

**Ferndale Unified School District
Board of Trustees**

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

**June 25, 2019
Special 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

Pursuant to Government Code Section 54957

- 4.1** Public Employment – Certificated Employment
 - Accept Certificated letter of Resignation/Retirement
 - Approve 1.0 FTE 5/6 Grade Teacher
 - Approve 1.0 FTE Middle School Science/Core Support Teacher
 - Approve 1.0F FTE High School Ag. Mechanics Teacher
 - Approve 1.0 Speech Pathologist
 - Approve 0.17 CTE Health Career Pathways Teacher

5.0 REGULAR SESSION RECONVENED/ FLAG SALUTE

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

6.0 FLAG SALUTE

7.0 PUBLIC COMMENT ON OPEN SESSION ITEM(S)

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

8.0 PUBLIC HEARING

- 8.1** 2019-2020 Local Control Accountability Plan (LCAP)
- 8.2** 2019-2020 Ferndale Unified School District Budget
- 8.3** 2019-2020 Education Protection Account (EPA) Funds established with the passage of Proposition 30
- 8.4** 2019-2021 Tentative Agreement between FUSD and FUTA

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

- 9.1** Approve the Williams Uniform Complaint Second (2nd) Quarterly Report
- 9.2** Approve Warrant Distribution Authorization Form CS-1 and Certification Form CS-7 For the 2019-2020 School Year
- 9.3** Adopt Resolution #19-01 to Accept the spending determinations for funds received from the Education Protection Account (EPA)
- 9.4** Adopt Resolution #19-02 – Transfer Appropriation to Special Reserve
- 9.5** Adopt Resolution #19-03 – Transfer Funds from Special Reserve
- 9.6** Approve Agricultural Career Technical Education Incentive Grant
- 9.7** Approve Perkins Grant Waiver
- 9.8** Approve Con App and Assurances for 2019-2020
- 9.9** Approve SELPA Representation Letter
- 9.10** Approve Understanding of Services Letter for Auditor Services
- 9.11** Approve HCOE Interdistrict Attendance Agreement

10.0 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
Main Street, Ferndale, California.*

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM # 8.1

DATE: June 25, 2019

SUBJECT:

2019-2020 Local Control Accountability Plan (LCAP)

DEPARTMENT/PROGRAM:

Administration/Business

ACTION REQUESTED:

Conduct Public Hearing

PREVIOUS STAFF/BOARD ACTION:

None

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

As part of the new Local Control Funding Formula (LCFF), a Local Control Accountability Plan (LCAP) must be developed that is aligned to the budget. Public hearings must be held on both at a separate meeting from adoption. The FUSD LCAP describes services aligned to the eight priorities established in Ed Code 52060 and 52066. The LCAP addresses services for all students as well as for Low Income, Foster Youth and English Learners. There report must include: input from stakeholders, goals that address the priorities, methods of measuring progress on goals, actions to achieve goals and expenditures of LCFF monies. The plan must be completed on the CDE authorized template. The FUSD LCAP will be submitted to HCOE for approval and to the CDE for review. The LCAP is available for review at the District office.

FISCAL IMPLICATIONS:

Both the LCAP and the budget must be adopted by July 1, or Ferndale USD would receive no funding from the state. Both the LCAP and the Budget will be approved at the June 26, 2019 meeting.

CONTACT PERSON(S):

Denise Grinsell, Business Manager
Beth Anderson, Superintendent/Principal

Once approved, the 2019-2020 LCAP will be available at the Ferndale Unified School District Office at 12312 Main Street, Ferndale, CA 95536 and will be posted on the district website at ferndalek12.org.

If you have any questions, please contact Beth Anderson, District Superintendent, at 707-786-5900.

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM # 8.2

DATE: June 25, 2019

SUBJECT:

Public Hearing (Ed Code 42127): 2019-2020 Final Budget Adoption

DEPARTMENT/PROGRAM:

Administration/Business

ACTION REQUESTED:

Conduct Public Hearing

PREVIOUS STAFF/BOARD ACTION:

The District is required to annually conduct a public hearing to review the proposed budget for the ensuing school year.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

California Ed Code 42127 requires school districts to have a public hearing and receive public comment before approving or disapproving the proposed Final Budget for 2019-2020.

FISCAL IMPLICATIONS:

None

CONTACT PERSON(S):

Denise Grinsell, Business Manager
Beth Anderson, Superintendent/Principal

The Budget Adoption Report will be available in the Ferndale Unified School District Office at 12312 Main Street, Ferndale, CA 95536 and will be posted on the district website at ferndalek12.org.

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

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM # 8.3

DATE: June 25, 2019

SUBJECT:

Education Protection Account (EPA)

DEPARTMENT/PROGRAM:

Administration/Business

ACTION REQUESTED:

Conduct Public Hearing

PREVIOUS STAFF/BOARD ACTION:

The District is required to conduct a public hearing for the expenditure of funds from the Education Protection Account (EPA)

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

With the approval of Proposition 30, an Education Protection Account (EPA) was established. The District is required to have a public hearing concerning the expenditure of funds from the EPA and these specific funds shall not be used for salaries or benefits for administrators or any other administrative costs.

FISCAL IMPLICATIONS:

None

CONTACT PERSON(S):

Denise Grinsell, Business Manager
Beth Anderson, Superintendent/Principal



CHRIS HARTLEY, Ed.D., Superintendent

901 Myrtle Avenue, Eureka, California 95501-1294

Phone: 707/445-7000


FAX: 707/445-7143

www.hcoe.org

May 16, 2019

MEMORANDUM

To: District Superintendents and Business Managers

From: Corey Weber, Director of Fiscal Services 

SUBJECT: EDUCATION PROTECTION ACCOUNT (EPA) PROJECTIONS

Pursuant to Article XIII, Section 36 of the California Constitution, school districts, county offices of education, and community college districts are required to determine how the moneys received from the Education Protection Account (EPA) are spent in the school or schools within its jurisdiction, provided that the governing board makes the spending determinations in an open session of a public meeting. The language in the constitutional amendment requires that funds shall not be used for the salaries and benefits of administrators or any other administrative costs. We have enclosed a sample resolution that your district may utilize to fulfill the spending determinations requirement. There is also a requirement that districts must annually post on its website an accounting of how much money was received from EPA and how that money was spent.

For 2019-2020, please plan on including the requirement for a public hearing and board action as part of your June board meeting. The projected 2019-2020 EPA revenue can be found on the "EPA" tab of the LCFF Calculator. The spending plan should be approved by the Board at the same time the budget is adopted, **but as an action separate from the actions taken to adopt the budget.**

For your convenience, we have included a sample format in Excel that can be used for meeting this requirement, **as well as the requirement to post the final use of EPA funds for 2018-2019 once the fiscal year is closed.** The sample exhibit mirrors the Program by Resource Report from the CDE's Standardized Account Code Structure (SACS) software. Please note that in the sample exhibit, expenditures are displayed by function code and not by object code.

If you have any questions or concerns about EPA reporting requirements, please call me at (707) 445-7066.

CW:sn

Attachments

2019-2020 Education Protection Account

Program by Resource Report

Expenditures by Function - Detail

Projected Expenditures July 1, 2019 through June 30, 2020

For Fund 01, Resource 1400 Education Protection Account

Description		Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Beginning Balance	Object: 8999	0.00
Revenue Limit Source	8012	786,890.00
Other Local Revenue	8600-8799	0.00
TOTAL AVAILABLE		786,890.00
EXPENDITURES AND OTHER FINANCING USES		
Instruction	Functions: 1000-1999	786,890.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		786,890.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM # 8.4

DATE: June 25, 2019

SUBJECT:

Public Hearing: Tentative Agreement with the Ferndale Unified Teachers Association

DEPARTMENT/PROGRAM:

Administration/Business

ACTION REQUESTED:

Conduct Public Hearing

PREVIOUS STAFF/BOARD ACTION:

The District is required to conduct a public hearing for all negotiated contract agreements.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

California Ed Code requires school districts to provide an opportunity for public input on negotiated contract agreements with District employee groups.

FISCAL IMPLICATIONS:

The salary schedule increase at 1% in 2018-19 (\$21,454) and 1% in 2019-20 (\$22,007) coupled with the column addition/restructure (\$1,483) and the related statutory benefits increase equal a total compensation increase of 3.66%: \$45, 527 for 2018-2019 and an additional \$70,567 for 2019-2020.

CONTACT PERSON(S):

Denise Grinsell, Business Manager
Beth Anderson, Superintendent/Principal

Ferndale Unified Teachers' Association

Ferndale Elementary School and Ferndale High School Teachers

1231 Main Street Ferndale, CA 95536

May 13, 2019

Previously agreed upon items:

A two- year contract effective upon ratification and expiring June 20, 2020, based on the existing contract with the following changes:

- A. Effective July 1, 2018, the district will add a 90 unit column to the salary schedule by increasing the salaries in the 75 unit column laterally by 2.5%.
- B. Contract Language: Add 573: There shall be two 1:00 pm early release days during the school year
 - a. The Friday before Winter Break, and
 - b. The Friday before Spring BreakUnit member contracted work hours on each of these days will be 8:00 am to 1:15 pm.
- C. Contract Language: Modify 852.1: 5 days instead of ten days for a posting; if notification must take place during a break, email and text messages will be used.
- D. The District will add a Ferndale Elementary School Gym Supervisor stipend to the coach stipend Appendix C1.
- E. The week prior to school beginning, teachers will work in their classroom 50% and attend district directed PD, meetings, etc. the other 50%.
- F. A stipend for participation in professional development opportunities on non-duty days, pre-approved by district administration will be approved at the \$200/per day
- G. Make sure coaching Appendix C1 is listed in master contract – it was agreed to as part of the last negotiations (2014-2017) to be listed in the contract and to receive raises as the salary schedule gets raises – however, it is not visible in the current contract (this could be because C1 is an excel spreadsheet while the rest of the master contract is a Word Doc?)
- H. Modify 851 – keep existing language and add the following “a reconfiguration of grade level classes (k-8th) is not a vacancy / newly created position.”
- I. Change the district’s MOU dated 9/26/2018 to the following:
 - a. Line 6: This MOU impacts unit members hired prior to 2015-2016 school year. The three unit members hired before the 2015-2016 school year and not given all of their service credit toward their placement on the salary schedule shall have all of their service credit applied to their placement on the salary schedule effective at the start of the 2017-2018 school year and compensated accordingly beginning with the 2017-2018 school year.
- J. A 1% increase on the salary schedule for the 2018-2019 school year.
- K. A 1% increase on the salary schedule for the 2019-2020 school year.
- L. MOU for Jr. High Class advisors not given a preparation period. (signed)
- M. Article 581 change to 4:00pm from 4:30 pm.

