

**Ferndale Unified School District
Board of Trustees**

Danella Barnes-Penman

Jerry Hansen

JoLynn Jorgensen

Cory Nunes

Corrie Pedrotti

**April 10, 2019
Regular School Board Meeting**

6:00 p.m. LCAP Public Input Session

6:30 p.m. CLOSED SESSION

7:00 p.m. OPEN SESSION

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

AGENDA

1.0 CALL TO ORDER

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

2.0 ADJUSTMENTS TO THE AGENDA

3.0 PUBLIC COMMENT ON CLOSED SESSION ITEM(S)

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

4.0 ADJOURN TO CLOSED SESSION

Pursuant to Government Code Section 54957

4.1 Public Employment

FHS Varsity Volleyball Coach

FHS Football Cheer Coach

Accept Certificated Letter of Resignation - FHS

4.2 Public Employee Performance Evaluation for the Superintendent/Principal

4.3 Negotiations

Conference with Labor Negotiators

Negotiators – Beth Anderson

Organization – Ferndale Unified Teacher's Association

5.0 REGULAR SESSION RECONVENED

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

6.0 WELCOME/FLAG SALUTE

7.0 PUBLIC COMMENT ON OPEN SESSION ITEM(S)

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

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

- 8.1 Student Representative Report
- 8.2 Certificated Representative Report
- 8.3 Classified Representative Report
- 8.4 Board Member Reports/Announcements
- 8.5 Facilities Report
- 8.6 School Improvement Grant (SIG)
- 8.7 Local Control Accountability (LCAP) Report
- 8.8 2017-18 Budget Report
- 8.9 Elementary Principal Report
- 8.10 High School Principal/Superintendent Report

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

- 9.1 Approve Board Meeting Minutes - Regular Meeting (March 13, 2019)
- 9.2 Approve Commercial Warrants (March 2019)
- 9.3 Approve Personnel Activity Report
- 9.4 Approve FES/FHS Student Body Accounts/Revolving Cash Accounts and Enrollment Reports

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

- 10.1 Receive/Discuss/Approve BP/AR/E 5131.61 Voluntary Drug Testing Program
- 10.2 Receive/Discuss/Approve BP 3300 and BP/AR3311 Expenditures and Purchases/Bids
- 10.3 Receive/Discuss/Approve BP 5131.2 Bullying
- 10.4 Receive/Discuss/Approve BP/AR 5145.3 Nondiscrimination/Harassment
- 10.5 Receive/Discuss/Approve BP 5145.9 Hate Motivated Behavior
- 10.6 Receive/Discuss/Delete BP 6161.3 Toxic Art Supplies
- 10.7 Information – Articulation, Middle to High School District Enrollment Report

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

- 11.1 Approve Spring Backpacking Club Overnight Trip
- 11.2 Approve Auditor Selection
- 11.3 Approve Proposed 2019-2020 Ferndale USD Calendar
- 11.4 Approve Williams Quarterly Report

12.0 FUTURE AGENDA ITEMS

- 12.1 LCAP Annual Update
- 12.2 BP/AR Updates

13.0 REVIEW OF CORRESPONDENCE TO THE BOARD

- 13.1 None

14.0 ADJOURNMENT

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

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 9.1

DATE: April 10, 2019

SUBJECT:

Regular Board Meeting Minutes (March 13, 2019)

DEPARTMENT/PROGRAM:

Administration

ACTION REQUESTED:

Review, amend and approve.

PREVIOUS STAFF/BOARD ACTION:

This is a routine consent agenda item.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

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

FISCAL IMPLICATIONS:

None

CONTACT PERSON(S):

Denise Grinsell, Business Manager
Beth Anderson, Superintendent/Principal

**Ferndale Unified School District
Board of Trustees**

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

**March 13, 2019
Regular School Board Meeting**

**6:30 p.m. CLOSED SESSION
7:00 p.m. OPEN SESSION**

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

Minutes

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

1.0 CALL TO ORDER

President Jorgensen called the meeting to order at 6:31 p.m.

2.0 ADJUSTMENTS TO THE AGENDA

Add 4.2 Certificated letter of resignation

3.0 PUBLIC COMMENT ON CLOSED SESSION ITEM(S)

None

4.0 ADJOURN TO CLOSED SESSION

President Jorgensen adjourned to closed session at 6:31 p.m.

Pursuant to Government Code Section 54957

4.1 Public Employee Performance Evaluation for the Superintendent/Principal

4.2 Public Employment

FHS 2019-2020 Varsity Football Coach

Certificated Letter of Resignation

4.3 Negotiations

Conference with Labor Negotiators

Negotiators – Beth Anderson

Organization – Ferndale Unified Teacher's Association

5.0 REGULAR SESSION RECONVENED

Regular session reconvened at 7:02 p.m.

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

President Jorgensen reported that

4.1 is an ongoing process to be finalized in April.

