS**

- 11.1** Instructional Materials Public Hearing
- 11.2** Current and Prior Year Gann Limit Calculations
- 11.3** Approve Certification of Unaudited Actual Financial Report for 2018-2019
- 11.4** BP/AR Reviews
- 11.5** Approve Donations/Fundraisers

**12.0 REVIEW OF CORRESPONDENCE TO THE BOARD**

None

**13.0 ADJOURNMENT**

The meeting was adjourned at 7:39 p.m.



**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 9.2

**DATE:** September 11, 2019

**SUBJECT:**

Commercial Warrants Summary (August 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

SEPTEMBER BOARD MEETING

Board of Trustees Meeting 09/11/2019

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000006-0 AUDIT

Reference	Vendor	Description	Amount
PV200044-001	SACTOWN CONTRACTORS CORP 8407 CLEAR VALLEY CT. ANTELOPE, CA 95843	PROP 39 LIGHTING	14,382.00

Total Payment Amount 14,382.00

Transmittal Total 14,382.00

Fund Summary: Fund 01 14,382.00

Transmittal Number: 20000007-0 AUDIT

Reference	Vendor	Description	Amount
PO200000-001	A.J.S. PUBLICATIONS INC 229 BRIAR CT. ISLAND LAKE, IL 60042-0000	FES Jr. High Social Studies	374.00

Total Payment Amount 374.00

PV200048-001	ACSA - MSC #06003 P.O. BOX 742061 LOS ANGELES, CA 90074-2061	AUG DUES	154.94
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Total Payment Amount 154.94

PV200045-001	AED AUTHORITY 8091 SHAFFER PARKWAY LITTLETON, CO 80127	AED'S	7,672.13
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Total Payment Amount 7,672.13

PV200046-001	ALEXANDRE, ALEXA [REDACTED]	FUEL REIMBURSEMENT	176.23
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Total Payment Amount 176.23

PV200047-001	ASAP LOCK & KEY 581 SO. FORTUNA BLVD. FORTUNA, CA 95540-0000	FES OFFICE	96.04
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SEPTEMBER BOARD MEETING

Board of Trustees Meeting 09/11/2019

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000007-0 AUDIT

Reference	Vendor	Description	Amount
PV200083-001	ASAP LOCK & KEY 581 SO. FORTUNA BLVD. FORTUNA, CA 95540-0000	PLATE	13.02
		<b>Total Payment Amount</b>	109.06
PV200049-001	BOYNTON, HEATHER [REDACTED] [REDACTED]	ILT SUPPLIES	150.00
PV200050-001	BOYNTON, HEATHER [REDACTED] [REDACTED]	MATH MATERIALS	92.23
		<b>Total Payment Amount</b>	242.23
PO200012-001	CDW.G 75 REMITTANCE DR. SUITE 1515 CHICAGO, IL 60675-1515	laptops	9,435.65
PO200013-001	CDW.G 75 REMITTANCE DR. SUITE 1515 CHICAGO, IL 60675-1515	Epson Powerlite	567.84
		<b>Total Payment Amount</b>	10,003.49
PO200006-001	CURRICULUM ASSOCIATES INC P.O. BOX 4119 WOBURN, MA 01888-4119	quickword handbooks	316.60
		<b>Total Payment Amount</b>	316.60
PV200051-001	DAVID L. MOONIE & CO. LLP 325 SECOND ST., STE. 301 EUREKA, CA 95501-0000	1ST PROGRESS BILING	3,300.00

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SEPTEMBER BOARD MEETING

Board of Trustees Meeting 09/11/2019

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000007-0 AUDIT

			Total Payment Amount	3,300.00
Reference	Vendor	Description	Amount	
PV200052-001	DEPARTMENT OF JUSTICE STATE OF CALIFORNIA ACCOUNTING OFFICE/CASHIER UNIT P.O. BOX 944255 SACRAMENTO, CA 94244-2550	LIVE SCANS	81.00	
			Total Payment Amount	81.00
PO200018-001	DICK BLICK 6910 EAGLE WAY CHICAGO, IL 60678-1069	FHS Art Supplies	48.52	
PO200018-002	DICK BLICK 6910 EAGLE WAY CHICAGO, IL 60678-1069	FHS Art Supplies	709.02	
			Total Payment Amount	757.54
PO200007-001	DISCOUNT SCHOOL SUPPLY P.O. 6013 CAROL STREAM, IL 60197-6013	tagboard	149.56	
			Total Payment Amount	149.56
PV200053-001	ECOLAB 26252 NETWORK PL CHICAGO, IL 60673-1262	FHS SERVICES	237.00	
			Total Payment Amount	237.00
PV200054-001	EEL RIVER DISPOSAL CO INC PO BOX 266 FORTUNA, CA 95540-0000	GARBAGE	792.92	
PV200055-001	EEL RIVER DISPOSAL CO INC PO BOX 266	GARBAGE	799.93	

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SEPTEMBER BOARD MEETING

Board of Trustees Meeting 09/11/2019

45 Ferndale Unified

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Transmittal Number: 20000007-0 AUDIT

Reference	Vendor	Description	Amount
	FORTUNA, CA 95540-0000		
		<b>Total Payment Amount</b>	1,592.85
PV200058-001	EUREKA OXYGEN 2810 JACOBS AVE EUREKA, CA 95501-0000	SUPPLIES	20.19
		<b>Total Payment Amount</b>	20.19
PV200085-001	EUREKA RUBBER STAMP CO 520 F STREET EUREKA, CA 95501-0000	DOOR PLATES FES	17.44
		<b>Total Payment Amount</b>	17.44
PV200056-001	FERNDAL MUSEUM P.O. BOX 431 FERNDAL, CA 95536-0000	ANNUAL MEMBERSHIP	50.00
		<b>Total Payment Amount</b>	50.00
PV200059-001	FERNDAL TECH PO BOX 111 FERNDAL, CA 95536-0111	SPEECH LAPTOP	100.00
		<b>Total Payment Amount</b>	100.00
PV200060-001	FORTUNA ACE HARDWARE 140 S. FORTUNA BLVD. FORTUNA, CA 95540-0000	SUPPLIES	28.47
		<b>Total Payment Amount</b>	28.47
PV200061-001	FORTUNA IRON FORTUNA IRON CORPORATION PO BOX 23 FORTUNA, CA 95540-0000	SHEET METAL	334.89

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HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

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Board of Trustees Meeting 09/11/2019

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Fiscal Year: 2020

Transmittal Number: 20000007-0 AUDIT

			Total Payment Amount	334.89
Reference	Vendor	Description	Amount	
PV200057-001	FRONTIER P.O. BOX 20550 ROCHESTER, NY 14602-0550	PHONE	3,211.11	
			Total Payment Amount	3,211.11
PV200062-001	GRINSELL, DENISE [REDACTED]	SUPPLIES	87.71	
			Total Payment Amount	87.71
PV200063-001	GW PETERSEN PLUMBING P.O. BOX 734 FERNDAL, CA 95536-0000	DRINKING FOUNTAIN	97.50	
			Total Payment Amount	97.50
PV200064-001	HUMBOLDT-DEL NORTE LEAGUE % JACK LAKIN 1231 MAIN ST. FERNDAL, CA 95536-0000	SPRING AT LARGE FEES	155.00	
			Total Payment Amount	155.00
PV200065-001	JOHNNY'S FLOORING 465 N FORTUNA BLVD FORTUNA, CA 95540-2724	REPLACE CARPET	2,698.05	
			Total Payment Amount	2,698.05
PO200008-001	LAMINATION DEPOT INC. 1601 ALTON PKWY STE E IRVINE, CA 92606-4843	lamin	321.74	

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Transmittal Number: 20000007-0 AUDIT

			Total Payment Amount	321.74
Reference	Vendor	Description	Amount	
PO200003-001	MCGRAW-HILL PO BOX 71545 SCHOOL EDUCATION HOLDINGS CHICAGO, IL 60694-1545	FES Math	591.23	
			Total Payment Amount	591.23
PV200066-001	MENDES SUPPLY CO. 1030 W. DEL NORTE STREET EUREKA, CA 95501-0000	CUSTODIAL SUPPLIES	1,675.08	
			Total Payment Amount	1,675.08
PV200067-001	MILLER FARMS NURSERY INC. 1828 CENTRAL AVENUE P.O. BOX 2145 MCKINLEYVILLE, CA 95519-0000	IRRIGATION PARTS/SERVICE	209.86	
			Total Payment Amount	209.86
PO200001-001	NATIONAL GEOGRAPHIC LEARNING 10650 TOEBBEN DR. INDEPENDENCE, KY 41051-0000	FES LA 5th grade	404.87	
			Total Payment Amount	404.87
PV200068-001	NILSEN CO P. O. BOX 398 FERNDALE, CA 95536-0000	SUPPLIES	751.25	
			Total Payment Amount	751.25
PV200069-001	NOGA, THERESA	FFA SUPPLIES	376.33	
			Total Payment Amount	376.33

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ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

SEPTEMBER BOARD MEETING

Board of Trustees Meeting 09/11/2019

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000007-0 AUDIT

Reference	Vendor	Description	Amount
PV200070-001	P G & E 2555 MYRTLE AVENUE EUREKA, CA 95501-9917	ELECTRICAL SERVICE	2,749.29
		<b>Total Payment Amount</b>	2,749.29
PV200071-001	PACIFIC PAPER COMPANY 2825 F STREET EUREKA, CA 95501-0000	FES OFFICE DESKS	1,504.19
		<b>Total Payment Amount</b>	1,504.19
PV200072-001	PAPE MACHINERY INC PO BOX 35144 SEATTLE, WA 98124-5144	BLADES	77.21
		<b>Total Payment Amount</b>	77.21
PV200073-001	PITNEY BOWES P. O. BOX 371887 PITTSBURGH, PA 15250-7874	POSTAGE MACHINE LEASE FHS	177.90
		<b>Total Payment Amount</b>	177.90
PO200015-001	PRO-ED P.O. BOX 679029 DALLAS, TX 75267-9029	SPED Testing Materials	229.90
		<b>Total Payment Amount</b>	229.90
PO200009-001	RAY MORGAN CO 3131 ESPLANADE CHICO, CA 95973-0000	Copier Supplies	227.24
		<b>Total Payment Amount</b>	227.24
PV200074-001	REDI RENTS 124 MAIN STREET	LADDER JACK RENTAL	10.85

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Transmittal Number: 20000007-0 AUDIT

Reference	Vendor	Description	Amount
	FORTUNA, CA 95540-0000		
		Total Payment Amount	10.85
PV200075-001	RESTIF CLEANING SERVICE PO BOX 3520 EUREKA, CA 95502-3520	FLOOR CLEANING	9,027.80
		Total Payment Amount	9,027.80
PV200076-001	SCHOOL DATEBOOKS P.O. BOX 969 LAFAYETTE, IN 47902-0000	FES PLANNERS	640.47
		Total Payment Amount	640.47
PV200077-001	SEQUOIA GAS CO (C) 926 MAIN STREET FORTUNA, CA 95540-0000	PROPANE	1,020.82
		Total Payment Amount	1,020.82
PV200078-001	SIX RIVERS PORTABLE TOILETS P.O. BOX 1329 BLUE LAKE, CA 95525-0000	BUS BARN FACILITY	95.78
		Total Payment Amount	95.78
PV200079-001	SUDDEN LINK P.O. BOX 660365 DALLAS, TX 75266-0365	INTERNET	186.17
		Total Payment Amount	186.17
PV200080-001	U.S. BANCORP EQUIP FINANCE INC P.O. BOX 790448 ST. LOUIS, MO 63179-0448	COPIER LEASE	2,751.71

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SEPTEMBER BOARD MEETING

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Fiscal Year: 2020

Transmittal Number: 20000007-0 AUDIT

Total Payment Amount 2,751.71

Reference	Vendor	Description	Amount
PV200081-001	U.S. BANK P.O. BOX 790428 ST LOUIS, MO 63179-0428	MATERIALS/SUPPLIES/CURRICULUM	734.27

Total Payment Amount 734.27

PV200082-001	VALLEY LUMBER & MILLWORK 657 SHAW AVENUE P.O. BOX 517 FERNDAL, CA 95536-0000	MATERIALS	596.34
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Total Payment Amount 596.34

PV200084-001	WILSON, KIMBERLY [REDACTED]	GENDER SPECTRUM CONF	1,546.99
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Total Payment Amount 1,546.99

Transmittal Total 57,874.28

Fund Summary: Fund 01 57,874.28

Transmittal Number: 20000008-0 AUDIT

PV200086-001	U.S. BANK P.O. BOX 790428 ST LOUIS, MO 63179-0428		3,080.72
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Total Payment Amount 3,080.72

Transmittal Total 3,080.72

Fund Summary: Fund 01 3,080.72

Transmittal Number: 20000009-0 AUDIT

PV200088-001	ADVANCED SECURITY SYSTEMS		10,338.62
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HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