In addition, FUTA proposes the following:

- A. In addition to existing language in 2731-"Given a budget for K-8 Regular Education Classroom Assistants, the site administrator, considering input from the K-8 Grade Level Chairs, will consider the following when making decisions regarding distribution of time in classroom(s) of the Classroom Assistants.

With priority being:

- a. *Kindergarten Classrooms each having Classroom Assistant
 - b. *Classroom Assistant needed for Small Group Instruction and/or reteaching in the Core Areas of ELA and Math
 - c. * Classroom Assistant needed for Large Class Size and/or Combination Classes"
- B. E on agreed upon items: include meet the teacher and freshmen orientation as district time.
- C. MOU for teachers who earned 90 units as of October 1st of 2018 but have not submitted them to the district, can submit those units to the district by June 1, 2019, to be applied letter A on previously agreed upon items.

Memorandum of Understanding
Between
The Ferndale Unified Teachers Association and
The Ferndale Unified School District

The parties agree as follows:

1. Since negotiating for the 2018-2019 school year happened during the school year, and since a new 90 unit column has been agreed upon for the 2018-2019 school year, members may submit units or credits toward the 90 unit column placement by the date of June 10, 2019 for their 2018-2019 salary schedule placement.
2. This MOU shall not set a precedent for any reason.

For the District:

Beth Wood

Date: 6/13/19

For the Association:

James El

Date: 6/10/19

Jennifer Fick-Wood

Date: 6/11/2019

[Signature]

Date: 6/11/2019



CHRIS HARTLEY, Ed.D., Superintendent

901 Myrtle Avenue, Eureka, California 95501-1294

Phone: 707/445-7000


FAX: 707/445-7143

www.hcoe.org

June 18, 2019

MEMORANDUM

TO: Beth Anderson, District Superintendent
Ferndale Unified School District

FROM: Corey Weber, Director of Fiscal Services 

SUBJECT: **2018/19-2019/20 COLLECTIVE BARGAINING AGREEMENTS
CERTIFICATED UNIT**

Thank you for submitting the Collective Bargaining Agreement Public Disclosure Summary for the unit cited above. We have reviewed the information and found that the agreement does have a financial effect to the district.

The district's disclosure cites that the district will incur additional costs in 2018/19 and 2019/20 of \$45,527 and \$70,567 respectively. For 2018/19, the disclosure reflects the cost of an on-schedule salary increase of 1% and adjustments to the 75 unit column laterally by 2.5%. For 2019/20, the disclosure reflects the cost of an additional on-schedule salary increase of 1%.

According to the disclosure, the district plans to pay for these additional costs in 2019/20 with a transfer from the Special Reserve fund and cover all ongoing costs with general fund revenue increases related to COLA. During our review of the district's budget at 2nd Interim, we noted that the district has a structural deficit and is projecting to reduce its reserve level due to the on-going deficits. Although the district's reserve fund is adequate to fund the deficit in 2018/2019, we would caution the district on increasing the deficit by spending one-time funds for ongoing costs.

Thank you for the disclosure documents that you have already provided us. Please provide us with a copy of the superintendent/chief business official and board's certification should they take action to approve the agreement.

Please do not hesitate to call me at (707) 445-7066 should you have questions. Thank you.

CW/jw

c: Chris Hartley

COLLECTIVE BARGAINING AGREEMENT PUBLIC DISCLOSURE SUMMARY

Ferndale Unified School District

Type of Bargaining Unit:

☒

Certificated

☐

Certificated Management

☐

Classified

☐

Confidential

☐

Classified Management

The proposed agreement covers the period beginning

July 1, 2018

and ending

June 30, 2020

and will be acted upon by the Governing Board at its meeting on June 26, 2019

A. Proposed Change in Compensation

Compensation		Cost Prior to Proposed Agreement	Fiscal Impact of Proposed Agreement		
			Current Year Increase/(Decrease) 2018-2019	Year 2 Increase/(Decrease) 2019-2020	Year 3 Increase/(Decrease)
1	Current year salary costs	\$ 2,150,194		2,186,368	
2	Step and column increase (Optional- if completed, do not include S & C costs in Line 1)	\$		33,251	
3	Total Current year salary costs	\$ 2,150,194		2,219,619	
4	Salary schedule increase (decrease)		\$ 21,454 1.00%	22,007 1.00%	
5	Cost due to salary schedule restructure (i.e., longevity, step and column over prior contract)		\$ 1,483 2.50%		
6	One-time compensation (i.e., stipends, bonus, off schedule one time payments)		\$		
7	Reclassification of position(s)		\$ 13,237		
8	Other compensation		\$		
9	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 555,935	\$ 9,353 25.86%	15,309 27.71%	
10a	Health & Welfare costs before agreement	\$ 437,738		437,738	
10b	Changes in Health & Welfare costs due to the agreement		\$		
10c	Health & Welfare costs after agreement (10a+10b)		\$ 437,738	437,738	
10d	FTE's (impacted by health & welfare change)		34	34	
10e	Change in discretionary costs - per FTE (line 10b divided by line 10d)		\$		
11	Total Compensation Increase (decrease) (Total Lines 2, 4 thru 9 and 10b)		45,527	70,567	
12	TOTAL COMPENSATION INCREASE AS A PERCENTAGE OVER PRIOR FISCAL YEAR		% 1.45%	2.21%	

Public Disclosure Form

Section A

4. What is the proposed negotiated percentage increase? For example, if the increase in "Current Year" was for less than a full year, what was the percentage increase given, what is the effective date of the increase, and what is the annualized percentage increase for "Year 1"?

A 1% increase on the salary schedule for the 2018-2019 school year.

A 1% increase on the salary schedule for the 2019-2020 school year.

5. Describe any changes or additions to step, column, or ranges on the salary schedules.

Effective July 1, 2018, the district will add a 90 unit column to the salary schedule by increasing the salaries in the 75 unit column laterally by 2.5%.

6. Describe any one- time compensation increases.

Change the district's MOU dated 9/26/2018 to the following:

Line 6: This MOU impacts unit members hired prior to 2015-2016 school year. The three unit members hired before the 2015-2016 school year and not given all of their service credit toward their placement on the salary schedule shall have all of their service credit applied to their placement on the salary schedule effective at the start of the 2017-2018 school year and compensated accordingly beginning with the 2017-2018 school year.

MOU for Jr. High Class advisors not given a preparation period. (signed)

MOU for teachers who earned 90 units as of October 1st of 2018 but have not submitted them to the district, can submit those units to the district by June 1, 2019, to be applied letter A on previously agreed upon items

7. Describe any reclassifications of positions.

None

8. Describe any "other compensation". Please include comments and explanations as necessary (if more room is necessary to answer, please attach additional sheet.)

The District will add a Ferndale Elementary School Gym Supervisor stipend to the coach stipend Appendix C1
A stipend for participation in professional development opportunities on non-duty days, pre-approved by district administration will be approved at the \$200/per day

10. Changes in Health and Welfare costs.

- a. Does the district have a maximum on the employer paid portion of health and welfare?

X Yes No

If yes, please describe the maximum dollar or percentage amount of the employer paid share of the health and welfare costs and any changes due to this proposed bargaining agreement.

The current cap for certificated employees is \$13059.40. It is a soft cap where the ER and the EE share the cost of the increase each year.

- b. Describe all other changes in Health and Welfare costs.

None

- B. Describe any proposed negotiated changes in non-compensation items** (e.g., class size adjustments, staff development days, teacher prep time, etc.)

Contract Language: Add 573: There shall be two 1:00 pm early release days during the school year

a. The Friday before Winter Break, and

b. The Friday before Spring Break

Unit member contracted work hours on each of these days will be 8:00 am to 1:15 pm.

The week prior to school beginning, teachers will work in their classroom 50% and attend district directed PD, meetings, etc. the other 50%.

Public Disclosure Form

C. Will there be any specific impacts (positive or negative) to operations related to the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians).

No specific impacts

D. What contingency language is included in the proposed agreement (i.e., reopeners, etc.)?

None

E. What is the impact of the agreement on deficit spending in the current or future year(s)?

"Deficit Spending" is defined to exist when a district's expenditures exceed its revenues in a given year.

F. Are there any other provisions to be disclosed?

Contract Language: Modify 852.1: 5 days instead of ten days for a posting; if notification must take place during a break, email and text messages will be used.

Make sure coaching Appendix C1 is listed in master contract – it was agreed to as part of the last negotiations (2014-2017) to be listed in the contract and to receive raises as the salary schedule gets raises – however, it is not visible in the current contract (this could be because C1 is an excel spreadsheet while the rest of the master contract is a Word Doc?)

Modify 851 – keep existing language and add the following "a reconfiguration of grade level classes (k-8th) is not a vacancy / newly created position."

Article 581 change to 4:00pm from 4:30 pm.

G. What are the source(s) of funding for the proposed agreement?

1. Current Year

☒ General Fund Revenues
☐ Special Reserve

☐ Reduction in Expenditures
☐ Other (please explain)

Explanation:

2. If this is a single year agreement, how will the ongoing cost, if any, of the proposed agreement be funded in future years? (i.e. COLA, staffing reductions, other sources of revenue)

3. If this is a multi-year agreement, what is the source of funding for these obligations in future years? Assumptions should include specifics, i.e., COLA, enrollment patterns. (Remember to include compounding effects in meeting obligations)

COLA, Attrition

PUBLIC DISCLOSURE FORM

H. Impact of Proposed Agreement on Current Year Operating Budget

- ☒ 1. The cost of the proposed agreement is included in the current working budget dated 6/7/19
- ☒ a. Copies of the budget transfers are attached (unless proposal was included in the adopted budget); or,
- ☐ b. Section H3 below has been completed.
- ☐ 2. Budget has not been updated for the proposal.
- ☐ a. Proposed budget transfers are attached; or,
- ☐ b. Section H3 below has been completed.