4.2 The board approved the recommendation of the administration to hire Clint McClurg as the 2019 Varsity Football Coach. They also received the letter of resignation from Becca Meyer, FES 1st grade teacher, effective June 14, 2019

6.0 WELCOME/FLAG SALUTE

7.0 PUBLIC COMMENT ON OPEN SESSION ITEM(S)

Kristie Christiansen shared with the board her concern about transition numbers from FES to FHS. She asked what the schools are doing to address this. Christiansen felt the schools need to share what a great school we have and develop a plan to retain these students, not just talk about the issue.

8.0 ANNOUNCEMENTS/REPORTS

8.1 Student Representative Report

Kyersten Borges, FFA representative said that next month is the State FFA conference in LA. The Regional Meeting will be next week. She also congratulated Dominic Regli on his appointment, 2019 North Coast Region FFA HDN VP

8.2 Certificated Representative Report

None

8.3 Classified Representative Report

None

8.4 Board Member Reports/Announcements

Member Hansen congratulated the FES 8th grade basketball team on their win at the Crescent City basketball tournament.

8.5 Facilities Report

Supt. Anderson reported that the slide was installed at FES over president's week. The roof on the shop was repaired with more roofing repairs to come

8.6 School Improvement Grant (SIG) Report

Principal Griffith said the ILT met last week and HCOE presented the results of two surveys about PBIS. The data was taken to staff today. They are looking at professional development to make sure they are using it in the best way possible. They are also looking at class configurations for next year.

8.7 Local Control Accountability Plan (LCAP) Report

Supt. Anderson said she is now working on the Annual Update. She will soon be presenting at the FES SSC meeting, and the ELAC meeting. There will also be an input meeting before the April board meeting at 6:00 p.m.

8.8 2018-2019 Budget Report

Denise Grinsell gave the board a brief overview of the budget reporting process explaining the Budget Adoption, 1st Interim and 2nd Interim reports. She pointed out the need for reserves concerning revenue deferrals. Grinsell also pointed out the unknown variables moving forward including PERS and STRS increases, minimum wage increases, and the loss of one-time revenues.

8.9 Elementary School Principal Report

Principal Griffith shared that FES recently celebrated Dr. Seuss's birthday. The 8th grade boys won the Crescent City Tournament for the first time in 15 years. The junior high recently participated in Science Fair and History day. The History Day students came to the high school to present with the FHS seniors. Ms. Perez is talking to junior high students about cyber safety. The Ferndale Garden Club made a donation to SPED, the ELAC members now have aeries accounts and emails. The 7th graders will be attending IBAC at College of the Redwoods soon and conference week is next week. Students are also enjoying the new salad bar provided by the grant.

8.10 High School Principal/Superintendent Report

Supt. Anderson said she was a judge at the ERV Spelling Bee. She said the recent flood closures went well using the All Call System. She recently spoke to HCOE to look at curriculum and events to strengthen student awareness regarding racism. March 27 will be the HDNL meeting to determine any repercussions for the Hoopa varsity boys basketball forfeit. All 10th graders will take the PSAT on Tuesday, March 19. Seniors are busy submitting scholarships. Spring sports have begun and ASB is working on fundraising for Jonas Bramwell. WASC visit begins Monday and 8th grade conferences/interviews start next week. Scheduling for next year will start soon.

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

9.1 Approve Board Meeting Minutes - Regular Meeting (February 13, 2019)

9.2 Approve Commercial Warrants (February 2019)

9.3 Approve Personnel Activity Report

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

9.5 Approve District Volunteers

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

10.0 INFORMATION/ACTION

10.1 Receive/Discuss/Approve BP 5111.1 District Residency

A motion was made by Danella Barns-Penman and seconded by Corrie Pedrotti to approve BP 5111.1 District Residency. Roll call vote: ayes 5-0 noes.

10.2 Receive/Discuss/Approve BP 5125 Student Records

A motion was made by Jerry Hansen and seconded by Cory Nunes to approve BP 5125 Student Records. 2018-2019 Second Interim Report, Criteria and Standards

10.3 Receive/Discuss Crisis Management Plan Process

Supt. Anderson reported that we have a School Safety Plan and is being updated it necessary. She also shared that Danella Barns-Penman brought samples of Crisis Response Plans to look at.

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

11.1 Approve Certification of 2018-2019 Second Interim Report, Criteria and Standards

Denise Grinsell presented the board with a comparison of 2nd Interim to 1st Interim explaining the changes. She also pointed out that in the MYP 2 with no changes to services, the district is in deficit spending and adjustments are needed to show fiscal solvency. Keeping these things in mind, she asked the board for a positive certification.

A motion was made by Jerry Hansen and seconded by Danella Barns-Penman to approve a positive certification of the 2018-2019 Second Interim Report, Criteria and Standards. 2018-2019 Second Interim Report, Criteria and Standards

11.2 Approve Capital Outlay Purchase of Fork Lift (Career Tech. Educ. Incentive Grant)

After extensive discussion, a motion was made by Cory Nunes and seconded by Danella Barns-Penman to approve the purchase of the forklift contingent on site approval by a board member. Roll call vote: ayes 4-1 noes, Hansen dissenting.