SEPTEMBER BOARD MEETING

Board of Trustees Meeting 09/11/2019

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000009-0 AUDIT

Reference	Vendor	Description	Amount
	1336 4TH STREET EUREKA, CA 95501-5550		
PV200115-001	ADVANCED SECURITY SYSTEMS 1336 4TH STREET EUREKA, CA 95501-5550	FHS MONITORING	76.50
		<b>Total Payment Amount</b>	10,415.12
PV200090-001	ALEXANDRE, ALEXA P.O. BOX 1449 FERNDALE, CA 95536-0000	FLORAL SUPPLIES	182.73
		<b>Total Payment Amount</b>	182.73
PV200087-001	ANDERSON, BETH 50 WERDIN RD FERNDALE, CA 95536-0000	Online Class - Supplies	440.19
		<b>Total Payment Amount</b>	440.19
PV200089-001	ASAP LOCK & KEY 581 SO. FORTUNA BLVD. FORTUNA, CA 95540-0000		13.02
		<b>Total Payment Amount</b>	13.02
PV200091-001	BUSHER, MEGAN [REDACTED] [REDACTED]	MATH MATERIALS	95.49
		<b>Total Payment Amount</b>	95.49
PV200092-001	CASH & CARRY P.O. BOX 910948 LOS ANGELES, CA 90091-0948	FHS CAFETERIA	1,318.83
		<b>Total Payment Amount</b>	1,318.83

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SEPTEMBER BOARD MEETING

HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 09/11/2019

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000009-0 AUDIT

Reference	Vendor	Description	Amount
PO200019-001	CDW.G 75 REMITTANCE DR. SUITE 1515 CHICAGO, IL 60675-1515	replacement chromebooks	1,080.00
PO200019-002	CDW.G 75 REMITTANCE DR. SUITE 1515 CHICAGO, IL 60675-1515	replacement chromebooks	10,887.77
		<b>Total Payment Amount</b>	<b>11,967.77</b>
PV200093-001	DEL ORO WATER COMPANY DRAWER #5172 FERNDAL DISTRICT CHICO, CA 95927-5172	WATER	727.53
		<b>Total Payment Amount</b>	<b>727.53</b>
PV200094-001	ECOLAB 26252 NETWORK PL CHICAGO, IL 60673-1262	SERVICES	237.00
PV200095-001	ECOLAB 26252 NETWORK PL CHICAGO, IL 60673-1262	SERVICES	102.47
PV200096-001	ECOLAB 26252 NETWORK PL CHICAGO, IL 60673-1262	SERVICES	237.00
PV200097-001	ECOLAB 26252 NETWORK PL CHICAGO, IL 60673-1262	SERVICES	237.00
		<b>Total Payment Amount</b>	<b>813.47</b>
PV200098-001	FERNDAL TECH	REPAIRS	50.00

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HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

SEPTEMBER BOARD MEETING

Board of Trustees Meeting 09/11/2019

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000009-0 AUDIT

Reference	Vendor	Description	Amount
	PO BOX 111 FERNDAL, CA 95536-0111		
		Total Payment Amount	50.00
PV200099-001	FISS-BECKER, JENNIFER [REDACTED] [REDACTED] 95536-0000	ILT SUPPLIES	21.20
		Total Payment Amount	21.20
CM200001-001	FORTUNA ACE HARDWARE 140 S. FORTUNA BLVD. FORTUNA, CA 95540-0000	RETURNED ITEMS	(19.52)
PV200100-001	FORTUNA ACE HARDWARE 140 S. FORTUNA BLVD. FORTUNA, CA 95540-0000	SUPPLIES	123.62
PV200101-001	FORTUNA ACE HARDWARE 140 S. FORTUNA BLVD. FORTUNA, CA 95540-0000	SUPPLIES	27.73
		Total Payment Amount	131.83
PV200102-001	FRONTIER P.O. BOX 20550 ROCHESTER, NY 14602-0550	INTERNET	70.72
PV200114-001	FRONTIER P.O. BOX 20550 ROCHESTER, NY 14602-0550	INTERNET	3,262.88
		Total Payment Amount	3,333.60
PO200002-001	HOUGHTON MIFFLIN HARCOURT HM RECEIVABLES CO, LLC. 14046 COLLECTIONS CENTER DRIVE	FES Science	3,800.30

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SEPTEMBER BOARD MEETING

HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 09/11/2019

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000009-0 AUDIT

Reference	Vendor	Description	Amount
	CHICAGO, IL 60693-0000		
		<b>Total Payment Amount</b>	3,800.30
CM200002-001	MENDES SUPPLY CO. 1030 W. DEL NORTE STREET EUREKA, CA 95501-0000	RETURNED SUPPLIES	(1,328.92)
PV200103-001	MENDES SUPPLY CO. 1030 W. DEL NORTE STREET EUREKA, CA 95501-0000	CUSTODIAL SUPPLIES	394.77
PV200104-001	MENDES SUPPLY CO. 1030 W. DEL NORTE STREET EUREKA, CA 95501-0000	CUSTODIAL SUPPLIES	1,294.89
		<b>Total Payment Amount</b>	360.74
PV200105-001	PACIFIC PAPER COMPANY 2825 F STREET EUREKA, CA 95501-0000	FES DESK ADDITION	520.48
		<b>Total Payment Amount</b>	520.48
PO200004-001	PEARSON ED. P.O. BOX 409496 ATLANTA, GA 30384-9496	FES Social Studies	1,830.39
		<b>Total Payment Amount</b>	1,830.39
PV200106-001	PIERSON BLDG CENTER 4100 BROADWAY EUREKA, CA 95501-0000	AG MECH SUPPLIES	459.24
		<b>Total Payment Amount</b>	459.24
PV200107-001	PITNEY BOWES PURCHASE POWER	FES POSTAGE	503.50

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HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

SEPTEMBER BOARD MEETING

Board of Trustees Meeting 09/11/2019

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000009-0 AUDIT

Reference

Vendor  
P.O. BOX 371874  
PITTSBURG, PA 15250-7874

Description

Amount

Total Payment Amount 503.50

PV200108-001	REDI RENTS 124 MAIN STREET FORTUNA, CA 95540-0000	PRESSURE WASHER	65.10
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Total Payment Amount 65.10

PV200109-001	REVOLVING CASH FUND FERNDAL UNION HIGH	CHIPS	390.60
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Total Payment Amount 390.60

PV200110-001	RODLAN ADMINISTRATIVE SOFTWARE 161 EAST 1600 NORTH LOGAN, UT 84341-0000	SCHOOL LUNCH PROGRAM UPDATE	300.00
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Total Payment Amount 300.00

PV200111-001	ROE, KRISTEN 	LIVE SCAN	35.00
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Total Payment Amount 35.00

PV200112-001	ROGERS MACHINERY COMPANY INC. PO BOX 230429 PORTLAND, OR 97281-0429	SHOP EQUIP SERVICE	325.97
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Total Payment Amount 325.97

PV200116-001	SIX RIVERS PORTABLE TOILETS P.O. BOX 1329 BLUE LAKE, CA 95525-0000	FACILITIES	177.57
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SEPTEMBER BOARD MEETING

HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

Board of Trustees Meeting 09/11/2019

45 Ferndale Unified

Fiscal Year: 2020

Transmittal Number: 20000009-0 AUDIT

Reference	Vendor	Description	Amount
PO200017-001	STAPLES ADVANTAGE DEPT LA P.O. BOX 83689 CHICAGO, IL 60696-0001	Staples - EdBuy MFEE1183109	574.89
		<b>Total Payment Amount</b>	177.57
		<b>Total Payment Amount</b>	574.89
PV200113-001	SYSCO P.O. BOX 138007 SACRAMENTO, CA 95813-8007	FES CAFETERIA	1,186.65
		<b>Total Payment Amount</b>	1,186.65
PV200118-001	U.S. BANK P.O. BOX 790428 ST LOUIS, MO 63179-0428	TEXTBOOKS/SUPPLIES	2,747.90
		<b>Total Payment Amount</b>	2,747.90
PV200117-001	VELAZQUEZ, AMANDA [REDACTED] [REDACTED]	CLASSROOM SUPPLIES	56.67
		<b>Total Payment Amount</b>	56.67
PV200119-001	WEX BANK PO BOX 4337 CAROL STREAM, IL 60197-4337	CHEVRON	52.83
		<b>Total Payment Amount</b>	52.83
		<b>Transmittal Total</b>	42,898.61
		<b>Fund Summary:</b>	
		Fund 01	40,093.13
		Fund 13	2,805.48

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HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - BOARD PAYMENT REPORT

SEPTEMBER BOARD MEETING

Board of Trustees Meeting 09/11/2019

45 Ferndale Unified

Fiscal Year: 2020

Payment Count:	79	Transmittal Count:	4	Grand Total:	118,235.61
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The above Payable transactions have been issued in accordance with the District's policies and procedures.  
It is recommended that the Board of Trustees approve them.

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Authorized Agent

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Board Approval

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 9.3

**DATE:** September 11, 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 - 318**

September 5, 2019

<u>GRADE</u>	<u>TEACHER</u>		<u>ENROLLMENT</u>
K	MRS. BRAZIL		18
K	MRS. SOLI		20
1	MRS. COLLENBERG		17
1	MRS. GRIFFITH		15
2	MRS. CURRIER		22
2-3	MRS. RODRIGUEZ	2 - 8	20
		3 - 12	
3	MS. MCWHORTER		22
4	MRS. BUSER		19
4	MR. DUGGAN		20
5	MRS. FISK-BECKER		22
5-6	MS. HUBNER	5 - 17 6 - 6	23
6	MRS. BUSICK		22
7-8	MR. RIGNEY	7 - 12 8 - 15	27
7-8	MS. TAYLOR	7 - 11 8 - 13	24
7-8	MR. TOTTEN	7 - 13 8 - 14	27

**FERNDALE UNIFIED SCHOOL DISTRICT  
ENROLLMENT  
FERNDALE HIGH SCHOOL – 148**

**September 5, 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>41</b>

**TOTAL: 148**

2:18 PM

08/13/19

**Ferndale High School**  
**Reconciliation Summary**  
**Student Body Funds, Period Ending 08/31/2019**

	Aug 31, 19
Beginning Balance	34,924.28
Cleared Transactions	
Checks and Payments - 8 items	-6,171.17
Deposits and Credits - 1 item	0.53
Total Cleared Transactions	-6,170.64
Cleared Balance	<u>28,753.64</u>
Uncleared Transactions	
Checks and Payments - 3 items	<u>-1,900.00</u>
Total Uncleared Transactions	-1,900.00
Register Balance as of 08/31/2019	<u>26,853.64</u>
Ending Balance	<u>26,853.64</u>

2:18 PM

08/13/19

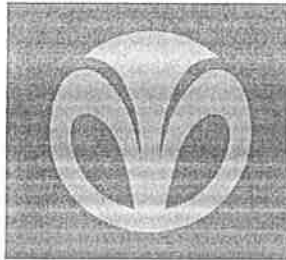
**Ferndale High School**  
**Reconciliation Detail**  
**Student Body Funds, Period Ending 08/31/2019**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						34,924.28
<b>Cleared Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Check	6/10/2019	1870	Vanessa Frost	X	-824.00	-824.00
Check	6/10/2019	1875	Vanessa Frost	X	-200.00	-1,024.00
Check	6/13/2019	1884	Kenton Chambers	X	-1,000.00	-2,024.00
Check	6/24/2019	1895	California FFA Asso...	X	-756.00	-2,780.00
Check	8/5/2019	1898	Theresa Noga	X	-532.57	-3,312.57
Check	8/9/2019	1900	Kyler Becksted	X	-1,100.00	-4,412.57
Check	8/9/2019	1901	Clint McClurg	X	-758.60	-5,171.17
Check	8/13/2019	1902	Cash	X	-1,000.00	-6,171.17
<b>Total Checks and Payments</b>					-6,171.17	-6,171.17
<b>Deposits and Credits - 1 item</b>						
Deposit	8/12/2019			X	0.53	0.53
<b>Total Deposits and Credits</b>					0.53	0.53
<b>Total Cleared Transactions</b>					-6,170.64	-6,170.64
<b>Cleared Balance</b>					-6,170.64	28,753.64
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	8/9/2019	1899	Mirian Alvarado		-1,000.00	-1,000.00
Check	8/13/2019	1903	Giovanni Magdaleno		-650.00	-1,650.00
Check	8/13/2019	1904	Riley Shinn		-250.00	-1,900.00
<b>Total Checks and Payments</b>					-1,900.00	-1,900.00
<b>Total Uncleared Transactions</b>					-1,900.00	-1,900.00
<b>Register Balance as of 08/31/2019</b>					-8,070.64	26,853.64
<b>Ending Balance</b>					-8,070.64	26,853.64

**tri counties bank**

Service With Solutions™

P.O. Box 909, Chico, CA 95927

**YOUR STATEMENT**Customer Service: 1-800-922-8742  
TriCountiesBank.comPage: **1 of 2**  
Statement Date: **08-12-19**  
Primary Account: **XXXXXXXXX6479**COUNTY OF HUMBOLDT  
FERNDAL Unified School Distri  
1231 MAIN ST  
FERNDAL CA 95536-9416

**Privacy Notice Tri Counties Bank** – Federal law requires us to tell you how we collect, share, and protect your personal information. Our privacy policy has not changed and you may review our policy and practices with respect to your personal information at TriCountiesBank.com or we will mail you a free copy upon request if you call us at 1-800-922-8742.