H3. RECAP OF PROPOSED BUDGET ADJUSTMENTS				
	Column 1	Column 2	Column 3	Column 4
Bargaining Unit(s):	Latest Board-Approved Budget Before Settlement Date: <u>Jan 31, 2019</u>	Unrestricted Budget Adjustment Increase (Decrease)	Restricted Budget Adjustment Increase (Decrease)	Total Proposed Budget (Columns 1+2+3)
A. REVENUES				
1. Revenue Limit Sources (8010-8099)	5,206,594			5,206,594
2. Remaining Revenues (8100-8799)	1,696,324			1,696,324
B. TOTAL REVENUES	6,902,918			6,902,918
C. EXPENDITURES				
1. Certificated Salaries (1000-1999)	2,513,902	36,174		2,550,076
2. Classified Salaries (2000-2999)	801,810			801,810
3. Employee Benefits (3000-3999)	1,662,737	7,112		1,669,849
4. Books and Supplies (4000-4999)	539,296			539,296
5. Services, Other Operating Expense (5000-5999)	1,588,695			1,588,695
6. Capital Outlay (6000-6599)				
7. Other Outgo (7100-7299) (7400-7499)	244,004			244,004
8. Direct Support/Indirect Costs (7300-7399)				
9. Other Adjustments				
D. TOTAL EXPENDITURES (C1:C9)	7,350,444	43,286		7,393,730
E. OPERATING SURPLUS (DEFICIT) (B-D)	(447,526)	(43,286)		(490,812)
F. TRANSFERS IN & OTHER SOURCES (8910-8979)				
G. TRANSFER OUT & OTHER USES (7610-7699)	(33,255)			
H. CONTRIBUTIONS (8980-8998)				
I. INCREASE (DECREASE) IN FUND BALANCE (E+F+G+H)	(480,781)	(43,286)		(490,812)
J. BEGINNING BALANCE	1,379,188			1,379,188
K. CURRENT YEAR ENDING BALANCE (J+I)	898,407	(43,286)		888,376

IMPACT OF PROPOSED AGREEMENT ON DISTRICT RESERVES

I. VERIFICATION OF ACCEPTABLE MINIMUM RESERVE LEVEL

1. STATE-RECOMMENDED MINIMUM RESERVE LEVEL (after implementation of all proposed agreements)			
		2018-2019	2019-2020
a.	Total expenditures, Transfers Out, and uses per current working budget plus total cost increases for all bargaining agreements	7,350,444	
b.	Recommended minimum reserve percentage from table below	4.00%	
c.	Recommended minimum reserve amount for this district (I1a times I1b) for districts with less than 1001 ADA, this is the greater of calculation or \$50,000	294,018	

J. IMPACT OF PROPOSED AGREEMENT TO THE BUDGET

1. GENERAL FUND (Fund 01) Unrestricted/Undesignated Only (Resource 0000)			
a.	Board approved budgeted ending balance	852,730	
b.	Changes to budgeted ending balance for all bargaining agreements	(43,286)	
c.	Estimated budgeted ending balance (line J1a plus J1b)	809,444	#VALUE!
2. SPECIAL RESERVE FUND (Fund 17)			
a.	Board approved budgeted ending balance	515,928	
b.	Changes to budgeted ending balance for all bargaining agreements		
c.	Estimated budgeted ending balance (line J2a plus J2b)	515,928	#VALUE!
3.	TOTAL DISTRICT RESERVES FOR THE YEAR OF AGREEMENT (Line J1c and J2c) (must be greater than I1c)	1,325,372	#VALUE!

TABLE OF STATE RECOMMENDED MINIMUM RESERVE PERCENTAGES

Percentage Level For Districts with ADA ranging from:			
5% or \$50,000 (Greater of)	0	to	300
4% or \$50,000 (Greater of)	301	to	1,000
3%	1,001	to	30,000
2%	30,001	to	400,000
1%	400,001	and	Over

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM # 9.1

DATE: June 25, 2019

SUBJECT:

William Uniform Complaint Second (2nd) 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)

Beth And
(Signature of District Superintendent)

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

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

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM# 9.2

DATE: June 25, 2019

SUBJECT:

Warrant Distribution Form CS-1 and Certification Form CS-7 for the 2019-2020 School Year

DEPARTMENT/PROGRAM:

Administration/Business

ACTION REQUESTED:

Approve Warrant Distribution Form CS-1 and Certification Form CS-7 for the 2019-2020 School Year.

PREVIOUS STAFF/BOARD ACTION:

This is an annual requirement of the Board.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

This action provides for authority of the District Board to sign payroll and accounts payable warrants in the absence of the Superintendent. This action also identifies whom the Board authorizes to sign Account Payable batches and Payroll Prelists, along with authorizing individuals to pick up payroll warrants from the Humboldt County Office of Education.

FISCAL IMPLICATIONS:

None

CONTACT PERSON(S):

Denise Grinsell, Business Manager
Beth Anderson, Superintendent/Principal

AUTHORIZATION FOR FISCAL YEAR: 2019-2020

CS-1

DATE: June 25, 2019

SCHOOL DISTRICT Ferndale Unified SD

WARRANT DISTRIBUTION AUTHORIZATION

Please complete and return to Humboldt County Office of Education's Business Office.

Please check appropriate box(es).

PAYROLL

☒ Will pick up when ready

Names of persons authorized to pick up payroll warrants:

Beth Anderson

Denise Grinsell

Please list an after hours emergency number: _____

☐ Mail all payroll to: *Individual's Name* _____
(Postage cost to be reimbursed to HCOE)

☐ Other (specify) _____

COMMERCIAL WARRANTS

☐ Will pick up when ready

Please list emergency number: _____

☒ Courier

☐ Mail all APY warrants to: *Individual's Name* _____
(Postage cost to be reimbursed to HCOE)

☐ Mail all VOL DED warrants to: *Individual's Name* _____
(Postage cost to be reimbursed to HCOE)

☐ Other (specify) _____

DISTRICT AUTHORIZATION

Superintendent or Trustee

Beth Anderson

Return to HCOE Business Office

AUTHORIZATION FOR FISCAL YEAR: 2019 - 2020

CS-7

DATE: June 25, 2019

SCHOOL DISTRICT Ferndale Unified SD

CERTIFICATION

This is to certify that the Board of Trustees of the above stated School District passed the following motion at its June 25, 2019 meeting authorizing the following to sign commercial warrants and payroll payment orders as agent of the Board.

"It was moved by _____

and seconded by _____

that Beth Anderson and Jolynn Jorgensen

Be authorized to sign commercial warrants and payroll payment orders as agent of the Board of trustees of the Ferndale Unified School District.

Ayes (Members' Names): _____

Noes (Members' Names): _____

Motion Carried."

Authorized Signatures:

Board of Trustees Signatures:

(signed) Clerk, Board of Trustees

05/17/18 BUS/forms/CS-7

Return to HCOE Business Office

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 9.3

DATE: June 25, 2019

SUBJECT

Resolution #19-01 Education Protection Account (EPA) Funds

DEPARTMENT/PROGRAM

Administration/Business Services

ACTION REQUESTED

Subsequent to public hearing, approve Resolution 18-02 accepting Education Protection Account (EPA) Funds.

PREVIOUS STAFF/BOARD ACTION

None.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED

Proposition 30 was approved on November 6, 2012 adding Article XIII, Section 36 to the California Constitution effective November 7, 2012. The provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f).

Before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year. If the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

The county office of education has the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction and the governing board of the district will make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board. The monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost. An accounting of how much money was received from the Education Protection Account and how that money was spent will be published annually on the website.

FISCAL IMPLICATIONS

EPA reporting requirements will be subject to audit in 2019-2020. If EPA funds are not expended in accordance with the requirements of Proposition 30, civil or criminal penalties could be incurred.

CONTACT PERSON(S)

Denise Grinsell, Business Manager
Beth Anderson, Supt/Principal



CHRIS HARTLEY, Ed.D., Superintendent

901 Myrtle Avenue, Eureka, California 95501-1294

Phone: 707/445-7000

FAX: 707/445-7143

www.hcoe.org

May 16, 2019

MEMORANDUM

To: District Superintendents and Business Managers

From: Corey Weber, Director of Fiscal Services 

SUBJECT: EDUCATION PROTECTION ACCOUNT (EPA) PROJECTIONS

Pursuant to Article XIII, Section 36 of the California Constitution, school districts, county offices of education, and community college districts are required to determine how the moneys received from the Education Protection Account (EPA) are spent in the school or schools within its jurisdiction, provided that the governing board makes the spending determinations in an open session of a public meeting. The language in the constitutional amendment requires that funds shall not be used for the salaries and benefits of administrators or any other administrative costs. We have enclosed a sample resolution that your district may utilize to fulfill the spending determinations requirement. There is also a requirement that districts must annually post on its website an accounting of how much money was received from EPA and how that money was spent.

For 2019-2020, please plan on including the requirement for a public hearing and board action as part of your June board meeting. The projected 2019-2020 EPA revenue can be found on the "EPA" tab of the LCFE Calculator. The spending plan should be approved by the Board at the same time the budget is adopted, **but as an action separate from the actions taken to adopt the budget.**

For your convenience, we have included a sample format in Excel that can be used for meeting this requirement, **as well as the requirement to post the final use of EPA funds for 2018-2019 once the fiscal year is closed.** The sample exhibit mirrors the Program by Resource Report from the CDE's Standardized Account Code Structure (SACS) software. Please note that in the sample exhibit, expenditures are displayed by function code and not by object code.

If you have any questions or concerns about EPA reporting requirements, please call me at (707) 445-7066.

CW:sn

Attachments

FERNDALE UNIFIED SCHOOL DISTRICT
RESOLUTION # 19-01
Accepting 2019-2020 Education Protection Account (EPA) Funds
Created with the Approval of Proposition 30

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of the Ferndale Unified School District;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Ferndale Unified School District has determined to spend the monies received from the Education Protection Act as attached.