12.0 FUTURE AGENDA ITEMS

- 12.1 Williams Quarterly Report
- 12.2 LCAP Annual Update Draft
- 12.3 BP 5131.61 Students Voluntary Drug Testing Program
- 12.4 board policy on purchase price

13.0 REVIEW OF CORRESPONDENCE TO THE BOARD

- 13.1 None

14.0 ADJOURNMENT

President Jorgensen adjourned the meeting at 8:26 pm.

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 9.2

DATE: April 10, 2019

SUBJECT:

Commercial Warrants Summary (March 2019)

DEPARTMENT/PROGRAM:

Administration/Business

ACTION REQUESTED:

Approve commercial warrant summary

PREVIOUS STAFF/BOARD ACTION:

This is a routine consent agenda item.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

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

FISCAL IMPLICATIONS:

Funding is included in the 2018-2019 adopted budgets.

CONTACT PERSON(S):

Denise Grinsell, Business Manager
Beth Anderson, Superintendent/Principal

Board of Trustees Meeting 04/10/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-190577	ACSA - MSC #06003		\$148.75
		P.O. BOX 742061	MARCH DUES	
		LOS ANGELES, CA 90074-2061		
			** TOTAL PAYMENT AMOUNT:	\$148.75
	PV-190576	ADVANCED SECURITY SYSTEMS		\$76.50
		1336 4TH STREET	FES MONITORING 3-5/19	
		EUREKA, CA 95501-5550		
			** TOTAL PAYMENT AMOUNT:	\$76.50
	PV-190578	ASAP LOCK & KEY		\$8.14
		581 SO. FORTUNA BLVD.	KEYS	
		FORTUNA, CA 95540		
			** TOTAL PAYMENT AMOUNT:	\$8.14
	PV-190579	CABRERA, SANDRA		\$138.69
		[REDACTED]	MILEAGE DEC/JAN	
		[REDACTED]		
			** TOTAL PAYMENT AMOUNT:	\$138.69
	PV-190608	CASH & CARRY		\$1,492.94
		P.O. BOX 910948	FHS CAF	
		LOS ANGELES, CA 90091-0948		
			** TOTAL PAYMENT AMOUNT:	\$1,492.94
	PV-190590	CATA HUMBOLDT SECTION		\$235.77
		C/O LINDSEY BUGBEE	LODGING UKIAH	
		409 11TH ST.		
		FORTUNA, CA 95540		
			** TOTAL PAYMENT AMOUNT:	\$235.77
	PV-190609	CDE		\$131.10
		CASHIER'S OFFICE	COMMODITIES	
		P.O. BOX 515006		
		SACRAMENTO, CA 95851-5006		
			** TOTAL PAYMENT AMOUNT:	\$131.10
	PV-190580	CHEVRON USA INC		\$486.72
		PO BOX 70995	FFA FUEL	
		CHARLOTTE, NC 28272-0887		
			** TOTAL PAYMENT AMOUNT:	\$486.72
	PV-190610	CRYSTAL CREAMERY		\$592.38
		P.O. BOX 44000	MILK	
		DEPT 33369		
		SAN FRANCISCO, CA 94144-3369		
			** TOTAL PAYMENT AMOUNT:	\$592.38

Board of Trustees Meeting 04/10/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-190581	DEL ORO WATER COMPANY		\$2,241.32
		DRAWER #5172	WATER	
		FERNDALE DISTRICT		
		CHICO, CA 95927-5172		
			** TOTAL PAYMENT AMOUNT:	\$2,241.32
	PV-190582	DUGGAN, SPENCER		\$40.58
		[REDACTED]	CLASS SUPPLIES	
		[REDACTED]		
			** TOTAL PAYMENT AMOUNT:	\$40.58
	PV-190583	ECOLAB		\$339.47
		26252 NETWORK PL	FEB SERVICES	
		CHICAGO, IL 60673-1262		
			** TOTAL PAYMENT AMOUNT:	\$339.47
	PV-190584	EEL RIVER DISPOSAL CO INC		\$1,564.95
		PO BOX 266	GARBAGE	
		FORTUNA, CA 95540		
			** TOTAL PAYMENT AMOUNT:	\$1,564.95
	PV-190585	EUREKA OXYGEN		\$18.44
		2810 JACOBS AVE	SUPPLIES	
		EUREKA, CA 95501		
			** TOTAL PAYMENT AMOUNT:	\$18.44
	PV-190586	FISK-BECKER, JENNIFER		\$13.98
		[REDACTED]	SUPPLIES	
		[REDACTED]		
			** TOTAL PAYMENT AMOUNT:	\$13.98
	PV-190611	FRANZ FAMILY BAKERIES		\$414.33
		P.O. BOX 742654/	BREAD	
		LOS ANGELES, CA 90074-2654		
			** TOTAL PAYMENT AMOUNT:	\$414.33
	PV-190587	FRONTIER		\$70.72
		P.O. BOX 20550	INTERNET	
		ROCHESTER, NY 14602-0550		
			** TOTAL PAYMENT AMOUNT:	\$70.72
	PV-190588	GW PETERSEN PLUMBING		\$195.00
		P.O. BOX 734	LOCKER ROOM	
		FERNDALE, CA 95536		
			** TOTAL PAYMENT AMOUNT:	\$195.00