Account #	XXXXXXXXX6479	Statement Dates	07-15-19 thru 08-12-19
Beginning Balance	34,924.28		
0 Deposits/Credits	0.00		
8 Checks/Debits	6,171.17		
Service Charge	0.00		
Interest Paid	0.53		
Ending Balance	28,753.64		

**Transactions**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
8-12	Int Pmt Sys-Gen	0.53

**Checks**

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
1870	8-12	824.00	1895*	7-31	756.00	1901	8-12	758.60
1875*	8-12	200.00	1898*	8-02	532.57	1902	8-12	1,000.00
1884*	7-17	1,000.00	1900*	8-12	1,100.00			

\* Indicates a Gap in Check Number Sequence

Continued on Next Page

**Interest Summary**

Interest Earned	7/15/19 thru 8/12/19
Days in Statement Period	29
Interest Earned	0.53
Annual Percentage Yield Earned	.02%
Interest Paid this Year	6.72
Interest Withheld this Year	0.00

**End of Statement**





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

3806 TRN S Y ST01

## Business Statement

Account Number:

1 575 1366 8200

Statement Period:

Jul 1, 2019

through

Jul 31, 2019

Page 1 of 1



000089376 01 AB 0.412 000638155218382 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/termsandconditions](http://usbank.com/termsandconditions) 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 Jul 1		\$	3,251.37	Interest Paid this Year	\$ 0.76
Other Deposits	1		0.13	Number of Days in Statement Period	31
Checks Paid	1		508.88-		
Ending Balance on Jul 31, 2019		\$	2,742.62		

### Other Deposits

Date	Description of Transaction	Ref Number	Amount
Jul 31	Interest Paid	3100002088	\$ 0.13
Total Other Deposits			\$ 0.13

### Checks Presented Conventionally

Check	Date	Ref Number	Amount
3024	Jul 29	8058276092	508.88

Conventional Checks Paid (1) \$ 508.88-

### Balance Summary

Date	Ending Balance	Date	Ending Balance
Jul 29	2,742.49	Jul 31	2,742.62

Balances only appear for days reflecting change.

## ANALYSIS SERVICE CHARGE DETAIL

Account Analysis Activity for: June 2019

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

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

Service	Volume	Avg Unit Price	Total Charge
Depository Services			
Combined Transactions/Items	23		No Charge
Subtotal: Depository Services			0.00
Fee Based Service Charges for Account Number 1-575-1366-8200		\$	0.00

10:09 AM

09/03/19

**Ferndale Unified School District**  
**Reconciliation Detail**  
**FUSD Revolving Cash, Period Ending 07/31/2019**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,251.37
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	7/29/2019	3024	Kelly O'Day	X	-508.88	-508.88
<b>Total Checks and Payments</b>					-508.88	-508.88
<b>Deposits and Credits - 1 item</b>						
Deposit	7/31/2019			X	0.13	0.13
<b>Total Deposits and Credits</b>					0.13	0.13
<b>Total Cleared Transactions</b>					-508.75	-508.75
<b>Cleared Balance</b>					-508.75	2,742.62
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	3/25/2019	3020	Hoopa Valley High		-250.00	-250.00
<b>Total Checks and Payments</b>					-250.00	-250.00
<b>Total Uncleared Transactions</b>					-250.00	-250.00
<b>Register Balance as of 07/31/2019</b>					-758.75	2,492.62
<b>New Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	8/19/2019	3025	Brandi Zanone		-390.60	-390.60
Check	8/28/2019	3027	NCS		-912.00	-1,302.60
Check	8/28/2019	3026	Jeff Michael		-41.55	-1,344.15
<b>Total Checks and Payments</b>					-1,344.15	-1,344.15
<b>Deposits and Credits - 1 item</b>						
Deposit	8/12/2019				508.88	508.88
<b>Total Deposits and Credits</b>					508.88	508.88
<b>Total New Transactions</b>					-835.27	-835.27
<b>Ending Balance</b>					-1,594.02	1,657.35

10:09 AM

09/03/19

**Ferndale Unified School District**  
**Reconciliation Summary**  
**FUSD Revolving Cash, Period Ending 07/31/2019**

	<b>Jul 31, 19</b>
<b>Beginning Balance</b>	3,251.37
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-508.88
Deposits and Credits - 1 item	0.13
<b>Total Cleared Transactions</b>	-508.75
<b>Cleared Balance</b>	2,742.62
<b>Uncleared Transactions</b>	
Checks and Payments - 1 item	-250.00
<b>Total Uncleared Transactions</b>	-250.00
<b>Register Balance as of 07/31/2019</b>	2,492.62
<b>New Transactions</b>	
Checks and Payments - 3 items	-1,344.15
Deposits and Credits - 1 item	508.88
<b>Total New Transactions</b>	-835.27
<b>Ending Balance</b>	1,657.35

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:jf

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

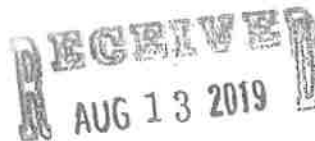
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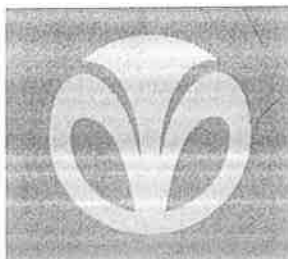
BY: .....

## YOUR STATEMENT

Customer Service: 1-800-922-8742  
TriCountiesBank.comPage: 1 of 2  
Statement Date: 07-31-19  
Primary Account: XXXXXXXX6492

  
002502 0.6500 AV 0.383 TR00011

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
Beginning Balance	16,630.11
0 Deposits/Credits	0.00
2 Checks/Debits	192.00
Service Charge	0.00
Interest Paid	0.28
Ending Balance	16,438.39

Statement Dates 07-01-19 thru 07-31-19

## Transactions

Date	Description	Amount
7-31	Int Pmt Sys-Gen	0.28

## Checks

Check #	Date	Amount	Check #	Date	Amount
2795	7-15	70.00	2797*	7-05	122.00

\* Indicates a Gap in Check Number Sequence

## Interest Summary

Interest Earned	7/01/19 thru 7/31/19
Days in Statement Period	31
Interest Earned	0.28
Annual Percentage Yield Earned	.02%
Interest Paid this Year	2.17
Interest Withheld this Year	0.00

no checks

Continued on Next Page

Member FDIC

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95536978164

10:00 AM

08/14/19

**Ferndale Elementary School Student Accounts**  
**Reconciliation Summary**  
Checking, Period Ending 07/31/2019

	Jul 31, 19
Beginning Balance	16,630.11
Cleared Transactions	
Checks and Payments - 2 items	-192.00
Deposits and Credits - 1 item	0.28
Total Cleared Transactions	-191.72
Cleared Balance	<u>16,438.39</u>
Uncleared Transactions	
Checks and Payments - 1 item	-12.89
Total Uncleared Transactions	-12.89
Register Balance as of 07/31/2019	<u>16,425.50</u>
Ending Balance	16,425.50

10:00 AM

08/14/19

# Ferndale Elementary School Student Accounts

## Reconciliation Detail

### Checking, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						16,630.11
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	6/13/2019	2795	Allison Griffith	X	-70.00	-70.00
Check	6/14/2019	2797	Becca Meyer	X	-122.00	-192.00
<b>Total Checks and Payments</b>					-192.00	-192.00
<b>Deposits and Credits - 1 item</b>						
Deposit	7/31/2019			X	0.28	0.28
<b>Total Deposits and Credits</b>					0.28	0.28
<b>Total Cleared Transactions</b>					-191.72	-191.72
Cleared Balance					-191.72	16,438.39
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	5/22/2019	2787	Josh Cooney		-12.89	-12.89
<b>Total Checks and Payments</b>					-12.89	-12.89
<b>Total Uncleared Transactions</b>					-12.89	-12.89
Register Balance as of 07/31/2019					-204.61	16,425.50
Ending Balance					-204.61	16,425.50

10:03 AM  
08/14/19  
Cash Basis

# Ferndale Elementary School Student Accounts

## Custom Summary Report

July 2004 through July 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	6.71	6.71
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
<b>TOTAL</b>	<b>0.00</b>	<b>16,425.50</b>	<b>16,425.50</b>

002501



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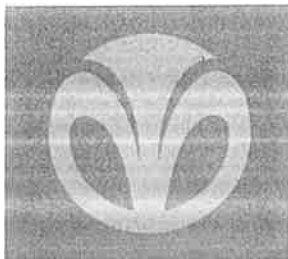
## YOUR STATEMENT

Customer Service: 1-800-922-8742  
TriCountiesBank.comPage: 1 of 1  
Statement Date: 07-31-19  
Primary Account: XXXXXXXX6467

  
002501 0.4500 AV 0.383 TR00011

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	07-01-19 thru 07-31-19
Beginning Balance	12,514.96		
0 Deposits/Credits	0.00		
1 Checks/Debits	61.83		
Service Charge	0.00		
Interest Paid	0.21		
Ending Balance	12,453.34		

## Transactions

Date	Description	Amount
7-01	POS Pur 7474 Sport And Sport And Cycle Fortuna CA	61.83-
7-31	Int Pmt Sys-Gen	0.21

## Interest Summary

Interest Earned	7/01/19 thru 7/31/19
Days in Statement Period	31
Interest Earned	0.21
Annual Percentage Yield Earned	.02%
Interest Paid this Year	3.24
Interest Withheld this Year	0.00

End of Statement

no chgs

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10:26 AM

08/14/19

**Ferndale Elementary School Athletic Account**  
**Reconciliation Summary**  
Checking, Period Ending 07/31/2019

	Jul 31, 19
Beginning Balance	12,514.96
Cleared Transactions	
Checks and Payments - 1 item	-61.83
Deposits and Credits - 1 item	0.21
Total Cleared Transactions	-61.62
Cleared Balance	12,453.34
Register Balance as of 07/31/2019	12,453.34
Ending Balance	12,453.34

10:26 AM

08/14/19

**Ferndale Elementary School Athletic Account**  
**Reconciliation Detail**  
 Checking, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,514.96
Cleared Transactions						
Checks and Payments - 1 item						
General Journal	8/14/2019	165		X	-61.83	-61.83
Total Checks and Payments					-61.83	-61.83
Deposits and Credits - 1 item						
Deposit	7/31/2019			X	0.21	0.21
Total Deposits and Credits					0.21	0.21
Total Cleared Transactions					-61.62	-61.62
Cleared Balance					-61.62	12,453.34
Register Balance as of 07/31/2019					-61.62	12,453.34
Ending Balance					-61.62	12,453.34



10:29 AM  
08/14/19  
Accrual Basis

Ferndale Elementary School Athletic Account  
Profit & Loss  
July 2019

	Jul 19
Income	
Other Types of Income	
Miscellaneous Revenue	0.21
Total Other Types of Income	0.21
Total Income	0.21
Gross Profit	0.21
Expense	0.00
Net Income	<u>0.21</u>

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## YOUR STATEMENT

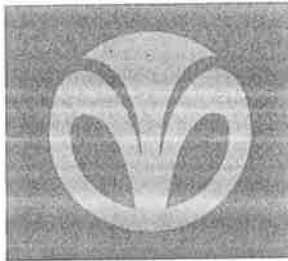
Customer Service: 1-800-922-8742  
TriCountiesBank.com

Page: 1 of 2  
Statement Date: 07-31-19  
Primary Account: XXXXXXXX6261

002500 0.6500 AV 0.383 TR00011

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	07-01-19 thru 07-31-19
Beginning Balance	43,808.23		
1 Deposits/Credits	490.00		
1 Checks/Debits	825.00		
Service Charge	0.00		
Interest Paid	0.74		
Ending Balance	43,473.97		

## Transactions

Date	Description	Amount
7-03	Deposit	490.00
7-31	Int Pmt Sys-Gen	0.74

## Checks

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
1290	7-01	825.00						

\* Indicates a Gap in Check Number Sequence

Continued on Next Page

TCBK-002-002500-001-190801 002500 X04 95536978164

1:23 PM

08/14/19

**Ferndale Elementary School 8th Grade**  
**Reconciliation Summary**  
Checking, Period Ending 07/31/2019

	<u>Jul 31, 19</u>
Beginning Balance	43,808.23
Cleared Transactions	
Checks and Payments - 1 item	-825.00
Deposits and Credits - 3 items	490.74
Total Cleared Transactions	-334.26
Cleared Balance	<u>43,473.97</u>
Register Balance as of 07/31/2019	43,473.97
Ending Balance	43,473.97

1:23 PM

08/14/19

**Ferndale Elementary School 8th Grade**  
**Reconciliation Detail**  
 Checking, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						43,808.23
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	7/1/2019	1290	Cash	X	-825.00	-825.00
<b>Total Checks and Payments</b>					-825.00	-825.00
<b>Deposits and Credits - 3 items</b>						
Check	6/18/2019	1437	Ferndale Elementar...	X	0.00	0.00
Deposit	7/1/2019			X	490.00	490.00
Deposit	7/31/2019			X	0.74	490.74
<b>Total Deposits and Credits</b>					490.74	490.74
<b>Total Cleared Transactions</b>					-334.26	-334.26
Cleared Balance					-334.26	43,473.97
Register Balance as of 07/31/2019					-334.26	43,473.97
<b>Ending Balance</b>					-334.26	43,473.97

1:24 PM  
08/14/19  
Cash Basis

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

	Jul 19
Income	
Misc. Income	490.74
Total Income	490.74
Expense	
Facility Exp.	825.00
Total Expense	825.00
Net Income	<u>-334.26</u>

1:22 PM

08/14/19

Ferndale Elementary School 8th Grade  
Check Detail  
July 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check	1290	7/1/2019	Cash	James Craig Labor - Shed Door	Checking		-825.00
				Labor Shed Door - James Craig	Facility Exp.	-825.00	825.00
TOTAL						-825.00	825.00

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM: 9.4**

**DATE: September 11, 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

FERNDAL Unified School District  
Personnel Report  
September 11, 2019

***CURRENT VACANCIES – 2019-2020 School Year***

**CERTIFICATED PERSONNEL**

None

**CLASSIFIED PERSONNEL**

None

**COACHING PERSONNEL**

FHS JV Boys Basketball Coach  
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:** September 11, 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