Ayes:

Noes:

Abstain:

Absent:

Dated:

JoLynn Jorgensen, Board President

Danella Barnes-Penman , Board Clerk

Cory Nunes, Board Member

Jerry Hansen, Board Member

Corrie Pedrotti, Board Member

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM# 9.4

DATE: June 25, 2019

SUBJECT:

Adopt Resolution #19-02 – Transfer Funds to Special Reserve

DEPARTMENT/PROGRAM:

Administration/Business

ACTION REQUESTED:

Adopt Board Resolution #19-02 – Transfer Funds to Special Reserve

PREVIOUS STAFF/BOARD ACTION:

There is an annual requirement of the Board to authorize the Humboldt County Office of Education to either transfer funds to the Special Reserve or from the Special Reserve.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

The requested action will authorize the Humboldt County Office of Education to transfer funds from the General Fund to the Special Reserve. It is anticipated that due to the State of California cash flow problems, the District may not be paid our appropriation as mandated by Education Code schedule, therefore the District could be short of cash for expenses encumbered. As soon as the State releases the revenue that is due to the District, the funds will replenish the Special Reserve.

FISCAL IMPLICATIONS:

The exact amount of the transfer will not be known until the 2018-2019 budget accounting year books are closed.

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

May 16, 2019

MEMORANDUM

TO: District Superintendents and Business Managers

FROM: Corey Weber, Director of Fiscal Services 

SUBJECT: **SPECIAL RESERVE FUNDS**

Districts should follow the steps below, as applicable, regarding their Special Reserve Funds *prior to June 28, 2019*. Please return a copy of the resolution to our office, attention SueAne Novack.

BACKGROUND

Education Code Section 42841 authorizes the establishment and manner of the Special Reserve Funds. It allows school districts to establish Special Reserve Funds by resolution of the governing board followed by filing of the resolution with the County Superintendent of Schools, County Auditor and County Treasurer. Once the special reserve is established, the governing board may file other resolutions specifying additional purposes of the fund or withdrawing a purpose previously designated.

Education Code section 42842 describes the limitation on the expenditures of the Special Reserve Fund. The fund may be expended for those purposes specified in the resolution. In addition, unless actually encumbered for ongoing expenses, the governing board may expend the money in the fund for general operating purposes of the school district.

ACTION

Some districts may need to transfer funds from the Special Reserve to fund expenditures in the General Fund or transfer unrestricted balances in the General Fund to the Special Reserve fund.

Attached are sample resolutions (#1) to authorize transfers from Special Reserve to the General Fund, or (#2) to authorize appropriation to a Special Reserve Fund. However, you should follow your own district's policy as it relates to resolutions. You may authorize the COE to transfer any amounts necessary or designate a set amount. Incorporate either Option 1 or Option 2 into your resolution.

If you have any questions, please feel free to give me a call at 445-7066.

CW:sn

Enclosures

c: Rachel Damme

RESOLUTION #19-02

RESOLUTION FOR APPROPRIATION TO SPECIAL RESERVE

2018-2019

WHEREAS, Effective June 30, 1980, the Ferndale Unified SD
Board of Trustees established a Special Reserve Fund in
accordance with Education Code section 42841; and

WHEREAS, The governing board may, by resolution, periodically specify
additional purposes of the Special Reserve Fund or withdraw any
purpose of the fund previously designated; and

WHEREAS, The school district has a need of such fund to cover costs that
may occur in the areas of: salary, employee benefits, books, supplies,
equipment replacement, contracted services and other operating
expenses, sites, buildings, media, new equipment and other outgo such
as tuitions and transfers between funds.

NOW THEREFORE, BE IT RESOLVED, that the unrestricted net General
Fund ending balance of the school district shall automatically be
transferred to the Special Reserve Fund on June 30, 2018. This fund is
to be utilized for the above-stated purposes.

This resolution is passed by ____ Ayes ____ Noes.

ADOPTED this 25 day of June, 2019.

Chairperson, Board of Trustees

District Superintendent

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM# 9.5

DATE: June 25, 2019

SUBJECT:

Adopt Resolution #19-03 – Transfer Funds From Special Reserve

DEPARTMENT/PROGRAM:

Administration/Business

ACTION REQUESTED:

Adopt Board Resolution #19-03 – Transfer Funds From Special Reserve

PREVIOUS STAFF/BOARD ACTION:

There is an annual requirement of the Board to authorize the Humboldt County Office of Education to either transfer funds to the Special Reserve or from the Special Reserve.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

The requested action will authorize the Humboldt County Office of Education to transfer funds from the Special Reserve to the General Fund. It is anticipated that due to the State of California cash flow problems, the District may not be paid our appropriation as mandated by Education Code schedule, therefore the District could be short of cash for expenses encumbered. As soon as the State releases the revenue that is due to the District, the funds will replenish the Special Reserve.

FISCAL IMPLICATIONS:

The exact amount of the transfer will not be known until the 2018-2019 budget accounting year books are closed.

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

May 16, 2019

MEMORANDUM

TO: District Superintendents and Business Managers

FROM: Corey Weber, Director of Fiscal Services 

SUBJECT: **SPECIAL RESERVE FUNDS**

Districts should follow the steps below, as applicable, regarding their Special Reserve Funds *prior to June 28, 2019*. Please return a copy of the resolution to our office, attention SueAne Novack.

BACKGROUND

Education Code Section 42841 authorizes the establishment and manner of the Special Reserve Funds. It allows school districts to establish Special Reserve Funds by resolution of the governing board followed by filing of the resolution with the County Superintendent of Schools, County Auditor and County Treasurer. Once the special reserve is established, the governing board may file other resolutions specifying additional purposes of the fund or withdrawing a purpose previously designated.

Education Code section 42842 describes the limitation on the expenditures of the Special Reserve Fund. The fund may be expended for those purposes specified in the resolution. In addition, unless actually encumbered for ongoing expenses, the governing board may expend the money in the fund for general operating purposes of the school district.

ACTION

Some districts may need to transfer funds from the Special Reserve to fund expenditures in the General Fund or transfer unrestricted balances in the General Fund to the Special Reserve fund.

Attached are sample resolutions (#1) to authorize transfers from Special Reserve to the General Fund, or (#2) to authorize appropriation to a Special Reserve Fund. However, you should follow your own district's policy as it relates to resolutions. You may authorize the COE to transfer any amounts necessary or designate a set amount. Incorporate either Option 1 or Option 2 into your resolution.

If you have any questions, please feel free to give me a call at 445-7066.

CW:sn

Enclosures

c: Rachel Damme

RESOLUTION #~~19~~-03

RESOLUTION FOR TRANSFER FROM SPECIAL RESERVE

2018-2019

WHEREAS, Education Code 42841 allows for the establishment of a Special Reserve Fund; and

WHEREAS, The Ferndale Unified School District has a need for the expenditure of such monies to cover costs that have occurred in the areas of salary, employee benefits, books, supplies and equipment replacement, contracted services and other operating expenses, sites, buildings, media, new equipment and other outgo such as tuitions and transfers between funds.

OPTION 1:

NOW THEREFORE, BE IT RESOLVED, that _____ dollars be transferred from the Special Reserve Fund to the General Fund to be utilized for the above-stated purposes.

OPTION 2:

NOW THEREFORE, BE IT RESOLVED, that the district authorizes the Humboldt County Office of Education to transfer those amounts from the Special Reserve Fund up to the amount necessary to create a positive unrestricted ending fund balance in the General Fund.

ADOPTED this 15 day of June, 2019, by ____ Ayes ____ Noes

Chairperson, Board of Trustees

District Superintendent

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM# 9.6

DATE: June 25, 2019

SUBJECT:

Agricultural Career Technical Education Incentive Grant

DEPARTMENT/PROGRAM:

FHS/Agriculture Education

ACTION REQUESTED:

Approve the application for funding.

PREVIOUS STAFF/BOARD ACTION:

The Board has approved previous Agricultural Education Incentive Grants.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

The FHS Agricultural Education Program submits an annual Agricultural Vocational Education Incentive Grant application that funds staff development, student travel and other expenses associated with the program, including FFA.

FISCAL IMPLICATIONS:

The 2019-2020 Incentive Grant application is approximately \$31,468.

CONTACT PERSON(S):

Theresa Noga, Ag Teacher
Denise Grinsell, Business Manager
Beth Anderson, Superintendent/Principal

California Department of Education
AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT
2019-20 APPLICATION FOR FUNDING
(Due Date: To be received in Regional Supervisor's Office by June 30, 2019)

Ferndale High School

School Site

Ferndale Unified School District

District

Please include the following items with your application:

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

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


Signature of Authorized Agent


Signature of Agriculture Teacher
Responsible for the Program

District Superintendent

Authorized Agent Title


Signature of Principal

Contact Phone Number: (707) 834-4762

Date of Local Agency Board Approval:

6/25/19

California Department of Education
AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT
2019-20 APPLICATION FOR FUNDING
(Due Date: To be received in Regional Supervisor's Office by June 30, 2019)

Eligibility Determination Sheet

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

Please check each Quality Criteria you meet:

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

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

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

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

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

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

☐ Yes ☒ No

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

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

STOP

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

California Department of Education
 AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT
 2019-20 APPLICATION FOR FUNDING
 (Due Date: To be received in Regional Supervisor's Office by June 30, 2019)

Award Estimator

DATES OF PROJECT DURATION: JULY 1, 2019 TO JUNE 30, 2020

Applicant Information (please fill in the underlined fields)

Number of Different Agriculture Teachers at Site
 (Please attach a separate list of Agriculture teachers' names): 3

Total Number of Students from the prior fiscal year R-2 Report: 121

Number of teachers meeting Criterion 10 (see instructions for more information): 3

Number of teachers meeting Criterion 11a (see instructions for more information): 3

Number of teachers meeting Criterion 11b (see instructions for more information): 3

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

Award Calculations

Part 1: Based on your number of agriculture teachers at the site:
 (Please attach a separate list of Agriculture teachers' names): \$ 5,000.00

Part 2: Based on \$8.00 per member listed on the R-2 Report: \$ 968.00

Part 3a: Based on number of teachers meeting Criterion 10: \$ 6,000.00

Part 3b: Based on number of teachers meeting Criterion 11a: \$ 6,000.00

Part 3c: Based on number of teachers meeting Criterion 11b: \$ 6,000.00

Part 4: Based on meeting all criteria on the Quality Criterion 12 Form: \$ 7,500.00

Total Estimated Award: \$ 31,468.00

California Department of Education
 AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT
 2019-20 APPLICATION FOR FUNDING

(Due Date: To be received in Regional Supervisor's Office by June 30, 2019)

Budget Sheet

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

Amount left to Allocate:

\$ 0.00

4000: Books & Supplies

Items	Description of Items of Funds Being Used	Incentive Grant Funds	Matching Funds
1.	Classroom & FFA Supplies	\$ 15,000.00	\$ 15,000.00
	Subtotal for 4000	\$ 15,000.00	\$ 15,000.00

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

Items	Description of Items of Funds Being Used	Incentive Grant Funds	Matching Funds
1.	Conferences	\$ 2,000.00	\$ 2,000.00
2.	Hotel/Travel/transportation	\$ 10,000.00	\$ 10,000.00
3.	Vehicle Maintenance	\$ 3,000.00	\$ 3,000.00
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	Subtotal for 5000	\$ 15,000.00	\$ 15,000.00

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

Items	Description of Items of Funds Being Used	Incentive Grant Funds	Matching Funds
1.	Greenhouse/outdoor tools	\$ 1,468.00	\$ 1,468.00
2.			
3.			
4.			
5.			
	Subtotal for 6000	\$ 1,468.00	\$ 1,468.00

Total Allocated Funds:

\$ 31,468.00

\$ 31,468.00

California Department of Education
AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT
2019-20 APPLICATION FOR FUNDING
(Due Date: To be received in Regional Supervisor's Office by June 30, 2019)

QUALITY CRITERION 12 FORM

Agricultural programs meeting all of the required Quality Criteria (Criteria 1 – 9) may qualify for an additional \$7,500 by also meeting Criterion 12.