Board of Trustees Meeting 04/10/2019

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REF.
NUMBER  VENDOR NAME                DESCRIPTION                AMOUNT
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PV-190591	HUMBOLDT-DEL NORTE LEAGUE		\$125.00
	% JACK LAKIN	WINTER NCS FEES	
	1231 MAIN ST.		
	FERNDALÉ, CA 95536		
		** TOTAL PAYMENT AMOUNT:	\$125.00
PV-190592	NIEKRASZ PLUMBING INC		\$6,000.00
	2228 CHANEY LANE	SLIDE INSTALL	
	EUREKA, CA 95503		
		** TOTAL PAYMENT AMOUNT:	\$6,000.00
PV-190593	NILSEN CO		\$222.40
	P. O. BOX 398	SUPPLIES	
	FERNDALÉ, CA 95536		
		** TOTAL PAYMENT AMOUNT:	\$222.40
PV-190594	PITNEY BOWES		\$94.41
	P. O. BOX 371887	LEASE	
	PITTSBURGH, PA 15250-7874		
		** TOTAL PAYMENT AMOUNT:	\$94.41
PV-190595	PRESENCE LEARNING INC		\$8,403.80
	PO BOX 743532	FEB SPEECH	
	LOS ANGELES, CA 90074-3532		
		** TOTAL PAYMENT AMOUNT:	\$8,403.80
PV-190612	PRO PACIFIC FRESH		\$1,520.67
	P.O. BOX 1069	FES CAF	
	DURHAM, CA 95938		
		** TOTAL PAYMENT AMOUNT:	\$1,520.67
PV-190596	REDWOOD PARKS CONSERVANCY		\$500.00
	1111 SECOND STREET	WOLF CREEK	
	CRESCENT CITY, CA 95531		
		** TOTAL PAYMENT AMOUNT:	\$500.00
PV-190597	REDWOOD SUITES		\$1,501.92
	PO BOX 1436	LODGING FOR WASC	
	FERNDALÉ, CA 95536-1436		
		** TOTAL PAYMENT AMOUNT:	\$1,501.92
PV-190598	RESTIF CLEANING SERVICE		\$8,195.00
	PO BOX 3520	FEBRUARY	
	EUREKA, CA 95502-3520		
		** TOTAL PAYMENT AMOUNT:	\$8,195.00

Board of Trustees Meeting 04/10/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-190599	REVOLVING CASH FUND		\$94.05
		FERNDAL UNION HIGH	WILSON TRAVEL	
			** TOTAL PAYMENT AMOUNT:	\$94.05
	PV-190600	RIDDELL		\$626.23
		PO BOX 71914	HELMET REPAIRS	
		CHICAGO, IL 60694-1914		
			** TOTAL PAYMENT AMOUNT:	\$626.23
	PV-190601	SEQUOIA GAS CO (C)		\$1,411.88
		926 MAIN STREET	PROPANE	
		FORTUNA, CA 95540		
			** TOTAL PAYMENT AMOUNT:	\$1,411.88
	PV-190602	STAPLES		\$44.06
		DEPT. 51 - 7820360344	SUPPLIES	
		P.O. BOX 78004		
		PHOENIX, AZ 85062-8004		
			** TOTAL PAYMENT AMOUNT:	\$44.06
	PV-190603	SUDDEN LINK		\$242.33
		P.O. BOX 660365	INTERNET	
		DALLAS, TX 75266-0365		
			** TOTAL PAYMENT AMOUNT:	\$242.33
	PV-190613	SYSCO		\$1,961.35
		P.O. BOX 138007	FES CAF	
		SACRAMENTO, CA 95813-8007		
			** TOTAL PAYMENT AMOUNT:	\$1,961.35
	PV-190604	U.S. BANCORP EQUIP FINANCE IN		\$2,529.74
		P.O. BOX 790448	COPIER LEASE	
		ST. LOUIS, MO 63179-0448		
			** TOTAL PAYMENT AMOUNT:	\$2,529.74
	PV-190605	U.S. BANK		\$3,218.10
		P.O. BOX 790428	REGIST/TRAVEL/SUPPLIES	
		ST LOUIS, MO 63179-0428		
			** TOTAL PAYMENT AMOUNT:	\$3,218.10
	PV-190606	VALLEY LUMBER & MILLWORK		\$247.25
		657 SHAW AVENUE	MATERIALS	
		P.O. BOX 517		
		FERNDAL, CA 95536		
			** TOTAL PAYMENT AMOUNT:	\$247.25

BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting 04/10/2019

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REF.
NUMBER  VENDOR NAME                DESCRIPTION                AMOUNT
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PV-190607 WYCKOFF PLUMBING                $1,238.47
          2065 MAIN ST                SUMP PUMP/SLOAN/SUPPLIES
          FORTUNA, CA 95540
          ** TOTAL PAYMENT AMOUNT:      $1,238.47
          **** BATCH TOTAL AMOUNT:      $46,386.44
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Board of Trustees Meeting 04/10/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-190614	ALEXANDRE, ALEXA [REDACTED] [REDACTED]	FLORAL SUPPLIES	\$127.88
			** TOTAL PAYMENT AMOUNT:	\$127.88
	PV-190629	CAL-ORE GREASE TRAP SERVICES P.O. BOX 751 CRESCENT CITY, CA 95531	SERVICE	\$125.00
			** TOTAL PAYMENT AMOUNT:	\$125.00
	PV-190630	CASH & CARRY P.O. BOX 910948 LOS ANGELES, CA 90091-0948	FHS CAF	\$607.92
			** TOTAL PAYMENT AMOUNT:	\$607.92
	PV-190631	CDE CASHIER'S OFFICE P.O. BOX 515006 SACRAMENTO, CA 95851-5006	COMMODITIES	\$51.30
			** TOTAL PAYMENT AMOUNT:	\$51.30
	PO-190062	CDW.G 75 REMITTANCE DR. SUITE 1515 CHICAGO, IL 60675-1515	Chromebooks Chromebooks	\$150.00
	PO-190062	CDW.G 75 REMITTANCE DR. SUITE 1515 CHICAGO, IL 60675-1515	Chromebooks Chromebooks	\$395.51
	PO-190062	CDW.G 75 REMITTANCE DR. SUITE 1515 CHICAGO, IL 60675-1515	Chromebooks Chromebooks	\$1,582.05
			** TOTAL PAYMENT AMOUNT:	\$2,127.56
	PV-190632	CRYSTAL CREAMERY P.O. BOX 44000 DEPT 33369 SAN FRANCISCO, CA 94144-3369	MILK	\$354.56
			** TOTAL PAYMENT AMOUNT:	\$354.56
	PV-190615	FERNDALDE TECH PO BOX 111 FERNDALDE, CA 95536-0111	REPAIRS	\$243.94
			** TOTAL PAYMENT AMOUNT:	\$243.94

BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting 04/10/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-190616	FISK-BECKER, JENNIFER		\$30.00
		[REDACTED]	SUPPLIES	
		[REDACTED]		
			** TOTAL PAYMENT AMOUNT:	\$30.00
	PV-190617	FRONTIER		\$2,795.31
		P.O. BOX 20550	PHONE	
		ROCHESTER, NY 14602-0550		
			** TOTAL PAYMENT AMOUNT:	\$2,795.31
	PV-190618	GRINSELL, DENISE		\$283.40
		[REDACTED]	MILEAGE NOV-DEC 2018	
		[REDACTED]		
			** TOTAL PAYMENT AMOUNT:	\$283.40
	PV-190619	HUMBOLDT CO TAX COLLECTOR		\$4,997.37
		825 FIFTH STREET, ROOM 125	PROPERTY TAXES #2	
		EUREKA, CA 95501		
			** TOTAL PAYMENT AMOUNT:	\$4,997.37
	PV-190620	MENDES SUPPLY CO.		\$1,126.17
		1030 W. DEL NORTE STREET	SUPPLIES	
		EUREKA, CA 95501		
			** TOTAL PAYMENT AMOUNT:	\$1,126.17
	PV-190621	NOGA CONSTRUCTION		\$2,950.00
		P.O. BOX 5183	BUS BARN FUEL SHED	
		ARCATA, CA 95518		
	PV-190622	NOGA CONSTRUCTION		\$21,880.00
		P.O. BOX 5183	REFRIG BUILDING	
		ARCATA, CA 95518		
			** TOTAL PAYMENT AMOUNT:	\$24,830.00
	PO-190063	NORTHSTAR AV LLC	replacement bulbs	\$295.24
		429 W MAIN STREET	replacement bulbs	
		PATCHOGUE, NY 11772		
			** TOTAL PAYMENT AMOUNT:	\$295.24
	PV-190623	P G & E		\$4,162.30
		2555 MYRTLE AVENUE	POWER	
		EUREKA, CA 95501-9917		
			** TOTAL PAYMENT AMOUNT:	\$4,162.30
	PO-190054	PERMA BOUND	Library books	\$125.63
		617 EAST VANDALIA ROAD	Library books	
		JACKSONVILLE, IL 62650-3599		
			** TOTAL PAYMENT AMOUNT:	\$125.63

Board of Trustees Meeting 04/10/2019

REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	PV-190624	PITNEY BOWES		\$50.01
		PURCHASE POWER	POSTAGE	
		P.O. BOX 371874		
		PITTSBURG, PA 15250-7874		
			** TOTAL PAYMENT AMOUNT:	\$50.01
	PV-190633	PRO PACIFIC FRESH		\$619.82
		P.O. BOX 1069	FES CAF	
		DURHAM, CA 95938		
			** TOTAL PAYMENT AMOUNT:	\$619.82
	PV-190625	RENNER PETROLEUM		\$683.18
		PO BOX 4868	DIESEL	
		EUREKA, CA 95502		
			** TOTAL PAYMENT AMOUNT:	\$683.18
	PV-190626	SEQUOIA GAS CO (C)		\$1,203.44
		926 MAIN STREET	FES PROPANE	
		FORTUNA, CA 95540		
			** TOTAL PAYMENT AMOUNT:	\$1,203.44
	PV-190627	SIX RIVERS PORTABLE TOILETS		\$95.78
		P.O. BOX 1329	PORTABLE FAC	
		BLUE LAKE, CA 95525		
			** TOTAL PAYMENT AMOUNT:	\$95.78
	PV-190634	SYSCO		\$716.14
		P.O. BOX 138007	FES CAF	
		SACRAMENTO, CA 95813-8007		
			** TOTAL PAYMENT AMOUNT:	\$716.14
	PV-190628	TOSTE, TINA		\$707.50
		[REDACTED]	AERIES CONF TRAVEL	
		[REDACTED]		
			** TOTAL PAYMENT AMOUNT:	\$707.50
			**** BATCH TOTAL AMOUNT:	\$46,359.45

BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting 04/10/2019

REF.			
NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
PV-190635	NILSEN CO		\$10,307.50
	P. O. BOX 398	FORK LIFT	
	FERNDAL, CA 95536		
		** TOTAL PAYMENT AMOUNT:	\$10,307.50
		**** BATCH TOTAL AMOUNT:	\$10,307.50
TOTAL NUMBER OF PAYMENTS:	61	**** GRAND TOTAL AMOUNT:	\$103,053.39

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

Authorized Agent

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 9.3

DATE: April 10, 2019

SUBJECT:

Personnel Activity Report

DEPARTMENT/PROGRAM:

Administration/Personnel

ACTION REQUESTED:

Approve Personnel Activity Report

PREVIOUS STAFF/BOARD ACTION:

Board receives a report when there is any personnel activity.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

Attached is a list of personnel activity.

FISCAL IMPLICATIONS:

None

CONTACT PERSON(S):

Denise Grinsell, Business Manager
Beth Anderson, Superintendent/Principal

FERNDALE UNIFIED SCHOOL DISTRICT
PERSONNEL REPORT
April 10, 2019

CURRENT VACANCIES – 2018-2019 SCHOOL YEAR

CERTIFICATED PERSONNEL

None

CLASSIFIED PERSONNEL

None

COACHING PERSONNEL

None

ANTICIPATED VACANCIES – 2019-2020 SCHOOL YEAR

CERTIFICATED PERSONNEL

FES 1.0 FTE K-6 Teacher
FHS 1.0 FTE AG Teacher

CLASSIFIED PERSONNEL

None

COACHING PERSONNEL

None

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 9.4

DATE: April 10, 2019

SUBJECT:

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

DEPARTMENT/PROGRAM:

Business/Administration

ACTION REQUESTED:

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

PREVIOUS STAFF/BOARD ACTION:

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

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

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

FISCAL IMPLICATIONS:

None

CONTACT PERSON(S):

Denise Grinsell, Business Manager
Beth Anderson, Superintendent/Principal

**FERNDALÉ UNIFIED SCHOOL DISTRICT
ENROLLMENT
FERNDALÉ ELEMENTARY SCHOOL - 323**

March 29, 2019

<u>GRADE</u>	<u>TEACHER</u>		<u>ENROLLMENT</u>
K	MRS. BRAZIL		19
K	MRS. SOLI		19
1	MRS. COLLEBERG		14
1	MRS. MEYER		15
2	MRS. CURRIER		18
2	MRS. GRIFFITH		18
3	MS. MCWHORTER		19
3	MR. DUGGAN		19
4	MRS. MIRANDA		27
4-5	MRS. FISK-BECKER	4 - 10 5 - 15	25
5-6	MRS. RODRIGUEZ	5 - 15 6 - 10	25
6	MRS. BUSICK		26
7-8	MS. TAYLOR	7 - 16 8 - 11	27
7-8	MR. RIGNEY	7 - 15 8 - 10	25
7-8	MR. TOTTEN	7 - 15 8 - 12	27
		TOTAL	323

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

April 10, 2019

<u>GRADE</u>	<u>ENROLLMENT</u>
9	29
10	48
11	37
12	34

TOTAL: 148

2:45 PM

03/14/19

Ferndale High School
Reconciliation Summary
Student Body Funds, Period Ending 03/31/2019

	<u>Mar 31, 19</u>
Beginning Balance	59,872.66
Cleared Transactions	
Checks and Payments - 18 items	-8,739.24
Deposits and Credits - 4 items	9,524.64
Total Cleared Transactions	785.40
Cleared Balance	<u>60,658.06</u>
Uncleared Transactions	
Checks and Payments - 7 items	-2,891.43
Deposits and Credits - 1 item	822.00
Total Uncleared Transactions	<u>-2,069.43</u>
Register Balance as of 03/31/2019	<u>58,588.63</u>
Ending Balance	58,588.63