[illegible][illegible]

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM 9.6**

**DATE: September 11, 2019**

**SUBJECT:**

FES Volleyball Schedule

**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  
Jeremy Griffith, FES Principal  
Rex Rigney, FES Athletic Director

## FES 7th-8th Grade Girls' Volleyball Schedules (2019-2020)

Date	Opponent	Location	Teams & Times
<i>Tues. Sept 3rd</i>	Toddy Thomas	FERNDALE	7th @ 4:00pm, 8th @ 4:45pm
<i>Thurs. Sept 5th</i>	Miranda	Miranda	8th @ 4:00pm
<i>Fri. &amp; Sat Sept 6th+7th</i>	Ferndale Tournament	FERNDALE	8th - TBA
<i>Thurs. Sept. 12th</i>	Toddy Thomas	Toddy Thomas	7th @ 4:00pm, 8th @ 4:45pm
<i>Fri. &amp; Sat. Sept 13th + 14th</i>	Fortuna Tournament	TBA	TBA
<i>Tues. Sept 17th</i>	Scotia	FERNDALE	7th @ 4:00pm, 8th @ 4:45pm
<i>Thurs. Sept 19th</i>	Fortuna	FERNDALE	7th @ 4:00pm, 8th @ 4:45pm
<i>Tues. Sept 24th</i>	Redwood Prep	Toddy Thomas	7th @ 4:00pm, 8th @ 4:45pm
<i>Thurs. Sept 26th</i>	Miranda	FERNDALE	8th @ 4:00pm
<i>Fri. &amp; Sat. Sept 27th + 28th</i>	Pacific Union Tournament	Pacific Union	7th & 8th - TBA
<i>Tues. Oct 1st</i>	Fortuna	Fortuna	7th @ 4:00pm, 8th @ 4:45pm
<i>Thurs. Oct 3rd</i>	Redwood Prep	FERNDALE	7th @ 4:00pm, 8th @ 4:45pm
<i>Weds. Oct 9th</i>	TEAM PICTURES	FERNDALE	2:30pm

updated: 9-3-19

\*\*\*Games start at the indicated times listed. If the game before it ends early, your game may start early after an adequate warm-up period. Admission to league games is \$1.00 for children (K-12th grades) and \$2.00 for adults; admission to tournaments varies.



**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 9.7

**DATE:** September 11, 2019

**SUBJECT:**

Eighth (8<sup>th</sup>) Grade Overnight Study Trip

**DEPARTMENT/PROGRAM:**

Ferndale Elementary School

**ACTION REQUESTED:**

Approve Eighth (8th) Grade Overnight Study Trip

**PREVIOUS STAFF/BOARD ACTION:**

This is an annual Board action item.

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

As a culminating activity of nine years of schooling, the eighth grade class takes a 4-day study trip to Sacramento and San Francisco each year. The students and parents are involved in all phases of the study trip. The students work for two years to raise the funds through numerous fundraising activities.

**FISCAL IMPLICATIONS:**

The majority of costs for this trip are raised in the community through fundraisers. Parents are also asked to contribute toward the trip expenses.

**CONTACT PERSON(S):**

Jeremy Griffith, Principal  
Rex Rigney, Teacher/Advisor  
Beth Anderson, Superintendent/Principal

**Ferndale Elementary School 8<sup>th</sup> Grade Trip  
Proposal to the FUSD school board**

1. *Purpose:* Visit academic institutions, learn responsibility and independence, and have fun.
2. *Date and length:* June 2-5, 2020
3. *Destination:* Sacramento and San Francisco
4. *Activities Planned:* itinerary TBD
5. *Transportation:* Busman Holiday Tours
6. *Estimated cost:* \$20,000-\$22,000
7. *Chaperone list:* TBD
8. *Number of students attending:* 40 (TBA)
9. *Source of funding:* Board approved fundraising activities and student donation – typically the Halloween Carnival & Pretzel Cart (I haven't received the district fundraising approval spreadsheet yet)
10. *Student financial responsibility:* The amount of money deposited into the 8<sup>th</sup> grade account is dependent on fundraising efforts. Students are responsible to bring additional money for souvenirs and to purchase some meals.

Chaperones  
TBD

Teachers attending  
Rex Rigney  
Shane Totten

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM # 9.8**

**DATE:** September 11, 2019

**SUBJECT:**

FES Basketball Tournaments in Crescent City/Weaverville

**DEPARTMENT/PROGRAM:**

Ferndale Elementary Athletics

**ACTION REQUESTED:**

Approve Overnight Trips for Basketball Tournaments in Crescent City/Weaverville

**PREVIOUS STAFF/BOARD ACTION:**

Ferndale Elementary School Athletic Director has submitted the attached request.

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

The Board routinely approves overnight trips.

**FISCAL IMPLICATIONS:**

Costs are based on each individual trip. Funds for these trips are coming from the FES athletic budget.

**CONTACT PERSON(S):**

Rex Rigney, FES Athletic Director  
Jeremy Griffith, Principal  
Beth Anderson, Superintendent/Principal

September, 2019

Dear FUSD Board of Education:

I request permission for the eighth grade girls' and boys' basketball teams to attend the Weaverville Elementary School Basketball Tournaments for the 2019-2020 school year. I also request permission for the eighth grade girls' basketball team, the eighth grade boys' basketball team, and the girls' cheerleading team to attend the annual Crescent City Jaycees Basketball Tournaments.

These are yearly tournaments that FES has attended in the past and we look forward to attending this year as part of a culminating experience. Details of these trips are on the following pages.

*Thank you,*

*Rex Rigney  
Athletic Director*



## **Weaverville Basketball Tournament**

**(Girls' Basketball 2019-2020)**

**Coaches:**

Brian Franklin

**School Supervisor:**

Rex Rigney or Morgan McWhorter

**Date of Trip:**

Students will leave school early on Friday, December 6, and return home on Sunday, December 8.

**Method of Transportation:**

Students will be transported in a school van with parent and/or coach drivers, or they will travel with parent drivers. Ultimate responsibility for transportation rests on the parents.

**Activity:**

This is a two-day basketball tournament with an awards presentation late Saturday evening.

**Lodging:**

Students will be staying at the Victorian Inn in Weaverville:

- 2051 Main St 299 West,
- Weaverville, CA, 96093
- 530-623-4432

**Expenses:**

Tournament fees will be provided by the FES Athletic budget. Students will be responsible for their own lodging, meals, and anything extra (the hotel offers a complimentary breakfast). Any players not able to pay for any part of this trip will be covered by the athletic fund or through private donations.

**Students Attending:**

I will not have this information until the time comes.

*Thank You,*

*Rex Rigney  
Athletic Director*

# **Crescent City Basketball Tournament**

## **(8<sup>th</sup> Grade Girls' Basketball 2019-2020)**

**Coach:**

Brian Franklin

**School Supervisor:**

Rex Rigney or Morgan McWhorter

**Date of Trip:**

Students will leave school early on Friday, December 13, and return home on Sunday, December 15.

**Method of Transportation:**

Students will be transported in a school van with parent and/or coach drivers, or they will travel with parent drivers. Ultimate responsibility for transportation rests on the parents.

**Activity:**

This is a two-day basketball tournament with an awards presentation late Saturday evening.

**Lodging:**

Students will be staying at the Lighthouse Inn in Crescent City:

- 681 Highway 101 S
- Crescent City, CA 95531
- 707 464 3993

**Expenses:**

Tournament entry fees and lodging fees will be paid for by the FES Athletic fund. Students will be responsible for their own meals and anything extra (hotel offers complimentary breakfast).

**Students Attending:**

I will not have this information until the time comes.

*Thank You,*

*Rex Rigney  
Athletic Director*

# **Weaverville Basketball Tournament**

## **(Boys' Basketball 2019-2020)**

**Coaches:**

Rex Rigney & Kent Willis

**School Supervisor:**

Rex Rigney & Kent Willis

**Date of Trip:**

Students will leave school early on Friday, January 17, and return home on Sunday, January 19.

**Method of Transportation:**

Students will be transported in a school van with parent and/or coach drivers, or they will travel with parent drivers. Ultimate responsibility for transportation rests on the parents.

**Activity:**

This is a two-day basketball tournament with an awards presentation late Saturday evening.

**Lodging:**

Students will be staying at the Victorian Inn in Weaverville:

- 2051 Main St 299 West,
- Weaverville, CA, 96093
- 530-623-4432

**Expenses:**

Tournament fees will be provided by the FES Athletic budget. Students will be responsible for their own lodging, meals, and anything extra (the hotel offers a complimentary breakfast). Any players not able to pay for any part of this trip will be covered by the athletic fund or through private donations.

**Students Attending:**

I will not have this information until the time comes.

*Thank You,*

*Rex Rigney  
Athletic Director*

# **Crescent City Basketball Tournament**

## **(Boys' Basketball and Cheerleading 2019-2020)**

**Coaches:**

Rex Rigney & Kent Willis (basketball) TBA (cheerleading) & TBA (princess competition)

**School Supervisor:**

Rex Rigney & Kent Willis

**Date of Trip:**

Students will leave school early on Friday, March 6, and return home on Sunday, March 8.

**Method of Transportation:**

Students will be transported in a school van with parent and/or coach drivers, or they will travel with parent drivers. Ultimate responsibility for transportation rests on the parents.

**Activity:**

This is a two-day basketball tournament and cheerleading competition with an awards presentation late Saturday evening.

**Lodging:**

Students will be staying at the Lighthouse Inn in Crescent City:

- 681 Highway 101 S
- Crescent City, CA 95531
- 707 464 3993

**Expenses:**

Tournament fees and lodging fees will be provided by the school's athletic budget. Students will be responsible for their own meals and anything extra (hotel offers complimentary breakfast).

**Students Attending:**

I will not have this information until the time comes.

*Thank You,*

*Rex Rigney  
Athletic Director*

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 9.9

**DATE:** September 11, 2019

**SUBJECT:**

FFA Overnight Trips

**DEPARTMENT/PROGRAM:**

Ferndale High School FFA

**ACTION REQUESTED:**

Approval of FFA Overnight Trips

**PREVIOUS STAFF/BOARD ACTION:**

This is an annual Board action item.

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

The FFA Organization has many local, regional, Statewide and National events. The Ferndale High School FFA has been participating in these leadership and vocational activities for many years. The teachers will complete all necessary paper work prior to each of the study trips.

**FISCAL IMPLICATIONS:**

Cost is based on each individual field trip. Funds for these trips are coming from the Ag Incentive Grant and FFA fundraising.

**CONTACT PERSON(S):**

Theresa Noga, Alexa Alexandre, Kelly O'Day, FFA Advisors  
Beth Anderson, Superintendent/Principal



**Ferndale Union High School District**  
**Agriculture Department**  
1231 Main Street  
Ferndale, CA 95536  
(707) 786-5900

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To: Board of Trustees  
Ferndale Union High School District

From: Theresa Noga, Alexa Alexandre, Kelly O'Day  
Agriculture Department

Date: August 8, 2019

Re: Request for Approval of Overnight Trips

The Ferndale High School Agriculture Department is requesting board approval of overnight trips that have been added to the statewide Ag Education calendar.

Ferndale FFA plans on coaching multiple spring judging teams including Agriculture Mechanics, Best Informed Greenhand (BIG), Dairy Cattle, and Parliamentary Procedure. We would like to be able to take students to the following contests that would be overnight trips due to the travel distance involved:

January 24-25<sup>th</sup>: Made for Excellence Conference, Monterey, CA  
February 1-2<sup>nd</sup>: Arbuckle Field Day, Arbuckle, CA  
February 11-13<sup>th</sup>: World Ag Expo, Tulare, CA  
February 25-28<sup>th</sup>: Sacramento Leadership Experience  
March 5-7<sup>th</sup>: UC Davis Field Day, Davis, CA  
March 13-15<sup>th</sup>: Chico State Field Day, Chico, CA  
March 20-21<sup>st</sup>: Regional Speaking/Regional Meeting, Sonoma  
April 17-19<sup>th</sup>: Fresno State Field Day, Fresno, CA  
April 22-26<sup>th</sup>: State FFA Conference, Anaheim, CA  
May 1-3<sup>rd</sup>: Cal Poly State Finals, San Luis Obispo, CA

We will be transporting students in our department vehicles. Chaperones for these trips will be Theresa Noga, Alexa Alexandre, and Kelly O'Day.

If you have any questions or concerns, please contact Alexa Alexandre by cell phone 619-787-3729. Thank you!

## 10.1 PUBLIC HEARING:

We will now open the Public Hearing for item 10.1 Sufficiency of textbooks and Instructional Materials.

Hearing no more comments the Public Hearing for Item 10.1 is now closed.

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**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 11.1

**DATE:** September 11, 2019

**SUBJECT:**

BP 0415 Equity

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Receive/Discuss/Approve BP 0415 Equity

**PREVIOUS STAFF/BOARD ACTION:**

This is a new policy.

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

**BP 0415 - Equity**

(BP added)

New policy addresses the district's recognition and response to the unique barriers facing historically underserved and underrepresented student populations. Policy expresses the district's intent to proactively identify class and cultural biases as well as practices that impede equal access to opportunities for all students. Policy also presents examples of strategies to promote equity in district programs and activities.