Please check each qualifying condition you meet below.

This form, along with the appropriate verification, must be submitted with the Agricultural Career Technical Education Incentive Grant Application by the application deadline.

Number of Students on Previous Year's R-2 Report: 121

12A: Leadership and Citizenship Development

☒ 21 Number of activities on the approved FFA Activity list in which the local chapter participated (Must participate in at least 80 percent of the activities)

12B: Practical Application of Occupational Skills

☒ 7 Number of students who received the State FFA Degree (Must be at least 5 percent of the R2 number)

12C: Qualified and Professional Activities

☒ 3 Number of teachers who attended a minimum of five professional in-service activities (Must attach approved In-service Activities Verification Page)

12D: Community, Business, and Industry Involvement

☒ 3 Number of meetings held by the local Agriculture Advisory Committee (Must be at least three, with minutes attached)

Name of Agriculture Advisory Committee Chair: Sharon Richardson

Phone Number of Agriculture Advisory Committee Chair: (707) 496-1277

12E: Retention

☒ 25 Number of students from the 2015 freshman cohort who completed 3 or 4 years of Agriculture Education courses. Must be at least 30% of the 2014 freshman cohort.

12F: Graduate Follow-Up

☒ 27 Number of program completers graduating last year

☒ 27 Number of those who graduated who are employed in agriculture, in the military, or continuing their education (must be at least 75 percent of the program completers). Attach graduate follow-up report.

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM# 9.7

DATE: June 25, 2019

SUBJECT:

Perkins Grant Waiver

DEPARTMENT/PROGRAM:

FHS/Agriculture Education

ACTION REQUESTED:

Approve the required Perkins Grant Waiver

PREVIOUS STAFF/BOARD ACTION:

The Board has approved previous Agricultural Education Incentive Grants, Perkins Grants and waivers.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

Ferndale Unified is required to have a waiver board approved because we get less than the minimum grant amount by the state which is \$15,000.00. Ferndale High is awarded \$2900.00. The waiver allows us to receive this grant amount as well as qualifies us to apply for additional related grants because we follow the strict guidelines of the Perkins Application process.

FISCAL IMPLICATIONS:

This allows us to receive the \$2900 grant and apply for additional related grant funds.

CONTACT PERSON(S):

Theresa Noga, Ag. Teacher/Grant Writer
Denise Grinsell, Business Manager
Beth Anderson, Superintendent/Principal

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM# 9.8

DATE: June 25, 2019

SUBJECT:

Application for Funding: Consolidated Application and Assurances

DEPARTMENT/PROGRAM:

Administration/Categorical Programs/Business

ACTION REQUESTED:

Approve the Consolidated Application and Assurances for 2019-2020 with all associated data collections and reporting requirements.

PREVIOUS STAFF/BOARD ACTION:

This is an annual requirement of the Board.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

Administration has completed the attached Consolidated Application with information of the various categorical programs covered.

FISCAL IMPLICATIONS:

The District is budgeted to receive approximately \$64,000 in categorical funds for programs incorporated under the Consolidated Application in 2018-2019. The District expects to receive a similar amount in the 2019-2020 school year.

CONTACT PERSON(S):


Denise Grinsell, Business Manager
Beth Anderson, Superintendent/Principal

General Assurances 2019-20

General Assurances and Certifications required for grants supported by state or federal funds in 2019-20.

1. Programs and services are and will be in compliance with Title VI and Title VII of the Civil Rights Act of 1964; the California Fair Employment Practices Act, Government Code §11135; and Chapter 1, Subchapter 4 (commencing with §30) of Division I of Title 5, California Code of Regulations (5 CCR).
2. Programs and services are and will be in compliance with Title IX (nondiscrimination on the basis of sex) of the Education Amendments of 1972. Each program or activity conducted by the local educational agency (LEA) will be conducted in compliance with the provisions of Chapter 2, (commencing with §200), Prohibition of Discrimination on the Basis of Sex, of Part 1 of Division 1 of Title I of the California Education Code (EC), as well as all other applicable provisions of state law prohibiting discrimination on the basis of sex.
3. Programs and services are and will be in compliance with the affirmative action provisions of the Education Amendments of 1972.
4. Programs and services are and will be in compliance with the Age Discrimination Act of 1975.
5. Programs and services for individuals with disabilities are in compliance with the disability laws. (Public Law (PL) 105-17; 34 Code of Federal Regulations (34 CFR) 300, 303; and Section 504 of the Rehabilitation Act of 1973)
6. When federal funds are made available, they will be used to supplement the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in the state plan, and in no case supplant such state or local funds. (20 United States Code (USC) §6321; PL 114-95, §1118(b)(1))
7. All state and federal statutes, regulations, program plans, and applications appropriate to each program under which federal or state funds are made available through this application will be met by the applicant agency in its administration of each program.
8. Schoolsite councils have developed and approved a School Plan for Student Achievement (SPSA) for schools participating in programs funded through the consolidated application process, and any other school program they choose to include, and that school plans were developed with the review, certification, and advice of any applicable school advisory committees. (EC §64001)
9. LEAs using their own school planning template in place of the SPSA have ensured that the content meets the statutory requirements of schoolwide programs and school improvement (comprehensive support and improvement, targeted support and improvement, and additional targeted support and improvement) under the Every Student Succeeds Act, as applicable. (EC §64001; 20 USC §6311; PL 114-95, §1111(d)(1)(2))

10. The LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement for state and federal funds paid to that agency under each program. (5 CCR, §4202)
11. The LEA will make reports to the state agency or board and to the Secretary of Education as may reasonably be necessary to enable the state agency or board and the Secretary to perform their duties and will maintain such records and provide access to those records as the state agency or board or the Secretary deems necessary. Such records will include, but will not be limited to, records which fully disclose the amount and disposition by the recipient of those funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective audit. The recipient shall maintain such records for three years after the completion of the activities for which the funds are used. (34 CFR 76.722, 76.730, 76.731, 76.760; 2 CFR 200.333)
12. The local governing board has adopted written procedures to ensure prompt response to complaints within 60 calendar days, and has disseminated these procedures to students, employees, parents or guardians, district/school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR, §4600 et seq.)
13. The LEA declares that it neither uses nor will use federal funds for lobbying activities and hereby complies with the certification requirements of 34 CFR Part 82.
14. The LEA has complied with the certification requirements under 34 CFR Part 84 regarding debarment, suspension and other requirements for a drug-free workplace. (34 CFR Part 84)
15. The LEA will provide the certification on constitutionally protected prayer. (20 USC §7904; PL 114-95, §8524(b))
16. The LEA administers all funds and property related to programs funded through the Consolidated Application. (20 USC §6320; PL 114-95, §1117(d)(1))
17. The LEA will adopt and use proper methods of administering each program including enforcement of any obligations imposed by law on agencies responsible for carrying out programs and correction of deficiencies in program operations identified through audits, monitoring or evaluation. (20 USC §7846; PL 114-95, §8306(a)(3)(A-B))
18. The LEA will participate in the California Assessment of Student Performance and Progress. (EC §60640, et seq.)
19. The LEA assures that classroom teachers who are being assisted by instructional assistants retain their responsibility for the instruction and supervision of the students in their charge. (EC §45344(a))
20. The LEA governing board has adopted a policy on parent involvement that is consistent with the purposes and goals of EC Section 11502. These include all of the following: (a) to engage parents positively in their children's education by helping parents to develop skills to use at home that support their children's academic efforts at school and their children's development as responsible future members of our society; (b) to inform parents that they can directly affect the success of their children's learning, by providing parents with techniques and

- strategies that they may utilize to improve their children's academic success and to assist their children in learning at home; (c) to build consistent and effective communication between the home and the school so that parents may know when and how to assist their children in support of classroom learning activities; (d) to train teachers and administrators to communicate effectively with parents; and (e) to integrate parent involvement programs, including compliance with this chapter, into the school's master plan for academic accountability. (EC §§11502, 11504)
21. Results of an annual evaluation demonstrate that the LEA and each participating school are implementing Consolidated Programs that are not of low effectiveness, under criteria established by the local governing board. (5 CCR §3942)
 22. The program using consolidated programs funds does not isolate or segregate students on the basis of race, ethnicity, religion, sex, sexual orientation or socioeconomic status. (United States Constitution, Fourteenth Amendment; California Constitution, Article 1, §7; California Government Code §§11135-11138; 42 USC §2000d; 5 CCR, §3934)
 23. Personnel, contracts, materials, supplies, and equipment purchased with Consolidated Program funds supplement the basic education program. (EC §62002; 5 CCR, §§3944, 3946)
 24. At least 85 percent of the funds for School Improvement Programs, Title I, Title VI and Economic Impact Aid (State Compensatory Education and programs for English learners) are spent for direct services to students. One hundred percent of Miller-Unruh apportionments are spent for the salary of specialist reading teachers. (EC §63001; 5 CCR, §3944(a)(b))
 25. State and federal categorical funds will be allocated to continuation schools in the same manner as to comprehensive schools, to the maximum extent permitted by state and federal laws and regulations. (EC §48438)
 26. Programs and services are and will be in compliance with Section 8355 of the California *Government Code* and the Drug-Free Workplace Act of 1988, and implemented at CFR Part 84, Subpart F, for grantees, as defined at 34 CFR Part 84, Sections 84.105 and 84.110.
 27. Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging while Driving," October 1, 2009.
 28. The Federal grant sub recipient has complied with the Federal Funding Accountability and Transparency Act, as defined in 2 CFR Part 25 (PL 109-282; PL 110-252) regarding the establishment of a Data Universal Numbering System (DUNS) number and maintaining a current/active registration in the System for Award Management web page at <https://www.sam.gov/SAM/> .