2:45 PM

03/14/19

Ferndale High School

Reconciliation Detail

Student Body Funds, Period Ending 03/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						59,872.66
Cleared Transactions						
Checks and Payments - 18 items						
Check	2/4/2019	1810	Six Rivers Basketba...	X	-4,672.00	-4,672.00
Check	2/4/2019	1807	Chase Richardson	X	-1,000.00	-5,672.00
Check	2/7/2019	1811	Theresa Noga	X	-46.85	-5,718.85
Check	2/13/2019	debit	Costco	X	-418.80	-6,137.65
Check	2/15/2019	1817	Ferndale Pizza Co	X	-155.00	-6,292.65
Check	2/15/2019	1815	Justin Anderson	X	-150.00	-6,442.65
Check	2/15/2019	1816	Dave Griffiths	X	-118.42	-6,561.07
Check	2/26/2019	1818	North Coast Section	X	-351.00	-6,912.07
Check	2/26/2019	debit	Boston Tea Party S...	X	-286.30	-7,198.37
Check	2/26/2019	debit	9/11 Memorial Mus...	X	-284.00	-7,482.37
Check	2/26/2019	debit	Super Shuttle	X	-214.41	-7,696.78
Check	2/26/2019	1819	Patty Prior	X	-178.78	-7,875.56
Check	2/26/2019	debit	Histrionic Academy,...	X	-75.00	-7,950.56
Check	2/26/2019	debit	Ford's Theatre	X	-27.50	-7,978.06
Check	2/26/2019	debit	Amazon.com	X	-14.00	-7,992.06
Check	3/13/2019	debit	Costco	X	-365.58	-8,357.64
Check	3/13/2019	debit	Reminder Band	X	-225.00	-8,582.64
Check	3/13/2019	debit	Imprint.com	X	-156.60	-8,739.24
Total Checks and Payments					-8,739.24	-8,739.24
Deposits and Credits - 4 items						
Deposit	2/15/2019			X	4,450.74	4,450.74
Deposit	3/6/2019			X	5,073.00	9,523.74
Deposit	3/12/2019			X	0.90	9,524.64
Check	3/13/2019	1825	Ferndale Pizza Co	X	0.00	9,524.64
Total Deposits and Credits					9,524.64	9,524.64
Total Cleared Transactions					785.40	785.40
Cleared Balance					785.40	60,658.06
Uncleared Transactions						
Checks and Payments - 7 items						
Check	3/13/2019	debit	Best Western		-1,511.90	-1,511.90
Check	3/13/2019	1824	Neff		-561.62	-2,073.52
Check	3/13/2019	1823	Sport & Cycle		-229.97	-2,303.49
Check	3/13/2019	1821	Theresa Noga		-180.88	-2,484.37
Check	3/13/2019	1822	Alexa Alexandre		-179.32	-2,663.69
Check	3/13/2019	1826	Ferndale Pizza Co		-155.00	-2,818.69
Check	3/13/2019	1820	Dave Griffiths		-72.74	-2,891.43
Total Checks and Payments					-2,891.43	-2,891.43
Deposits and Credits - 1 item						
Deposit	3/6/2019				822.00	822.00
Total Deposits and Credits					822.00	822.00
Total Uncleared Transactions					-2,069.43	-2,069.43
Register Balance as of 03/31/2019					-1,284.03	58,588.63
Ending Balance					-1,284.03	58,588.63



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YOUR STATEMENT

Customer Service: 1-800-922-8742

TriCountiesBank.com

Page: 1 of 2
Statement Date: 03-12-19
Primary Account: XXXXXXXX6479

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

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Small Business Interest Chkg

Account: XXXXXXXX6479

Account #	XXXXXXXX6479	Statement Dates	02-13-19 thru 03-12-19
Beginning Balance	59,872.66		
3 Deposits/Credits	9,523.74		
18 Checks/Debits	8,739.24		
Service Charge	0.00		
Interest Paid	0.90		
Ending Balance	60,658.06		

Transactions

Date	Description	Amount
2-13	POS Pur 5338 Costco Whs Costco Whse #0125 Eureka CA	418.80 -
2-15	Deposit	4,450.72
2-15	Advice Of Difference	0.02
2-19	POS Pur 0127 Ford's The Ford's Theatre Soci 202-347-4833 DC	27.50 -
2-21	POS Pur 0127 Histrionic Histrionic Academy, Salem MA	75.00 -
2-25	POS Pur 0127 911 Memori 911 Memorial And Mu 212-312-8800 NY	284.00 -
2-25	POS Pur 0127 Trustedtou Trustedtours.com Ti 800-8447601 FL	286.30 -
2-25	POS Pur 0127 Supershutt Supershuttle Execuc 800-258-3826 NY	214.41 -
2-27	Rec POS 0127 Amazon Pri Amazon Prime Amzn.com/Bill WA	14.00 -
3-05	POS Pur 5338 Imprint.co Imprint.com 855-711-4467 TX	156.60 -
3-06	Deposit	5,073.00
3-06	POS Pur 0127 Costco Whs Costco Whse #0125 Eureka CA	365.58 -
3-07	POS Pur 0127 Reminderba Reminderband 435-7532263 Ut	225.00 -
3-12	Int Pmt Sys-Gen	0.90

Continued on Next Page

Checks

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
1807	2-20	1,000.00	1815*	2-28	150.00	1818	3-05	351.00
1810*	2-15	4,672.00	1816	3-04	118.42	1819	3-04	178.78
1811	2-13	46.85	1817	2-27	155.00			