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal



# Ferndale Unified School District

## Board Policy

### Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0415

### EQUITY

The Governing Board believes that the diversity that exists among the district's community of students, staff, parents/guardians, and community members is integral to the district's vision, mission, and goals. Addressing the needs of the most marginalized learners requires recognition of the inherent value of diversity and acknowledgement that educational excellence requires a commitment to equity in the opportunities provided to students and the resulting outcomes.

*(cf. 0000 - Vision)*

*(cf. 0100 - Philosophy)*

*(cf. 0200 - Goals for the School District)*

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

*(cf. 5145.3 - Nondiscrimination/Harassment)*

In order to eradicate institutional bias of any kind, including implicit or unintentional biases and prejudices that affect student achievement, and to eliminate disparities in educational outcomes for students from historically underserved and underrepresented populations, the district shall proactively identify class and cultural biases as well as practices, policies, and institutional barriers that negatively influence student learning, perpetuate achievement gaps, and impede equal access to opportunities for all students.

The Board shall make decisions with a deliberate awareness of impediments to learning faced by students of color and/or diverse cultural, linguistic, or socio-economic backgrounds. To ensure that equity is the intentional result of district decisions, the Board shall consider whether its decisions address the needs of students from racial, ethnic, and indigent communities and remedy the inequities that such communities experienced in the context of a history of exclusion, discrimination, and segregation. Board decisions shall not rely on biased or stereotypical assumptions about any particular group of students.

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

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

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

*(cf. 6175 - Migrant Education Program)*

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

*(cf. 9310 - Board Policies)*

The Board and the Superintendent or designee shall develop and implement policies and strategies to promote equity in district programs and activities, through measures such as the following:

1. Routinely assessing student needs based on data disaggregated by race, ethnicity, and socio-economic and cultural backgrounds in order to enable equity-focused policy, planning, and resource development decisions

## **BP 0415 EQUITY (continued)**

*(cf. 0400 - Comprehensive Plans)*

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

*(cf. 6162.5 - Student Assessment)*

2. Analyzing expenditures and allocating financial and human resources in a manner that provides all students with equitable access to district programs, support services, and opportunities for success and promotes equity and inclusion in the district. Such resources include access to high-quality administrators, teachers, and other school personnel; funding; technology, equipment, textbooks, and other instructional materials; facilities; and community resources or partnerships.

*(cf. 0440 - District Technology Plan)*

*(cf. 3100 - Budget)*

*(cf. 4113 - Assignment)*

*(cf. 7110 - Facilities Master Plan)*

3. Enabling and encouraging students to enroll in, participate in, and complete curricular and extracurricular courses, advanced college preparation programs, and other student activities

*(cf. 6141.4 - International Baccalaureate Program)*

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6143 - Courses of Study)*

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

*(cf. 6152.1 - Placement in Mathematics Courses)*

4. Building a positive school climate that promotes student engagement, safety, and academic and other supports for students

*(cf. 5137 - Positive School Climate)*

5. Adopting curriculum and instructional materials that accurately reflect the diversity among student groups

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

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

6. Providing and/or collaborating with local agencies and community groups to ensure the availability of necessary support services for students in need

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

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

*(cf. 6164.5 - Student Success Teams)*

*(cf. 6179 - Supplemental Instruction)*

7. Promoting the employment and retention of a diverse staff that reflects the student demographics of the community

## **BP 0415 EQUITY (continued)**

8. Providing district staff with ongoing, researched-based, professional learning and professional development on culturally responsive instructional practices

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

9. Conducting program evaluations that focus on equity and address the academic outcomes and performance of all students on all indicators

*(cf. 0500 - Accountability)*

The Board shall regularly monitor the intent and impact of district policies and decisions in order to safeguard against disproportionate or unintentional impact on access to district programs and achievement goals for specific student populations in need of services.

### *Legal Reference:*

#### EDUCATION CODE

200-262.4 Educational equity

52077 Local control and accountability plan

60040 Selection of instructional materials

#### GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

#### PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

#### CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

#### UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

#### UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

#### UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

#### CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX

## **BP 0415 EQUITY (continued)**

### *Management Resources:*

#### CSBA PUBLICATIONS

Meeting California's Challenge: Access, Opportunity, and Achievement: Key Ingredients for Student Success, 2017

The School Board Role in Creating the Conditions for Student Achievement, 2017

African-American Students in Focus: Closing Opportunity and Achievement Gaps for African-American Students, 2016

African-American Students in Focus: Demographics and Achievement of California's African-American Students, 2016

Latino Students in California's K-12 Public Schools, 2016

Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, 2016

Climate for Achievement Governance Brief Series, 2015

Math Misplacement, 2015

#### CENTER FOR URBAN EDUCATION PUBLICATIONS

Protocol for Assessing Equity-Mindedness in State Policy, 2017

#### WEB SITES

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

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

Center for Urban Education: <https://cue.usc.edu>

Safe Schools Coalition: <http://www.casafeschools.org>

FUSD Board Policy Adopted: September 11, 2019, Ferndale, CA

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 11.2

**DATE:** September 11, 2019

**SUBJECT:**

BP 1020 Youth Services

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Receive/Discuss/Delete BP 1020 Youth Services

**PREVIOUS STAFF/BOARD ACTION:**

The board previously adopted BP 1020 Youth Services on February 11, 2015.

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

**BP 1020 - Youth Services**

(BP deleted)

Policy deleted and key concepts moved to BP 1400 - Relations Between Other Governmental Agencies and the Schools.

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal

# Ferndale Unified School District

## Board Policy

### Community Relations

BP 1020

The Governing Board desires to help all district students achieve to their highest potential regardless of their social, health, or economic circumstances and recognizes that schools alone cannot meet all the complex needs of children. The district shall provide support services for children and families to the extent possible and shall work with other local governments, businesses, foundations, and community-based organizations, as appropriate, to improve the health, safety, and well-being of the community's youth.

(cf. 0450—Comprehensive Safety Plan)

(cf. 5030—Student Wellness)

(cf. 5131.6—Alcohol and Other Drugs)

(cf. 5136—Gangs)

(cf. 5141.32—Health Screening for School Entry)

(cf. 5141.4—Child Abuse Prevention and Reporting)

(cf. 5141.52—Suicide Prevention)

(cf. 5141.6—School Health Services)

(cf. 5146—Married/Pregnant/Parenting Students)

(cf. 5148—Child Care and Development)

(cf. 5148.2—Before/After School Programs)

(cf. 5148.3—Preschool/Early Childhood Education)

(cf. 6164.2—Guidance/Counseling Services)

(cf. 6173—Education for Homeless Children)

(cf. 6173.1—Education for Foster Youth)

The Board shall initiate or participate in collaborative relationships with city and county elected officials to design and coordinate multi-agency programs that respond to the needs of children and families and provide more efficient use of district and community resources. The Board may establish or participate in formal structures for governance teams to regularly meet and discuss issues of mutual concern.

(cf. 0200—Goals for the School District)

(cf. 9140—Board Representatives)

The Superintendent/Principal and appropriate staff shall cooperate with public and private entities in the planning and implementation of joint projects or activities within the community. The Superintendent/Principal or designee may designate a coordinator to ensure effective implementation of the district's responsibilities in any such collaborative project.

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

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

In order to identify priorities for youth services, the Board shall encourage a periodic assessment of children's needs within the community, which may include, but not be limited to, needs based on poverty, child abuse and neglect, poor physical or mental health, homelessness, placement in foster care, lack of access to child care, substance abuse, or violence. The needs assessment also should examine the extent to which those needs are being met through existing services in the district and in the community, the costs of providing those services, and any gaps, delay, or duplication of services.

The Board shall approve the services to be offered by the district, the resources that will be allocated to support collaboration, any use of school facilities for services, and any development or joint use of facilities with other jurisdictions.

(cf. 1330—Use of School Facilities)

(cf. 3100—Budget)

## BP 1020 Community Relations (Continued)

All agreements with other agencies to coordinate services or share resources shall be in writing. The Board may establish joint powers agreements or memorandums of understanding, when feasible, to formalize the responsibilities and liabilities of all parties in a collaborative activity.

The Superintendent/Principal or designee shall work with interagency partners to explore funding opportunities available through each agency, state and national grant programs, and/or private foundations for youth service coordination and delivery.

In order to facilitate service delivery or determination of eligibility for services, the district may share information with other appropriate agencies with parent/guardian consent and in accordance with laws pertaining to confidentiality and privacy.

(cf. 3553—Free and Reduced Price Meals)

(cf. 5125—Student Records)

The Board shall receive regular reports of progress toward the identified goals of the collaborative effort. The reports may include, but not be limited to, feedback from staff and families regarding service delivery, numbers of children and families served, specific indicators of conditions of children, and indicators of system efficiency and cost effectiveness.

(cf. 0500—Accountability)

The Board shall communicate with the community about the district's collaborative efforts and the conditions of children within the schools. The Board may advocate for local, state, and national policies, programs, and initiatives designed to improve the conditions of children and youth.

(cf. 1100—Communication with the Public)

(cf. 1160—Political Processes)

(cf. 9000—Role of the Board)

Legal Reference:

EDUCATION CODE

8800-8807 Healthy Start support services for children

49073 Privacy of student records

49075 Parent/guardian permission for release of student records

49557.2 Sharing of information for MediCal eligibility

HEALTH AND SAFETY CODE

120440 Immunization records; release to local health departments

130100-130155 Early childhood development; First 5 Commission

WELFARE AND INSTITUTIONS CODE

5850-5883 Mental Health Services Act

18961.5 Computerized database; families at risk for child abuse; sharing of information

18980-18983.8 Child Abuse Prevention Coordinating Council

18986-18986.30 Interagency Children's Services Act

18986.40-18986.46 Multidisciplinary services teams

18986.50-18986.53 Integrated day care program

18987.6-18987.62 Family-based services

Management Resources:

CSBA PUBLICATIONS

Expanding Access to High-Quality Preschool Programs: A Resource Guide for School Leaders, rev. April 2008

Educating Foster Youth: Best Practices and Board Considerations, Policy Brief, March 2008

Mental Health Services Act (Proposition 63): Collaborative Opportunity to Address Mental Health, Policy Advisory, October 2007

Maximizing School Board Governance: Community Leadership, 1996

CHILDREN NOW PUBLICATIONS

California Report Card: The State of the State's Children, 2008

CITIES, COUNTIES AND SCHOOLS PARTNERSHIP PUBLICATIONS

Healthy Children, Healthy Communities: An Action Guide for California Communities, 2006

## **BP 1020 Community Relations (Continued)**

~~Stretching Community Dollars: Cities, Counties and School Districts Building for the Future, 2006~~

~~YOUTH LAW CENTER PUBLICATIONS~~

~~Model Form for Consent to Exchange Confidential Information among the Members of an Interagency Collaborative, 1995~~

### ~~WEB SITES~~

~~CSBA: <http://www.esba.org>~~

~~California Department of Education, Learning Support: <http://www.cde.ca.gov/ls>~~

~~California Department of Public Health: <http://www.cdph.ca.gov>~~

~~California Department of Social Services: <http://www.dss.cahwnet.gov>~~

~~California State Association of Counties: <http://www.esac.counties.org>~~

~~Children Now: <http://www.childrennow.org>~~

~~Cities, Counties and Schools Partnership: <http://www.cespartnership.org>~~

~~First 5 California: <http://www.ccf5.ca.gov>~~

~~League of California Cities: <http://www.cacities.org>~~

~~Youth Law Center: <http://www.ylc.org>~~

FERNDALÉ UNIFIED SCHOOL DISTRICT Policy Deleted: September 11, 2019 / Adopted: February 11, 2015 Ferndale, California



**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 11.3

**DATE:** September 11, 2019

**SUBJECT:**

**BP 1400 - Relations Between Other Governmental Agencies and the Schools**

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Receive/Discuss/Approve BP 1400 - Relations Between Other Governmental Agencies and the Schools

**PREVIOUS STAFF/BOARD ACTION:**

The board previously adopted BP 1400 - Relations Between Other Governmental Agencies and the Schools on February 11, 2015.

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

**BP 1400 - Relations Between Other Governmental Agencies and the Schools**

(BP revised)

Policy revised to delete material regarding the use of school facilities as a polling place, now addressed in BP 1330 - Use of School Facilities. Policy adds material on collaboration with local government agencies, formerly in BP 1020 - Youth Services.

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal

# Ferndale Unified School District

## Board Policy

### Community Relations

BP 1400

#### RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS

Note: The following **optional** policy may be revised to reflect district practice. Welfare and Institutions Code 18986-18986.30 encourage the development of a comprehensive and collaborative delivery system of services to children and youth at the local level. For further information about establishing collaborative structures among the leadership of local governments, see the Cities, Counties and Schools Partnership's web site.