2019-20 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/26/2019
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District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	
DELAC review date	
Meeting minutes web address Please enter the web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	LEA does not have more than 50 English learners.

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	No
Title III Immigrant ESEA Sec. 3102 SACS 4201	No

Warning

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2019-20 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Title IV, Part A (Student Support) ESSA Sec. 1112(b) SACS 4127	Yes
Title V, Part B Subpart 1 Small, Rural School Achievement Grant ESSA Sec. 5211 SACS 5810	No

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2019-20 Protected Prayer Certification

ESSA Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

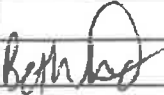
CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Beth Anderson
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	 5/28/19
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)	

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The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Beth Anderson
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	05/28/2019
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)	

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2019-20 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca19assurancetoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	Beth Anderson
Authorized Representative's Signature	Beth Anderson
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	5/28/19

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CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

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Authorized Representative's Full Name	Beth Anderson
Authorized Representative's Signature	
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	05/28/2019

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2018-19 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 U.S.C. 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the ESEA. This collection includes monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Regional Support and Awards Office, lwheeler@cde.ca.gov, 916-319-0383

Homeless Education Certification

The LEA hereby assures that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths

2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
 - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless;
 - b) Includes a dispute resolution process;
 - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison;

3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

Homeless Liaison Contact Information

Homeless liaison first name	Erin
Homeless liaison last name	Banke
Homeless liaison title	Counselor
Homeless liaison email address (Format: abc@xyz.zyx)	ebanke@ferndalek12.org
Homeless liaison telephone number (Format: 999-999-9999)	707-786-5915
Homeless liaison telephone extension	
Enter the full-time equivalent (FTE) for all personnel directly responsible for the implementation of homeless education (Format: 0.00)	0.10

Homeless Liaison Training Information*****Warning*****

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2018-19 Homeless Education Policy, Requirements, and Implementation

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CDE Program Contact:

Leanne Wheeler, Regional Support and Awards Office, lwheeler@cde.ca.gov, 916-319-0383

Has the homeless liaison attended and/or participated in a homeless education liaison training within the last two years	Yes
Has the homeless liaison provided training to the following personnel:	
Principals and other school leaders	Yes
Attendance officers and registrars	Yes
Teachers and instructional assistants	Yes
School counselors	Yes

Homeless Education Policy and Requirements

Does the LEA have a written homeless education policy	Yes
No policy comment	
Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	
Date LEA's board approved the homeless education policy	05/11/2016
Does the LEA meet the above federal requirements	Yes
Compliance comment	
Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	

Title I, Part A Homeless Expenditures

2018-19 Title I, Part A allocation	\$46,502
2018-19 Title I, Part A direct or indirect services to homeless children reservation	\$100
Amount of 2018-19 Title I, Part A funds expended or encumbered for direct or indirect services to homeless children	\$0
Homeless services provided (Maximum 500 characters)	Food, school supplies, clothing, outreach for additional services.
No expenditures or encumbrances comment	No expenses as we used alternate \$, materials when needed to this date.
Provide an explanation why there are no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	

*****Warning*****

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2019-20 LCAP Federal Addendum Certification**CDE Program Contact:**Local Agency Systems Support Office, LCFF@cde.ca.gov, 916-323-5233

To receive funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to apply for funds, the LEA must certify that the 2017/18–2019/20 LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification the LEA is agreeing to submit the LCAP Federal Addendum that has been approved by the local governing board or governing body of the LEA to the California Department of Education (CDE), and acknowledging that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

County Offices of Education and School Districts Enter the original approval date of the county office of education or school district 2017/18–2019/20 LCAP	09/15/2017
Note: For districts, the date should be the day your county office of education (COE) approved your 2017/18–2019/20 LCAP. For COEs, it should be the date the CDE approved your 2017/18–2019/20 LCAP.	
Charter Schools Enter the adoption date of the charter school LCAP	
Authorized Representative's Full Name	Beth Anderson
Authorized Representative's Title	Superintendent

*****Warning*****

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2019-20 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

IDE Program Contact:

Sylvia Hanna, Title I Policy and Program Guidance Office, shanna@cde.ca.gov, 916-319-0948

Rina DeRose, Title I Policy and Program Guidance Office, RDeRose@cde.ca.gov, 916-323-0472

In accordance with the Every Student Succeeds Act (ESSA) sections 1117 and 8501, a local educational agency shall consult annually with appropriate private school officials and both shall have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children, teachers, and families. This applies to programs under Title I, Part A; Title I, Part C; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; and section 4631, with regard to the Project School Emergency Response to Violence Program (Project SERV).

The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information in the Private School Affidavit is not verified, and the California Department of Education takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify the accuracy of student enrollment data and the tax exempt status if it is being used for the purpose of providing equitable services.

Private School's Believed Results of Consultation Allowable Codes

- (1): meaningful consultation occurred
- (2): timely and meaningful consultation did not occur
- (3): the program design is not equitable with respect to eligible private school children
- (4): timely and meaningful consultation did not occur and the program design is not equitable with respect to eligible private school children
- (5): add non-attendance area school(s)

No

The local educational agency is electing to add nonprofit private schools outside of the district's attendance area.

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2019-20 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

School Name	School Code	Enrollment	Consultation Occurred	Was Consultation Agreement Met	Signed Written Affirmation on File	Consultation Code	School Added

Warning

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2017-18 Title II, Part A Fiscal Year Expenditure Report, 24 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2017 through June 30, 2019.

CDE Program Contact:

Maxine Wheeler, Standards Implementation Support Office, mwheeler@cde.ca.gov, 916-323-4746

2017-18 Title II, Part A entitlement	\$9,280
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Professional Development Expenditures

Professional development for teachers	
Professional development for administrators	
All other professional development expenditures	

Recruitment, Training, and Retention Expenditures

Recruitment activities	
Training activities	
Retention activities	
All other recruitment, training, and retention expenditures	

Miscellaneous Expenditures

Class size reduction	\$9,280
Administrative and indirect costs	
Title V, Part B, Subpart 1 REAP	
Funds used for flexible use under REAP	
Total funds transferred out of Title II, Part A	
Equitable services for nonprofit private schools	
All other allowable expenditures and encumbrances	
Total expenditures and encumbrances	\$9,280
2017-18 Unspent funds	\$0

*****Warning*****

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California Department of Education

Ferndale Unified (12 75374 0000000)

Consolidated ApplicationStatus: Certified
Saved by: Jennifer Fairbanks
Date: 6/3/2019 9:06 AM**2018-19 Title II, Part A Fiscal Year Expenditure Report, 12 Months**

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2018 through June 30, 2019.

CDE Program Contact:Maxine Wheeler, Standards Implementation Support Office, mwheeler@cde.ca.gov, 916-323-4746

2018-19 Title II, Part A entitlement	\$8,658
Transferred-in amount	\$0
Transferred-out amount	\$0
2018-19 Total allocation	\$8,658

Professional Development Expenditures

Professional development for teachers	
Professional development for administrators	
All other professional development expenditures	

Recruitment, Training, and Retention Expenditures

Recruitment activities	
Training activities	
Retention activities	
All other recruitment, training, and retention expenditures	

Miscellaneous Expenditures

Class size reduction	
Administrative and indirect costs	
Title V, Part B, Subpart 1 Alternative Uses of Funds Authority Participation	
Equitable services for nonprofit private schools	
All other allowable expenditures and encumbrances	
Total expenditures and encumbrances	\$0
2018-19 Unspent funds	\$8,658

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2019-20 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

John Miles, Financial Accountability and Info Srv Office, jmiles@cde.ca.gov, 916-445-7289

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2019-20 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies.

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Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM # 9.9

DATE: June 25, 2019

SUBJECT:

SELPA Council Regional Representative Seat

DEPARTMENT/PROGRAM:

Administration

ACTION REQUESTED:

Approve

PREVIOUS STAFF/BOARD ACTION:

The Board regularly approves regional representative positions as needed.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

The regional representative for our area attends and votes on SELPA council meetings and agenda.

FISCAL IMPLICATIONS:

None.

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

Special Education Local Area Plan
901 Myrtle Avenue
Eureka, CA 95501

The Ferndale Unified School District Board approves Superintendent, Beth Anderson, to be our regional representative on your committee. This motion was approved at our June 25, 2019 board meeting.

Thank you,

JoLynn Jorgensen
Board President

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 9.10

DATE: June 25, 2019

SUBJECT:

Confirmation of Auditor Services for 2018-2019 audit through the Understanding of Services Letter from the Auditor

DEPARTMENT/PROGRAM:

Administration/Business

ACTION REQUESTED:

Approve confirmation letter and signatures for the services of David L. Moonie & Co. to conduct District audit for fiscal year 2018-2019.

PREVIOUS STAFF/BOARD ACTION:

The Board entered into a three-year agreement with David L. Moonie & Co. to conduct District audits for fiscal years 2018-2019, 2019-2020, and 2020-2021.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

In order to comply with Education Code Section (E.C.) 41020(b)(3), local educational agencies (LEAs) must select their independent auditors and file with the County Superintendent of Schools.

E.C. 41020(f)(2) provides guidelines as to the length of time an audit firm and/or audit partner can perform the audit for an LEA. The firm and/or audit partner must be rotated at least every six years. The District will be required to either change to another firm or audit partner within the same firm at the end of this three year contract.

FISCAL IMPLICATIONS:

David L. Moonie & Co. has submitted a proposal to conduct the District audit for a fee of \$14,000 which is the same fee as paid for the 2017-2018 audit.