The Governing Board ~~recognizes that other local government agencies share its concern and responsibility~~ **believes that district efforts to provide a high-quality education for students in the community can be enhanced by collaboration with other government and public agencies that are responsible** for the health, safety, and well-being of **children and youth**. The ~~Board and Superintendent or designee~~ **district** shall initiate and maintain good working relationships with representatives of ~~these local agencies to maximize student and family access to support services that will help students achieve to their highest potential.~~ **in order to help district schools and students make use of the resources which governmental agencies can provide.**

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 5030 - Student Wellness)  
(cf. 5131.6 - Alcohol and Other Drugs)  
(cf. 5141.32 - Health Screening for School Entry)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(cf. 5141.52 - Suicide Prevention)  
(cf. 5141.6 - School Health Services)  
(cf. 5146 - Married/Pregnant/Parenting Students)  
(cf. 5148 - Child Care and Development)  
(cf. 5148.2 - Before/After School Programs)  
(cf. 5148.3 - Preschool/Early Childhood Education)  
(cf. 6164.2 - Guidance/Counseling Services)  
(cf. 6173 - Education for Homeless Children)  
(cf. 6173.1 - Education for Foster Youth)

#### [THE REMAINDER OF BP 1400 DELETED AND THE FOLLOWING NEW TEXT ADDED]

**Note: In addition to any collaborative efforts that the district may initiate, there are a number of county structures in which district participation is appropriate. For example, if the County Board of Supervisors has established an Interagency Children's Services Coordinating Council pursuant to Welfare and Institutions Code 18986.10-18986.15, that council must include at least one superintendent of a unified school district within the county. In addition, Welfare and Institutions Code 18980-18983.8 provide for the development of a Child Abuse Prevention Coordinating Council within each county and encourage representatives of public and private schools to be included on these councils. Pursuant to Health and Safety Code 130100-130155, counties also have established First 5 County Commissions which work to help children enter school physically and emotionally healthy and ready to succeed.**

## **BP 1400 RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS**

**(Continued)**

The Board shall initiate or participate in collaborative relationships with city and county elected officials to design and coordinate multi-agency programs that respond to the needs of children and families and provide more efficient use of district and community resources. To further such collaborations, the Board may establish or participate in formal structures for governance teams to regularly meet and discuss issues of mutual concern.

*(cf. 0200 - Goals for the School District)*  
*(cf. 9140 - Board Representatives)*

The Superintendent and appropriate staff shall cooperate with government and public agencies in the planning and implementation of joint projects or activities within the community. The Superintendent or designee may designate a coordinator to ensure effective implementation of the district's responsibilities in any such collaborative project.

In order to identify priorities for services, the Board shall encourage a periodic assessment of children's needs within the community, which may include, but not be limited to, needs based on poverty, child abuse and neglect, poor physical or mental health, substance abuse, violence, homelessness, placement in foster care, or lack of access to child care. The needs assessment should also examine the extent to which those needs are being met through existing services in the district and in the community, the costs of providing those services, and any gaps, delay, or duplication of services.

The Board shall approve the services to be offered by the district, the resources that will be allocated to support collaboration, any use of school facilities for services, and any development or joint use of facilities with other jurisdictions. All agreements with other agencies to coordinate services or share resources shall be in writing. The Board may establish joint powers agreements or memorandums of understanding, when feasible, to formalize the responsibilities and liabilities of all parties in a collaborative activity.

*(cf. 1330 - Use of School Facilities)*  
*(cf. 1330.1 - Joint Use Agreements)*  
*(cf. 3100 - Budget)*

The Superintendent or designee shall work with interagency partners to explore funding opportunities available through each agency, state and national grant programs, and/or private foundations for youth service coordination and delivery.

<p><b>Note: Education Code 49075 authorizes districts to permit access to student records to any person for whom a parent/guardian has provided written consent; see BP/AR 5125 - Student Records.</b></p>
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In order to facilitate service delivery or determination of eligibility for services, the district may share information with other appropriate agencies as long as the parent/guardian consents and the information is shared in accordance with laws pertaining to confidentiality and privacy.

*(cf. 3553 - Free and Reduced Price Meals)*

## **BP 1400 RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS (Continued)**

### ***(cf. 5125 - Student Records)***

**The Board shall receive regular reports of progress toward the identified goals of the collaborative effort. The reports may include, but not be limited to, feedback from staff and families regarding service delivery, numbers of children and families served, specific indicators of conditions of children, and indicators of system efficiency and cost effectiveness.**

### ***(cf. 0500 - Accountability)***

**The Board shall communicate with the community about the district's collaborative efforts and the conditions of children within the schools. The Board may advocate for local, state, and national policies, programs, and initiatives designed to improve the conditions of children and youth.**

### ***(cf. 1100 - Communication with the Public)***

### ***(cf. 1160 - Political Processes)***

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

### ***(cf. 9322 - Agenda/Meeting Materials)***

### ***Legal Reference:***

#### **EDUCATION CODE**

8800-8807 *Healthy Start support services for children*

**10900-10914.5 *Cooperative community recreation programs***

49073 *Privacy of student records*

49075 *Parent/guardian permission for release of student records*

49557.2 *Sharing of information for MediCal eligibility*

#### **HEALTH AND SAFETY CODE**

120440 *Immunization records; release to local health departments*

130100-130155 *Early childhood development; First 5 Commission*

#### **WELFARE AND INSTITUTIONS CODE**

5850-5883 *Mental Health Services Act*

18961.5 *Computerized database; families at risk for child abuse; sharing of information*

18980-18983.8 *Child Abuse Prevention Coordinating Council*

18986-18986.30 *Interagency Children's Services Act*

18986.40-18986.46 *Multidisciplinary services teams*

18986.50-18986.53 *Integrated day care program*

18987.6-18987.62 *Family-based services*

### ***Management Resources: (see next page)***

#### **CSBA PUBLICATIONS**

*Expanding Access to High-Quality Preschool Programs: A Resource Guide for School Leaders*, rev. April 2008

*Educating Foster Youth: Best Practices and Board Considerations*, Policy Brief, March 2008

*Mental Health Services Act (Proposition 63): Collaborative Opportunity to Address Mental Health*, Policy Advisory, October 2007

*Maximizing School Board Governance: Community Leadership*, 1996

#### **CHILDREN NOW PUBLICATIONS**

*California Report Card: The State of the State's Children*, 2008

#### **CITIES, COUNTIES AND SCHOOLS PARTNERSHIP PUBLICATIONS**

*Healthy Children, Healthy Communities: An Action Guide for California Communities*, 2006

**BP 1400 RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS  
(Continued)**

*Stretching Community Dollars: Cities, Counties and School Districts Building for the Future, 2006*

**YOUTH LAW CENTER PUBLICATIONS**

*Model Form for Consent to Exchange Confidential Information among the Members of an Interagency Collaborative, 1995*

**WEB SITES**

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

*California Department of Education, Learning Support: <http://www.cde.ca.gov/ls>*

*California Department of Public Health: <http://www.cdph.ca.gov>*

*California Department of Social Services: <http://www.dss.cahwnet.gov>*

*California State Association of Counties: <http://www.csac.counties.org>*

*Children Now: <http://www.childrennow.org>*

*Cities, Counties and Schools Partnership: <http://www.ccspartnership.org>*

*First 5 California: <http://www.ccfc.ca.gov>*

*League of California Cities: <http://www.cacities.org>*

*Youth Law Center: <http://www.ylc.org>*

FERNDALÉ UNIFIED SCHOOL DISTRICT Policy Updated: September 11, 2019 / Adopted: February 11, 2015 Ferndale, California

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 11.4

**DATE:** September 11, 2019

**SUBJECT:**

**BP/AR 1330 - Use of School Facilities**

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Receive/Discuss/Approve BP/AR 1330 - Use of School Facilities

**PREVIOUS STAFF/BOARD ACTION:**

The board previously adopted BP/AR 1330 - Use of School Facilities on February 11, 2015.

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

**BP/AR 1330 - Use of School Facilities**

(BP/AR revised)

Policy updated to reflect the board's authority to provide the use of school facilities free of charge to recreational youth sports leagues that charge participants no more than an average of \$60 per month. Policy also adds new section on the use of school facilities as a polling place, formerly in BP 1400 - Relations Between Other Governmental Agencies and the Schools. Regulation updated to more directly reflect law addressing the board's authority to approve serving alcohol during a special event at district-owned facilities at a time when students are not present.

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal

# Ferndale Unified School District

## Board Policy

### Community Relations

BP 1330

### USE OF SCHOOL FACILITIES

Note: Education Code 38133 **mandates** that the Governing Board develop rules and regulations related to the management, direction, and control of school facilities. Pursuant to Education Code 38130-38138 (the Civic Center Act), school facilities are civic centers and, under certain circumstances, members of the school community must be allowed to use them for specified purposes. In granting access for use of school facilities to district residents and community groups, the Board must be careful to avoid discriminating against certain individuals, groups, or viewpoints and thereby violating constitutional requirements, including free speech rights. In Good News Club v. Milford Central School, the U.S. Supreme Court held that the school district violated the club's free speech rights when it denied the club use of school facilities for after-school meetings because of the religious nature of the meetings.

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*  
*(cf. 6145.5 - Student Organizations and Equal Access)*

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

Note: Pursuant to Education Code 38133, the Board is **mandated** to develop rules and regulations which must include the items specified below for the management, direction, and control of school facilities.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school facilities and on school grounds and protect school facilities, designating a person to supervise this task, if necessary  
*(cf. 0450 - Comprehensive School Safety Plan)*  
*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

Note: The following paragraph is **optional** and may be modified to reflect district practice.

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code 37220)  
*(cf. 6115 - Ceremonies and Observances)*

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 - Advertising and Promotion.

## BP 1330 USE OF SCHOOL FACILITIES (Continued)

*(cf. 1325 - Advertising and Promotion)*

Note: The following **optional** paragraph may be modified to reflect district practice. A district may enter into an agreement with another entity for the joint use of school facilities or grounds. For considerations to guide the development of such an agreement, see BP 1330.1 - Joint Use Agreements. ~~Any district interested in entering into any such agreement is also encouraged to review CSBA's policy brief Maximizing Opportunities for Physical Activity Through Joint Use of Facilities and CSBA's publication Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement for tips regarding successful collaboration, information about funding sources for joint use, suggested components of joint use agreements, model agreements, and additional resources.~~

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

*(cf. 1330.1 - Joint Use Agreements)*

### Fees

Note: Education Code 38134 authorizes districts to charge an amount "not exceeding" direct costs for the use of school facilities or grounds by community groups and entities. 5 CCR 14037-14041 contain specific rules adopted by the State Board of Education for determining "direct costs" to be charged for use of school facilities and grounds. **See the section "Calculating Direct Costs" below.** ~~If the district chooses to charge fees, Pursuant to 5 CCR 14041, requires as added by Register 2014, No. 19, the Board is required to adopt a fee schedule that specifies the hourly fee to be charged by the district either for specific school facilities and grounds or for types or categories of school facilities or grounds (e.g., all gymnasiums or playgrounds), when the district chooses to charge fees for community use of school facilities and grounds.~~

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

*(cf. 9320 - Meetings and Notices)*

Note: ~~In addition,~~ Education Code 38134 **mandates** each district **that chooses to charge the community a fee for the use of school facilities** to adopt a policy specifying the activities and organizations that shall be ~~charged an amount not to exceed direct costs subjected to the fees.~~ 5 CCR 14037-14041, as added by Register 2014, No. 19, contain specific rules adopted by the State Board of Education for determining "direct costs" to be charged for use of school facilities and grounds. The options below provide suggestions on how districts that choose to charge ~~up to direct costs~~ **fees** may categorize activities and organizations for that purpose. Option 1 is for use by districts that choose to charge an amount "not exceeding" direct costs to all community groups. Option 2 is for use by districts that choose to grant free use to nonprofit **organizations and to** groups organized to promote youth and school activities but charge other groups an amount "not exceeding" direct costs. Option 3 is for use by districts that grant free use to school-related organizations only.

~~However,~~ **Regardless of the option chosen, there is an exception for the use of school facilities and grounds for religious services, as noted below.**

### OPTION 1: (Amount not exceeding direct costs to all community groups)

The Board believes that the use of school facilities or grounds should not result in ~~costs~~ **an expense** to the district. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

### OPTION 2: (No charge to nonprofit organizations and youth and school-oriented organizations groups)

Note: This option reflects the common practice among districts to allow free use of school facilities by nonprofit organizations, and clubs, and organizations **associations** that promote youth and school activities, including the YMCA and religious organizations or churches that arrange for and supervise sports league activities for youth, pursuant to Education Code 38134. Districts that wish to **give allow** free use to **by** some groups, but charge other groups, should proceed cautiously and ensure that such free use or discount is granted on a reasonable and nondiscriminatory basis. It is strongly recommended that districts consult legal counsel before deciding which groups will or will not be charged and, based upon legal counsel's advice, decide whether it would be appropriate to specifically name in the district's policy the community groups that will or will not be charged.



## BP 1330 USE OF SCHOOL FACILITIES (Continued)

The Board authorizes the use of school facilities or grounds, without charge, by nonprofit organizations, **and by clubs**, or associations organized to promote youth and school activities. As specified in Education Code 38134(a), these groups include, but are **including, but** not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent-teacher associations, and school-community advisory councils, **and recreational youth sports leagues that charge participants no more than an average of \$60 per month**. Other groups that request the use of school facilities under the Civic Center Act, including nonprofit groups not organized to promote youth and school activities and for-profit groups, shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

### OPTION 3: (No charge to school-related organizations)

The Board ~~shall grant~~ **authorizes** the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041.

Note: **The remainder of this section is for use by all districts regardless of the option chosen above.**

Pursuant to Education Code 38134, any group authorized to use school facilities for religious services must be charged "at least" direct costs.

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. (Education Code 38134)

Note: Education Code 38134 requires the district to charge fair rental value when facilities are used for fundraising activities which are not beneficial to youth, public school activities, or charitable purposes, under the conditions specified below. "Fair rental value" is defined as direct costs plus the amortized costs of the school facilities or grounds used for the duration of the activity.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

### Calculating Direct Costs

Note: The following paragraph provides specific guidance for calculating "direct costs" that a district may charge community groups and organizations for the use of school facilities or grounds. Pursuant to 5 CCR 14038, as added by Register 2014, No. 19, the district must determine the "proportionate share" of allowable capital and operational direct costs as provided below.

~~In determining d~~Direct costs to be charged for community use of each, or each type of, school facility or grounds, ~~the Superintendent or designee shall calculate,~~ **shall be calculated** in accordance with 5 CCR 14038, **and may reflect** the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds

~~However, capital direct costs shall not be charged to organizations retained by the district or school to provide instruction or instructional activities to students during school hours or for classroom-based programs that operate after school hours, including, but not limited to, after school, tutoring, and child care programs. (5 CCR 14037)~~

~~(cf. 5148—Child Care and Development)~~

~~(cf. 5148.2—Before/After School Programs)~~

## BP 1330 USE OF SCHOOL FACILITIES (Continued)

2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services **of performed by** district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

Note: The following **optional** paragraph applies to districts that choose to discount direct cost fees based on the type or category of the applicant, such as to groups with tax-exempt status as authorized pursuant to 5 CCR 14041, ~~added by Register 2014, No. 19.~~

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

Note: ~~Education Code 38134 requires the district to charge fair rental value when facilities are used for fundraising activities which are not beneficial to youth, public school activities, or charitable purposes, under the conditions specified below. "Fair rental value" is defined as direct costs plus the amortized costs of the school facilities or grounds used for the duration of the activity.~~

~~Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)~~

### Expending Funds Collected as Capital Direct Costs

Note: ~~Pursuant to 5 CCR 14042, added by Register 2014, No. 19, funds collected as capital direct costs must be expended as specified in the following **optional** paragraph.~~

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

### Use of School Facility as Polling Place

Note: Pursuant to Elections Code 12283, an elections official requesting the use of a school building as a polling place must include in his/her request a list of the schools needed. Such requests must be made within sufficient time before the start of the school year so that the Board can determine and notify parents/guardians whether (1) the school will remain in session on those days, (2) the school day will be designated for staff training and development, or (3) the school will be closed to students and nonclassified employees. See BP 6111 - School Calendar.

The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)

(cf. 6111 - School Calendar)

When a school is used as a polling place, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code 12283)

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place.

(cf. 3515.2 - Disruptions)

## BP 1330 USE OF SCHOOL FACILITIES (Continued)

### Legal Reference:

#### EDUCATION CODE

10900-10914.5 *Community recreation programs*

32282 *School safety plan*

37220 *School holidays*

38130-38138 *Civic Center Act, use of school property for public purposes*

#### BUSINESS AND PROFESSIONS CODE

25608 *Alcoholic beverage on school premises*

#### ELECTIONS CODE

12283 *Polling places: schools*

#### GOVERNMENT CODE

54950-54963 *The Ralph M. Brown Act*

#### MILITARY AND VETERANS CODE

1800 *Definitions*

#### CODE OF REGULATIONS, TITLE 5

14037-14042 *Proportionate direct costs for use of school facilities and grounds*

#### UNITED STATES CODE, TITLE 20

7905 *Equal access to public school facilities*

#### COURT DECISIONS

*Good News Club v. Milford Central School*, (2001) 533 U.S. 98

*Lamb's Chapel v. Center Moriches Union Free School District*, (1993) 508 U.S. 384

*Cole v. Richardson*, (1972) 405 U.S. 676

*Connell v. Higgenbotham*, (1971) 403 U.S. 207

*ACLU v. Board of Education of Los Angeles*, (1961) 55 Cal.2d 167

*Ellis v. Board of Education*, (1945) 27 Cal.2d 322

#### ATTORNEY GENERAL OPINIONS

82 *Ops.Cal.Atty.Gen.* 90 (1999)

79 *Ops.Cal.Atty.Gen.* 248 (1996)

### Management Resources:

#### CSBA PUBLICATIONS

*Maximizing Opportunities for Physical Activity Through Joint Use of Facilities*, Policy Brief, February 2010

*Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement*, 2009

#### WEB SITES

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

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

FERNDALÉ UNIFIED SCHOOL DISTRICT Policy Updated: September 11, 2019 / Adopted: February 11, 2015  
Ferndale, California.

# Ferndale Unified School District

## Administrative Regulation

### Community Relations

AR 1330

### USE OF SCHOOL FACILITIES

Note: The following administrative regulation is **mandated** for the management, direction, and control of school facilities, pursuant to Education Code 38133.

#### Application for Use of Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Note: The California Supreme Court has determined that the requirements of Education Code 38135 and 38136 are unconstitutional (ACLU v. Board of Education of City of Los Angeles). Although these provisions have not been repealed, districts are advised not to require any oath affirming that the group does not intend to take actions leading to the overthrow of the government.

Other types of oaths have been held constitutionally acceptable. The California Supreme Court upheld the use of an oath that the individual or group does not intend to use school premises to commit unlawful acts (ACLU v. Board of Education), and the U.S. Supreme Court has upheld affirmative loyalty oaths for public employees, expressing a promise to support the federal and state constitutions (Connell v. Higgenbotham; Cole v. Richardson). The accompanying exhibit provides a sample facilities use statement. The following paragraph is **optional**.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

#### Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest

Note: An Attorney General Opinion (79 Ops.Cal.Atty.Gen. 248 (1996)) found unconstitutional the section of Education Code 38131 which provides that a board may grant the use of school facilities to a religious group to conduct services only when the religious group has no other suitable meeting place. Although Attorney General opinions do not carry the force of law, they are given deference by the courts in the case of legal challenge. Therefore, a district should consult legal counsel before requiring a religious organization to establish that it lacks another suitable meeting place for the conduct of its services in order to rent school facilities. In that same opinion, the Attorney General also determined that Education Code 38131 does not limit the renewability of the temporary use permit for school facilities by a religious organization. Thus, legal counsel should also be consulted before a district refuses to renew a temporary permit. Item #3 below is consistent with the Attorney General's interpretation of Education Code 38131.

3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age

(cf. 5148 - Child Care and Development)

## AR 1330 USE OF SCHOOL FACILITIES (Continued)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination
7. A community youth center

~~(cf. 1020 - Youth Services)~~

Note: Pursuant to Education Code 32282, procedures to allow school facilities to be used by public agencies, such as the Red Cross, for mass care and welfare shelters during an emergency must be included in the comprehensive school safety plan. See AR 0450 - Comprehensive Safety Plan.

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A *veterans' organization* means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

Note: Education Code 38131 allows the district to grant use of school facilities for other purposes as deemed appropriate. The district may add any other purposes approved by the Governing Board.

10. Other purposes deemed appropriate by the Governing Board

### Restrictions

Note: In adopting rules for the management and control of school facilities, districts must be careful to ensure that they do not impose restrictions that may violate constitutionally protected rights. Generally, court decisions have held that districts may not discriminate on the basis of a group's viewpoint, and thus the use of facilities should be granted on a neutral basis. In Good News Club v. Milford Central School, the U.S. Supreme Court held that a district which prohibited a religious club from using school facilities after school hours for activities for which it allowed other community groups to use the school facilities discriminated against the club on the basis of the club's religious viewpoint in violation of the First Amendment to the United States Constitution.

Because federal and state constitutional free speech issues may be involved when a district denies the use of school facilities to certain groups, it is strongly recommended that a district consult with legal counsel before doing so.

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of the school facilities for school purposes or which interferes with the regular conduct of school or school work

## AR 1330 USE OF SCHOOL FACILITIES (Continued)

3. Any use which involves the possession, consumption, or sale of ~~alcoholic beverages~~ **drugs** or any restricted substances, including tobacco

(cf. 3513.3 - Tobacco-Free Schools)

Note: Pursuant to Business and Professions Code 25608, it is a misdemeanor to possess, consume, sell, give, or deliver any alcoholic beverage to any person in a school building or on school grounds unless a specified exception applies. ~~AB 2073 (Ch. 235, Statutes of 2014) amended Business and Professions Code 25608 to add an exception for cases in which alcohol is served~~ **One such exception is serving alcohol** during a special event, pursuant to a license or permit obtained under the Alcohol Beverage Control Act, at district-owned facilities at a time when students are not present. For this purpose, "facilities" include, but are not limited to, office complexes, conference centers, or retreat facilities. **Although Business and Professions Code 25608 allows this exception,** ~~t~~**The** district should consult legal counsel and/or risk management personnel when determining whether to allow alcohol on district property pursuant to this exception. When a district allows the use of its facilities or grounds for events that may involve the serving or consumption of alcoholic beverages, it is recommended that rules and/or limitations be established to minimize risks to the district and attendees at such events (e.g., requiring security guards and/or additional insurance, limiting the presence of alcoholic beverages to designated areas, limiting the types of beverages and/or how many drinks can be served at a time, specifying the time period during which alcoholic beverages may be served). ~~The following optional paragraphs~~ **Item #4 is optional and may be deleted or revised to reflect any limitations imposed on the facility user.**

4. **Any use which involves the possession, consumption, or sale of alcoholic beverages,** ~~However, the Superintendent or designee may approve the use of district facilities except for special events approved by the Superintendent or designee pursuant to Business and Professions Code 25608 which are that may involve the acquisition, possession, use, or consumption of alcoholic beverages when the event is covered by a special events permit pursuant to Division 9 of the Business and Professions Code and which will occur at a time when students are generally not on the school grounds. (Business and Professions Code 25608)~~ Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

Note: Districts may exclude certain facilities from community use for safety or security reasons. Such facilities might include (1) offices or computer rooms containing records and confidential information and (2) science rooms and other rooms containing hazardous chemicals or equipment that cannot be used safely without special knowledge or skills. The following paragraph is **optional** and may be revised to specify excluded facilities.

The district may exclude certain school facilities from nonschool use for safety or security reasons.

### Damage and Liability

Note: Pursuant to Education Code 38134, a district is authorized to take the actions specified in the following **optional** paragraph when damage to school facilities or grounds occurs from use by a nonprofit group, organization, club, or association that promotes youth and school activities.

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

Note: Education Code 38134 distinguishes the liability and insurance obligations of nonprofit groups, clubs, and associations that promote youth and school activities from those of the district. The district is liable for any injuries resulting from its negligence in the ownership and maintenance of its facilities and grounds and must bear the cost of insuring against these risks and defending itself from related claims.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall

## **AR 1330 USE OF SCHOOL FACILITIES (Continued)**

bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

Note: Pursuant to Education Code 38134, groups that promote youth and school activities cannot be required to sign hold harmless and indemnification agreements agreeing to defend and indemnify the district against liability arising during the group's use of school facilities to the extent that the agreement requires the group to assume liability for the district's negligence. The statute is unclear as to whether the district can require non-youth-related groups to indemnify the district from any and all injuries resulting from the use of the facilities. Districts wishing to create such an agreement should consult legal counsel.

Because hold harmless agreements are only as strong as the groups' credit, districts should generally require proof of insurance in addition to such agreements. When a hold harmless and indemnification agreement appears necessary for any specific school facilities or a specific event, the district's risk manager, insurance carrier, or legal counsel should tailor it to the situation.

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

FERNDALÉ UNIFIED SCHOOL DISTRICT Regulation Updated: September 11, 2019 / Adopted: February 11, 2015 Ferndale, California.

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM:** 11.5

**DATE:** September 11, 2019

**SUBJECT:**

**BP 2210 - Administrative Discretion Regarding Board Policy**

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Receive/Discuss/Approve BP 2210 - Administrative Discretion Regarding Board Policy

**PREVIOUS STAFF/BOARD ACTION:**

The board previously adopted BP 2210 - Administrative Discretion Regarding Board Policy on February 11, 2015.

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

**BP 2210 - Administrative Discretion Regarding Board Policy**

(BP revised)

Policy updated to add the board's expectation that the superintendent or designee will be nondiscriminatory and demonstrate a commitment to equity whenever he/she is exercising administrative authority to address a situation that is either not covered in written policies or that requires immediate action to avoid risk to student and staff safety, protect district property, or prevent disruption of school operations. Policy clarifies the superintendent's accountability for all areas of operation under his/her authority and provides that the superintendent or designee will notify the board, as appropriate, of his/her actions exercised pursuant to this policy.

**FISCAL IMPLICATIONS:**

None.

**CONTACT PERSON(S):**

Beth Anderson, Superintendent/Principal



# Ferndale Unified School District

## Board Policy

### Administration

BP 2210

### ADMINISTRATIVE DISCRETION REGARDING BOARD POLICY

The Governing Board desires to be proactive in communicating its philosophy, priorities, and expectations for the district; clarifying the roles and responsibilities of the Board, Superintendent, and other senior administrators; and setting direction for the district through written policies. However, the Board recognizes that, in the course of operating district schools or implementing district programs, situations may arise which may not be addressed in written policies. In such situations, or when immediate action is necessary to avoid any risk to the safety or security of students, staff, or district property or to prevent disruption of school operations, the Superintendent or designee shall have the authority to act on behalf of the district in a manner that is consistent with law and Board policies.

*(cf. 0000 - Vision)*

*(cf. 0100 - Philosophy)*

*(cf. 0200 - Goals for the School District)*

*(cf. 0450 - Comprehensive Safety Plan)*

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

*(cf. 2110 - Superintendent Responsibilities and Duties)*

*(cf. 2121 - Superintendent's Contract)*

*(cf. 3516.5 - Emergency Schedules)*

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

*(cf. 9310 - Board Policies)*

As necessary, the Superintendent or designee shall consult with other district staff, including legal counsel and/or the chief business official, regarding the exercise of this authority.

Any exercise of administrative authority shall be nondiscriminatory and demonstrate the district's commitment to equity in district programs and activities.