CONTACT PERSON(S):

Denise Grinsell, Business Manager
Beth Anderson, Superintendent/Principal

John R. Goff, CPA
Mark G. Wetzel, CPA
Michael R. Cline, CPA

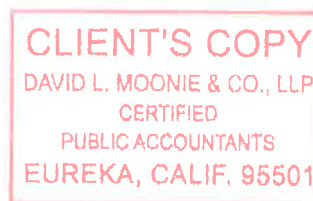


DAVID L. MOONIE & CO., LLP
Certified Public Accountants

Kenneth X. Stringer, CPA
Aaron S. Weiss, CPA
Joshua S. Miller, CPA
Matthew J. Hague, CPA

May 17, 2019

Board of Trustees
c/o Beth Anderson, District Superintendent
Ferndale Unified School District
1231 Main Street
Ferndale, California 95536-9416



To the Board of Trustees:

We are pleased to confirm our understanding of the services we are to provide the Ferndale Unified School District (the "District") for the year ended June 30, 2019.

We will audit the financial statements of the governmental activities, the business-type activities and the aggregate discretely presented component units, if any, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of District as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management Discussion and Analysis
2. Budgetary Comparison Schedules

Board of Trustees
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Ferndale Unified School District
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3. Schedules of the District's Proportionate Share of the Net Pension Liability for the Last Ten Years for CalPERS and CalSTRS.
4. Schedules of Contributions for the Last Ten Years for CalPERS and CalSTRS.
5. Schedule of Changes in the Net OPEB Liability and Related Ratios for the Last Ten Years, if applicable.

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of expenditures of federal awards
2. Combining fund statements
3. Schedule of Average Daily Attendance
4. Schedule of Instructional Time
5. Schedule of Charter Schools
6. Reconciliation of Annual Financial and Budget Report (J-200) with Audited Financial Statements
7. Schedule of Financial Trends and Analysis

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Schedule of District Organization

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the third paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on -

- Internal control related over financial reporting and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which

could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of the accounting records of the District, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of

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significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the

financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the District in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you.

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These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

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You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on our first day of fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible

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for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period.

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We will provide copies of our reports to the District, the State Controller's Office, the Humboldt County Office of Education, and the California Department of Education; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of David L. Moonie & Co., LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Controller's Office, the California Department of Education or their designees, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of David L. Moonie & Co., LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

It is our policy to keep audit documentation related to such engagements for seven years from your fiscal year-end. Upon the expiration of the seven year period we shall be free to destroy our audit documentation without further notice to your District, except if we are aware that a federal or state awarding agency or auditee is contesting an audit finding. In that case we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We will notify you in a separate letter regarding the timing of our audit field work. We expect to issue our reports no later than December 15, 2019. Matt Hague is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross annual fee, including expenses, will not exceed \$16,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. Billings become delinquent if not paid within 30 days of the invoice

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date. A finance charge at twelve (12) percent will be assessed on any unpaid balance after deduction of current payments, credits, and allowances made within 60 days of date of billing.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy where indicated, and return it to us in the envelope provided. A copy is enclosed for your file.

Very truly yours,


Matthew J. Hague, CPA
David L. Moonie & Co., LLP

RESPONSE:

This letter correctly sets forth the understanding of the Ferndale Unified School District.

By: _____
Superintendent

Date: _____

By: _____
Board President

Date: _____

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM # 9.11

DATE: June 25, 2019

SUBJECT:

Humboldt County county-wide Interdistrict Attendance agreement

DEPARTMENT/PROGRAM:

Administration

ACTION REQUESTED:

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

PREVIOUS STAFF/BOARD ACTION:

None

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

The Humboldt County Office of Education has recommended each school district approve a County-wide Interdistrict Agreement rather than pursuing individual agreements with each of the other school districts within Humboldt County.

FISCAL IMPLICATIONS:

None

CONTACT PERSON(S):

Beth Anderson, Superintendent/Principal



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LEGAL UPDATE

October 1, 2018

To: Superintendents, Member School Districts (K-12)

From: Damara L. Moore, Senior Associate General Counsel *DM*

Subject: Changes to Interdistrict Transfer Laws
Memo No. 23-2018

New laws go into effect on January 1, 2019 regarding interdistrict transfers.¹ These laws affect school districts that have an existing agreement between two or more districts allowing for interdistrict transfers and also apply to districts that respond to interdistrict transfer requests solely through the permit process. The changes do not affect "Districts of Choice."²

In addition to clarifying some ambiguous and confusing language, noteworthy changes include:

- A requirement that school districts post interdistrict transfer timelines on their websites, the procedures that must be followed, a link to Board Policy, and specifically include the following information:
 - The date upon which the school district will begin accepting and processing interdistrict transfer requests for the subsequent school year.
 - The reasons for which the school district may approve or deny a request, and any information or documents that must be submitted as supporting evidence.
 - If applicable, the process and timelines by which a denial of a request may be appealed within the school district before the school district renders a final decision.
 - That failure of the parent to meet any timelines established by the school district shall be deemed an abandonment of the request.
 - Applicable timelines for processing a request, including statements that the school district shall do both of the following:

¹ AB 2826 (2018).

² See Cal. Educ. Code § 48300 *et seq.* "Districts of choice" are school districts where the governing boards have followed a formal process to declare their districts a District of Choice, registered as such with the State Board of Education, and which accept all transferred students until the district is at maximum capacity.



- Notify a parent submitting a current year request. . . of its final decision within 30 calendar days from the date the request was received.
 - Notify a parent submitting a future year request. . . of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which interdistrict transfer is sought.
- The conditions under which an existing interdistrict transfer permit may be revoked or rescinded.³
- Requirements that notices from a district or a county office of education to a parent/guardian regarding a request be translated if the language the parent/guardian speaks is one which 15% or more of the district's population speaks as their primary language.
- A pupil may only be provisionally enrolled for two months, and then, if no decision has been made, the pupil cannot remain provisionally enrolled and must enroll in his or her district of residence or another school, if they are of an age requiring compulsory education.
- Explicitly stating a 30 calendar day deadline to respond to requests made during the "current school year," meaning a request that was received 15 calendar days before the commencement of the instruction in the school year for which the transfer was sought, or within the course of that year.
- Permitting school districts to set their own deadlines for responding to requests in the "future year," meaning a request received up until 15 calendar days before the commencement of instruction in the school year for which it is sought, so long as a parent/guardian receives a response within 14 days of the commencement of instruction in the school year for which the transfer is sought.
- Prohibiting rescinding interdistrict transfers for pupils after June 30 following the completion of grade 10, or for pupils in grade 11 or 12. Previously the law stated interdistrict transfers could not be rescinded for pupils entering grades 11 or 12.
- Parents/guardians must initiate their requests with the District of Residence. While this language is not stated explicitly, a new statute states that an appeal cannot be deemed "denied" when the permit was not first issued by the school district of residence.⁴

Districts should review these changes, modify their policies accordingly, and be prepared to have the required information on their websites by January 1, 2019.

Please contact our office with questions regarding this Legal Update or any other legal matter.

The information in this Legal Update is provided as a summary of law and is not intended as legal advice. Application of the law may vary depending on the particular facts and circumstances at issue. We, therefore, recommend that you consult legal counsel to advise you on how the law applies to your specific situation.

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³ AB 2826, Cal. Educ. Code § 46600.2 (January 1, 2019).

⁴ AB 2826, Cal. Educ. Code § 46600.1(d)(2)(C) (January 1, 2019).

INTERDISTRICT ATTENDANCE AGREEMENT

Effective July 1, 2019

This Multi-District Interdistrict Attendance Agreement ("Agreement") is made and entered into by the school districts of Humboldt County listed in Attachment A to this Agreement, and is made pursuant to California Education Code section 46600. The parties agree to the terms of this Agreement through June 30, 2020. This Agreement affects student enrollment upon district board approval and through the 2020-21 school year.

I. RECITALS:

- A. California's Education Code permits two or more school districts to enter into an agreement for a term not to exceed five (5) years to allow pupils to enroll in a school district that is not their district of residence through a process known as "interdistrict transfer."
- B. California Education Code requires school districts to respond to a Parent's request for an interdistrict transfer, if made in the current year, within thirty (30) calendar days of the request; and allows for Parents to appeal any denial of their request.
- C. California's Education Code requires school districts to respond to "future year" requests for interdistrict transfers as soon as possible but no later than 14 calendar days after the commencement of instruction in the year for which the interdistrict transfer is sought.
- D. Humboldt County has a history of allowing pupils to attend school districts that are not the pupil's district of residence where the capacity exists at the receiving district.
- E. This Agreement addresses the interdistrict transfer process for parent requests to transfer a pupil during the current year or to transfer a pupil in the future school year. Parents benefit from knowing if the student will attend their preferred district in the future school year. Districts benefit from knowing accurate student enrollment projections by early February for the upcoming school year, to determine if layoff notices are warranted in advance of the legally mandated March 15 deadline to issue teacher layoff notices. Districts need to analyze projected enrollment and school boards must consider taking action on teacher layoffs, usually at their February board meetings.
- F. This Agreement establishes deadlines for interdistrict transfers. To the degree that this is a departure from historic processes, the parties recognize that a county-wide information dissemination campaign will be critical to this Agreement's success.

- G. Each district will maintain board policies and regulations that address acceptance, rejection, revocations and enrollment priorities; and operate in conformance with those policies and regulations. Examples of enrollment priorities may include, but are not limited to, the following: sibling(s) attend, children of staff member, older sibling previously attended the school, and others.
- H. The parties recognize that there are existing interdistrict transfer permits that have been approved for students. This Agreement will not change the terms of any previously approved permits.

II. TERM OF AGREEMENT:

This Agreement shall take effect for each party on July 1, 2019 or upon its execution of the Agreement, whichever comes later, and shall expire on June 30, 2020. The parties understand that as to each party to the Agreement, the Agreement does not take effect unless that party's governing board approves the Agreement. This Agreement supersedes any past interdistrict agreements among the parties to this Agreement that are in conflict with this Agreement. Interdistrict transfer requests for the 2020-2021 school year shall be governed by this Agreement if the request was made within the timeframes a party was bound by this Agreement.

III. DEFINITIONS:

Capacity: A district's determination of the space and resources it has available for students.