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

*(cf. 0415 - Equity)*

The Superintendent shall be accountable to the Board for all areas of operation under his/her authority. As appropriate, the Superintendent or designee shall notify the Board as soon as practicable after he/she exercises the authority granted under this policy. The Board president and the Superintendent shall schedule a review of the action at the next regular Board meeting. If the action indicates the need for additions or revisions to Board policies, the Superintendent or designee shall make the necessary recommendations to the Board.

*(cf. 9320 - Meetings and Notices)*

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

*Legal Reference:*

#### EDUCATION CODE

35010 Control of district, prescription and enforcement of rules

35035 Powers and duties of superintendent

35160 Authority of governing boards

35161 Powers and duties; authority to delegate

35163 Official actions, minutes and journal

*Management Resources:*

#### WEB SITES

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

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM # 12.1**

**DATE: September 11, 2019**

**SUBJECT:**

Certification of Unaudited Actual Financial Report for 2018-2019

**DEPARTMENT/PROGRAM:**

Administration/Business

**ACTION REQUESTED:**

Approve certification of Unaudited Actual Financial Report for 2018-2019

**PREVIOUS STAFF/BOARD ACTION:**

Humboldt County Office of Education (HCOE) has prepared the attached Unaudited Actual Financial Report for 2018-2019

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

The Board of Trustees must certify the Unaudited Actual Financial Report for 2018-2019 by September 15<sup>th</sup>, pursuant to E.C. 42100.

**FISCAL IMPLICATIONS:**

Based upon information included in the adopted District budget and the Unaudited Actual Financial Report for 2018-2019, total General Fund revenues were \$5,989,498 and total General Fund expenditures were \$5,782,090. The Special Reserve Fund ending balance for 2018-2019 was \$505,752.

**CONTACT PERSON(S):**

Denise Grinsell, Business Manager  
Beth Anderson, Superintendent



CHRIS HARTLEY, Ed.D., Superintendent

901 Myrtle Avenue, Eureka, California 95501-1294

Phone: 707/445-7000


FAX: 707/445-7143

www.hcoe.org

August 29, 2019

**MEMORANDUM**

TO: District Superintendents and Business Managers

FROM: Corey Weber, Director of Fiscal Services 

SUBJECT: **CERTIFICATION OF UNAUDITED ACTUAL FINANCIAL  
REPORT AND GANN LIMIT FOR 2018-2019**

Pursuant to E.C. 42100, the governing board of a school district shall approve an unaudited actual financial report for the fiscal year just completed and file it with the County Superintendent of Schools **on or before September 15, 2019.**

Enclosed please find your 2018-2019 Unaudited Actuals, generated using the newest California Department of Education (CDE) SACS Financial Reporting Software, data from the financial system and information provided by district staff.

As a reminder, although the GANN Limit Calculation is included as part of the unaudited actual packet, a resolution must still be adopted by the district's board pursuant to Education Code Sections 1629 and 43142. A sample resolution has been provided that you may wish to use, as well as some general information regarding the GANN Limit. After board action, please return the original Gann Limit Resolution to Brenda Howard.

*Please complete the Form CA (certification form) and GANN Limit Resolution Form and return it to Brenda Howard, in the Business Office, directly after board approval so that we may transmit the data to the state in a timely fashion.*

If you have any questions, please feel free to call me at 445-7066 or Rachel Damme at 445-7059. Thank you.

CW:jw

Enclosure

c: Rachel Damme

The Unaudited Actuals Report for 2018-2019 will be available at the Ferndale Unified School District Office, 1231 Main Street, Ferndale, CA 95536 and will be posted on the district website at [ferndalek12.org](http://ferndalek12.org).

If you have any questions please contact Denise Grinsell, Business Manager. Ferndale Unified School District, 707-786-5900.

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM # 12.2**

**DATE:** September 11, 2019

**SUBJECT:**

Adopt Resolution #20-01 for Current and Prior Year Gann Limit Calculations

**DEPARTMENT/PROGRAM:**

Administration/Business

**ACTION REQUESTED:**

Adopt Resolution #20-01 for Current and Prior Year Gann Limit Calculations.

**PREVIOUS STAFF/BOARD ACTION:**

HCOE has provided the Gann Limit calculations and assurances that the District meets all elements required to certify that the District is within the Gann Limit for appropriations for 2018-2019.

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

This is an annual requirement as part of the Unaudited Actual Financial Report.

**FISCAL IMPLICATIONS:**

See attachment

**CONTACT PERSON(S):**

Denise Grinsell, Business Manager  
Beth Anderson, Superintendent

# RESOLUTION TO ADOPT GANN LIMIT

2019-2020

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**WHEREAS,** In November, 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and

**WHEREAS,** The provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits," for public agencies, including school districts; and

**WHEREAS,** The \_\_\_\_\_ School District must establish a revised Gann Limit for the 2018-2019 fiscal year and a projected Gann Limit for the 2019-2020 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

**NOW, THEREFORE, BE IT RESOLVED** that this Board does provide public notice, that the attached calculations and documentation of the Gann Limits for the 2018-2019 and 2019-2020 fiscal years are made in accordance with applicable constitutional and statutory law;

**AND BE IT FURTHER RESOLVED** that this Board does hereby declare that the appropriations in the Budget for the 2018-2019 and 2019-2020 fiscal years do not exceed the limitations imposed by Proposition 4;

**AND BE IT FURTHER RESOLVED** that the Superintendent provide copies of this resolution along with appropriate attachments to interested citizens of this district.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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Board President

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District Superintendent

## GENERAL INFORMATION REGARDING THE GANN LIMIT

The Gann Amendment (Proposition 4, 1979) limits the growth in appropriations made by the State of California, school districts, and local governments. All districts are required by the legislature to adopt their Gann appropriations limit each year by board resolution.

The essence of the Gann Amendment is that district appropriations in each year cannot exceed a computed appropriations limit (popularly called the Gann Limit) which in each year is adjusted for inflation and changes in attendance. While the concept is simple, the application of the Gann Amendment is more involved because not all appropriations are subject to the Gann Limitation.

The Gann Amendment controls only appropriations made from certain revenue sources, namely the "proceeds of taxes levied by or for" a district or "state subventions for the use and operation" of a district. Furthermore, the amendment excludes appropriations for certain purposes, namely debt service and the added cost of court and federally mandated programs. It is simply not possible for school districts to trace all appropriations to their revenue source, and therefore, the amendment involves a confusing mixture of appropriations and revenues. Fortunately, **SB 1352** (Chapter 1205 of the Statutes of 1980) made definitions which greatly simplify the implementation process.

The Gann Amendment states that, out of all the state aid that a district receives, only that which is "for the use and operation" of a district is subject to limitation at the district level. The remainder of the state aid is subject to limitation at the state level, and is therefore not subject to limitation at the local level.

Additionally, with the passage of **AB 198/SB 98** (statutes of 1989), there are numerous changes to the calculation contained in **Education Code 42132** and **Government Code 7906**. Among some of the changes is a requirement to recalculate the 1978-79 base year in 1989 and carry that computation forward for all subsequent years.

With these changes and others there are only five revenue sources from which appropriations are subject to limitation:

1. Local tax revenues that count towards the revenue limit.
2. Unrestricted state aid, which includes the following: Local Control Funding Formula (LCFF) State Aid , including Education Protection Account EPA) State Aid, for school districts equal to the foundation program level minus the local tax income in item (1), but not less than \$120 per ADA; Local Control Funding Formula State Aid for charter schools.
3. The unrestricted beginning balance.
4. Income from interest and return on investments.
5. The miscellaneous funds (taxes) not included as local income in the LCFF.

Any other source of revenue is excluded from the provisions of the Gann Amendment because:

1. The revenue is federal revenue.
2. The revenue is state aid subject to limitation at the state level.
3. The revenue is local revenue that is not from the proceeds of taxes.

4. The revenue is from the proceeds of taxes, but the appropriation of this revenue is excluded from limitation by the Gann Amendment (e.g. tax levy for debt service).

## **GANN CALCULATIONS**

Implementing the Gann Amendment starts with the calculation of the 1978-79 (base year) Gann Limit which is simply equal to the appropriations subject to limitation for that year. That base limit is then inflated by the percent of change in population (ADA) and the consumer price index. No amounts need to be calculated for 1979-80 in that, while 1978-79 is used as the base year for the Gann calculations, the Gann Amendment only became effective starting in 1980-81.

## **TIMELINE**

A resolution such as the one in this packet should be used to establish the Gann Limit for each fiscal year. Districts should post the board agenda showing the Gann Limit will be adopted. The actual calculations must be available for the public. After the Gann Limit has been established, it may be challenged in court within 45 days of the board resolution date of adoption.

## **GOVERNMENT CODE RELATING TO GANN LIMIT**

### **7910 Excerpt:**

Each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit and make other necessary determinations for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or noticed special meeting. The determinations made pursuant to this section are legislative acts.

Any judicial action or proceeding to attack, review, set aside, void, or annul the action of the governing body taken pursuant to this section for the 1980-81 fiscal year shall be commenced within 60 days of the effective date of the resolution or the effective date of the act which added this section to the Government Code, whichever date is later.

For the 1981-82 fiscal year and each fiscal year thereafter, any judicial action or proceeding to attack, review, set aside, void, or annul the action of the governing body taken pursuant to this section shall be commenced within 45 days of the effective date of the resolution.

All courts wherein such actions are or may be hereafter pending, including any court reviewing such action on appeal from the decision of a lower court, shall give such actions preference over all other civil actions therein, in the manner of setting the same for hearing or trial and in hearing the same to the end that all such actions shall be quickly heard and determined.



**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM # 12.3**

**DATE: September 11, 2019**

**SUBJECT:**

Resolution #20-02 Sufficiency of Textbooks and/or Instructional Materials

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Adopt Resolution #20-02

**PREVIOUS STAFF/BOARD ACTION:**

Annually, the Board is required to act on a resolution that adheres to Ed Code 60119 regarding the Instructional Materials Sufficiency review.

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

This is an annual requirement acknowledging sufficiency of textbooks and instructional materials.

**FISCAL IMPLICATIONS:**

None

**CONTACT PERSON(S):**

Denise Grinsell, Business Manager  
Jeremy Griffith, Principal  
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

August 30, 2019

## MEMORANDUM

To: District Superintendents and Business Managers

From: Corey Weber, Director of Fiscal Services *CW*

**SUBJECT: INSTRUCTIONAL MATERIALS PUBLIC HEARING REQUIREMENT**

EC Section 60119 requires that local governing boards hold an annual public hearing and adopt a resolution (see attached) stating whether each pupil in the LEA has sufficient textbooks or instructional materials in reading/language arts, mathematics, science, and history-social science aligned to content standards and consistent with the content and cycles of the curriculum framework adopted by the SBE.

*The requirement for this hearing is that it be held on or before the end of the eighth week from the first day of class.* It is important for school districts to hold their hearing early and not wait until the eighth week of school, because, if insufficiencies exist, a school district will have very little time to remedy the insufficiencies identified at the hearing. A district's compliance with EC 60119 is subject to verification by the district's auditors.

Information including resolution and certification samples for Instructional Materials are available at the following web address: <http://www.cde.ca.gov/ci/cr/cf/imfrpfaq1.asp>, items 43-48 in the FAQs.

If you have any questions, please feel free to contact me at 445-7066. Thank you.

CW:sn

**FERNDALDE UNIFIED SCHOOL DISTRICT**

**RESOLUTION #20-02**

**Sufficiency of Textbooks or Instructional Materials  
Education Code Section 60119**

Whereas, the governing board of Ferndale Unified School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on September 11, 2019 at 7:00 p.m., which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders (if the district or county office has a bargaining unit) in the public hearing, and;

Whereas, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, sufficient textbooks and instructional materials are provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics
- Science
- History-social science
- English/language arts, including the English language development component of an adopted program

Whereas, sufficient textbooks or instructional materials are provided to each pupil enrolled in foreign language or health classes, and;

Page 2

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the **2019-2020** school year, the Ferndale Unified School District is providing each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

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JoLynn Jorgensen, President  
Governing Board

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Danella Barnes-Penman, Clerk  
Governing Board

**Ferndale Unified School District**

**SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM # 12.4**

DATE: September 11, 2019

**SUBJECT:**

Williams Uniform Complaint Second (2<sup>nd</sup>) Quarterly Report

**DEPARTMENT/PROGRAM:**

Administration

**ACTION REQUESTED:**

Approve

**PREVIOUS STAFF/BOARD ACTION:**

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

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

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

**FISCAL IMPLICATIONS:**

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

**CONTACT PERSON(S):**

Beth Anderson, Superintendent

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

# Ferndale Unified School District

1231 MAIN STREET  
FERNDAL, CALIFORNIA 95536-9416

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

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

### Quarterly Reporting Period (please check one)

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

### PLEASE CHECK THE BOX THAT APPLIES:

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

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

Beth Anderson  
(Print Name of District Superintendent)

  
(Signature of District Superintendent)

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

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

# Thank you

Dear Ferndale High School Board,

We would like to thank you for your continuous support for our Agriculture Program. The Ferndale FFA Chapter has provided countless opportunities for students to travel, learn about agriculture, and enhance student leadership because of your support. Thank you for all that you do for Ferndale High School.

Sincerely,  
The Ferndale FFA  
Chapter

# Thank you

Dear Ferndale High School Board,

I would like to thank you for your continuous support of our FFA program throughout my years of attending Ferndale High.

Our FFA program could not be as successful if we didn't have you. Through this program I have learned skills I can bring with me anywhere.

Thanks again, Rebekah Taylor  
Ferndale FFA