Capacity Determination (for purposes of establishing a wait list): A capacity determination is made by the District of Proposed Enrollment no later than 15 days after the close of the Priority One enrollment window. Approval of an interdistrict transfer requires that the receiving District of Proposed Enrollment have capacity for the student.

Current year request: A request for interdistrict transfer received beginning 15 calendar days before the commencement of instruction in the school year for which interdistrict transfer is sought and anytime thereafter for that school year.

Denial: For purposes of appealing to the county board of education, a "denial" is a written rejection of a request, but also includes a school district's failure to provide written notification of the school district's decision within the timelines prescribed in this Agreement. A "denial" shall not include any of the following:

1. A request that has been deemed abandoned, meaning the Parent has not met required timelines.
2. An existing interdistrict transfer permit that has been revoked or rescinded in accordance with the policy of the governing board of the school district.
3. A denial by the District of Proposed Enrollment when no permit has been first issued by the District of Residence.

District of Proposed Enrollment or “DPE”: A school district other than the school district in which the Parent of a pupil resides, but in which the Parent of the pupil nevertheless intends to enroll the pupil through an interdistrict transfer.

District of Residence or “DOR”: A school district in which the Parent of a pupil resides and in which the pupil would otherwise be required to enroll pursuant to the compulsory education requirements.

Enrollment Window: The period of time that interdistrict transfer requests for the upcoming year shall be considered by both the District of Residence and the District of Proposed Enrollment.

Future year request: A request for interdistrict transfer received up until 16 calendar days before the commencement of instruction in the school year for which interdistrict transfer is sought. A request received 15 calendar days before or thereafter is a “current year” request.

Hardship: Extreme difficulty or suffering.

Interdistrict transfer or “IDT”: Interdistrict transfer; the act of a student attending a school district that is not the student’s district of residence.

IDT Permit: The form which authorizes an individual interdistrict transfer, signed by the District of Residence, the District of Proposed Enrollment, and the Parent. Permits are good for one (1) school year. Parents must re-apply for each school year.

IDT Request: The formal process of a Parent seeking written permission from both the District of Residence and the District of Proposed Attendance for the child to attend a school district outside of his or her District of Residence. A District of Residence makes the initial determination as to whether an interdistrict transfer request shall be granted; the District of Proposed Enrollment then reviews the request and determines whether it will grant the request for the transfer to the District of Proposed Enrollment.

New Sibling Requests: Requests for a student to attend a District of Proposed Enrollment when the student’s sibling(s) will be enrolled at the District of Proposed Enrollment in the same year.

Parent: The natural or adoptive parent or guardian, the person having legal custody, or other educational rights holder.

Reasonable Enrollment Activities: Activities that a District of Residence may require a Parent to participate in to demonstrate the District of Residence’s ability to meet the student and/or Parent’s needs. “Reasonable enrollment activities” include a discussion with District of Residence’s school administration or their designees, attending an orientation meeting, a site visit, and/or review of informational literature.

Renewals: A renewal of a previously granted Interdistrict Transfer Permit. Renewals must be sought annually.

School-level transitions: Transitions from one grade span to another, based upon the District of Residence's transitions, e.g. elementary school to middle school, or middle school to high school.

IV. INTERDISTRICT TRANSFER REQUESTS:

Parents are advised that this Agreement establishes deadlines to apply for enrollment in a school district for the upcoming school year.

**A. Preferential Enrollment ("Priority One Open Enrollment Window"):
Requests for an IDT for the Future School Year Received from December 1
through February 1**

1. The DOR will approve an IDT Request submitted by a Parent if it is received at the DOR between December 1st through February 1st at 4:00 p.m. each year if Parents have complied with the process described herein. If February 1st falls on a weekend, the deadline will be the next school day after February 1st. IDT Requests for the future school year may not be submitted prior to December 1.
2. The DOR will have 10 school days after the close of the enrollment window to approve the request and to forward the IDT Request to the DPE. The DOR may deny a Parent request for an IDT if the Parent does not participate in DOR Reasonable Enrollment Activities, absent good cause such as hardships due to medical conflicts, work schedule, child care, transportation, language barriers, etc. All other IDT Requests received within the Priority One Enrollment Window will be approved by the DOR, unless the Parent withdraws their IDT Request.
3. The DPE will have 15 school days after the close of the Priority One Open Enrollment Window (or 5 school days from receipt of the approved IDT Permit from the DOR, whichever is later) to approve or deny the IDT Request and to notify both the Parent and DOR of the DPE's decision.
4. Renewals and New Sibling Requests will be approved and will follow the same timelines listed within Priority One, above. A DOR may require a Parent to participate in Reasonable Enrollment Activities prior to granting a renewal when the student transfer involves a School Level Transition (defined above). Districts will honor existing approved multiyear IDT permits.

B. Priority Two Enrollment Window – Requests for an IDT for the Future School Year Received After February 1 and for Requests Made In the Current School Year

IDT Requests received from a Parent for the current school year and for the future year received after the February 1 enrollment window will be processed and approved by a DOR under the following circumstances:

1. Parent did not reside in Humboldt County school districts' boundaries prior to Priority One deadline.
2. Parent moved from one district to another district subsequent to the Priority One deadline.
3. Parent has a reasonable argument and a compelling reason, including hardship, such as medical conflicts, work schedule, child care, transportation, language barriers, for why the Priority One deadline was not met, or why the circumstance did not warrant a request for an IDT at the time of the Priority One deadline.
4. Parent has a reasonable explanation for not being able to participate in DOR Reasonable Enrollment Activity.

The DOR may require the Parent to participate in Reasonable Enrollment Activities as outlined in Subsection IV.A.2. (Priority One). If approved by the DOR, IDT Requests will be forwarded to the DPE for approval or denial.

C. Wait Listed Students for the Upcoming Year

If a DOR granted an IDT Request for the future year, that approval is valid until the commencement of the DPE's new school year. This is to allow time for school districts to determine if there is capacity for the student. Each DPE is limited to accepting the equivalent of two students per grade level from its wait list, or 7% of the school's total enrollment from the waitlist, whichever is greater. The wait list must be established at the time of the DPE's lottery or capacity determination.

V. STATUTORY PREFERENCES:

A. Victims of Bullying

Notwithstanding any other terms of this agreement, a pupil who has been determined by personnel of either the school district of residence or the school district of proposed enrollment to have been the victim of an act of bullying, as defined in subdivision (r) of Section 48900, committed by a pupil of the school district of residence shall, at the request of the Parent, be given priority for interdistrict attendance.

B. Children of Active Military Service Men and Women

Notwithstanding any other terms of this agreement, a DOR shall not prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if the DPE approves the application for transfer. "Active military duty parent" means a parent with full-time military duty status in the active uniformed service of the United States, including members of the National Guard and the State Military Reserve on active duty orders pursuant to Chapter 1209 (commencing with Section 12301) and Chapter 1211 (commencing with Section 12401) of Part II of Subtitle E of Title 10 of the United States Code.

VI. APPEALS:

Parents have a right to appeal to the Humboldt County Office of Education ("HCOE") when a school district denies an IDT Request. HCOE shall process these appeals in accordance with California Education Code section 46601, the terms of this Agreement, and HCOE's Board Policies and Regulations. Parents are entitled to notice of their right to appeal to HCOE. Failure to appeal within the required time is good cause for denial of an appeal.

Appeals must be filed by the Parent within thirty (30) days of a denial of a request. See "definitions" above for the definition of a denial.

Provisional Enrollment in DPE Pending Appeal: The parties agree that no DPE will grant provisional enrollment of a pupil pending an appeal before Humboldt County Office of Education ("HCOE"), except that a DPE may provisionally enroll a student who has been attending a DPE school in the immediate past and who has been historically continuously enrolled. For example, a Parent moves from District A in April to District B, but wants her child to continue attending District A for continuity. A pupil shall be eligible for provisional attendance only upon providing reasonable evidence that a final decision for a request for interdistrict transfer is pending either with the DOR, the DPE, or HCOE. Where provisional enrollment is granted under these limited circumstances, and for a period not to exceed two school months, the governing board of a DPE may provisionally admit to the schools of the school district a pupil who resides in another school district, pending a decision of the governing boards of the two school districts, or by HCOE upon appeal, regarding the interdistrict attendance. The period of provisional attendance begins on the first day of the pupil's attendance in the school. If a decision by the school districts or HCOE has not been rendered by the conclusion of two school months, and the school districts or HCOE are still operating within the prescribed timelines, the pupil shall not be allowed to continue attendance at the DPE. If the pupil is subject to compulsory full-time education pursuant to Section 48200, he or she shall enroll in the DOR or in another educational program.

Provisional attendance shall not guarantee that a school district or HCOE will approve a request for interdistrict transfer.

VII. REVOCATIONS:

Neither a DOR nor DOA may revoke an IDT for a student after June 30 following the completion of grade 10, or for pupils in grades 11 or 12. Any other IDT Permit may be revoked pursuant to the policies and regulations of either the DOA or DOR, or as set forth on the IDT Permit itself, as permitted by law. If a school district revokes an IDT Permit, it will promptly provide written notice of the revocation to the other district.

VIII. CHANGES IN LAW:

If any law modifies or conflicts with a provision of this Agreement, the new law shall prevail as if written into the Agreement. A change in law, or a finding that one portion of this Agreement is not legally compliant, shall not invalidate the other terms of the Agreement.

For Each Party:

School District Name: Ferndale Unified SD
Signature of Superintendent and Date: Beth G. [Signature] 6/25/19
Board Approval Date: June 25, 2019

ATTACHMENT A: LIST OF PARTIES

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Arcata School District
Big Lagoon Union School District
Blue Lake Union School District
Bridgeville School District
Cuddeback Union School District
Cutten School District
Eureka City Schools District
Ferndale Unified School District
Fieldbrook School District
Fortuna Elementary School District
Fortuna Union High School District
Freshwater School District
Garfield School District
Green Point School District
Hydesville School District
Jacoby Creek School District
Klamath Trinity Joint Unified School District
Kneeland School District
Loleta Union School District
Maple Creek School District
Mattole Unified School District
McKinleyville Union School District
Northern Humboldt Union High School District
Orick School District
Pacific Union School District
Peninsula Union School District
Rio Dell School District
Scotia Union School District
South Bay Union School District
Southern Humboldt Unified School District
Trinidad Union School District