* Indicates a Gap in Check Number Sequence

Interest Summary

Interest Earned	2/13/19 thru 3/12/19
Days in Statement Period	28
Interest Earned	0.90
Annual Percentage Yield Earned	.02%
Interest Paid this Year	2.82
Interest Withheld this Year	0.00

End of Statement

11:04 AM

04/01/19

Ferndale Unified School District
Reconciliation Summary
FUSD Revolving Cash, Period Ending 02/28/2019

	Feb 28, 19
Beginning Balance	2,724.87
Cleared Transactions	
Deposits and Credits - 2 items	276.02
Total Cleared Transactions	276.02
Cleared Balance	3,000.89
Register Balance as of 02/28/2019	3,000.89
New Transactions	
Checks and Payments - 5 items	-1,485.83
Total New Transactions	-1,485.83
Ending Balance	1,515.06

11:04 AM

04/01/19

Ferndale Unified School District
Reconciliation Detail
FUSD Revolving Cash, Period Ending 02/28/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,724.87
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	2/15/2019			X	275.92	275.92
Deposit	2/28/2019			X	0.10	276.02
Total Deposits and Credits					276.02	276.02
Total Cleared Transactions					276.02	276.02
Cleared Balance					276.02	3,000.89
Register Balance as of 02/28/2019					276.02	3,000.89
New Transactions						
Checks and Payments - 5 items						
Check	3/4/2019	3016	Kim Wilson		-94.05	-94.05
Check	3/20/2019	3019	Kelly Freeland-Sloat		-547.28	-641.33
Check	3/20/2019	3018	Shane Wood		-361.92	-1,003.25
Check	3/20/2019	3017	Brad Wagner		-232.58	-1,235.83
Check	3/25/2019	3020	Hoopa Valley High ...		-250.00	-1,485.83
Total Checks and Payments					-1,485.83	-1,485.83
Total New Transactions					-1,485.83	-1,485.83
Ending Balance					-1,209.81	1,515.06



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

3806 TRN S Y ST01

Business Statement

Account Number:
1 575 1366 8200
Statement Period:
Feb 1, 2019
through
Feb 28, 2019

Page 1 of 1



000090806 01 AB 0.412 106481930807779 P Y
FERNDAL UNIFIED SCHOOL DIST
1231 MAIN ST
FERNDAL CA 95536-9416



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Internet:

usbank.com

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Member FDIC

Account Number 1-575-1366-8200

Account Summary

	# Items				
Beginning Balance on Feb 1		\$	2,724.87	Interest Paid this Year	\$ 0.15
Customer Deposits	1		275.92	Number of Days in Statement Period	28
Other Deposits	1		0.10		
Ending Balance on Feb 28, 2019		\$	3,000.89		

Customer Deposits

Number	Date	Ref Number	Amount
	Feb 15	9255956104	275.92

Total Customer Deposits \$ 275.92

Other Deposits

Date	Description of Transaction	Ref Number	Amount
Feb 28	Interest Paid	2800002119	\$ 0.10
Total Other Deposits			\$ 0.10

Balance Summary

Date	Ending Balance	Date	Ending Balance
Feb 15	3,000.79	Feb 28	3,000.89

Balances only appear for days reflecting change.

ANALYSIS SERVICE CHARGE DETAIL

Account Analysis Activity for: January 2019

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

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

Service	Volume	Avg Unit Price	Total Charge
Depository Services			
Combined Transactions/Items	7		No Charge
Subtotal: Depository Services			0.00
Fee Based Service Charges for Account Number 1-575-1366-8200		\$	0.00

9:07 AM

04/04/19

Ferndale Elementary School Student Accounts
Reconciliation Summary
Checking, Period Ending 02/28/2019

	<u>Feb 28, 19</u>
Beginning Balance	18,432.59
Cleared Transactions	
Deposits and Credits - 1 item	0.28
Total Cleared Transactions	0.28
Cleared Balance	<u>18,432.87</u>
Register Balance as of 02/28/2019	18,432.87
New Transactions	
Checks and Payments - 1 item	-530.16
Deposits and Credits - 2 items	800.00
Total New Transactions	<u>269.84</u>
Ending Balance	<u><u>18,702.71</u></u>

9:08 AM

04/04/19

Ferndale Elementary School Student Accounts
Reconciliation Detail
 Checking, Period Ending 02/28/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						18,432.59
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	2/28/2019			X	0.28	0.28
Total Deposits and Credits					0.28	0.28
Total Cleared Transactions					0.28	0.28
Cleared Balance					0.28	18,432.87
Register Balance as of 02/28/2019					0.28	18,432.87
New Transactions						
Checks and Payments - 1 item						
Check	3/22/2019	2780	Shirley Soderman		-530.16	-530.16
Total Checks and Payments					-530.16	-530.16
Deposits and Credits - 2 items						
Deposit	3/8/2019				300.00	300.00
Deposit	3/8/2019				500.00	800.00
Total Deposits and Credits					800.00	800.00
Total New Transactions					269.84	269.84
Ending Balance					270.12	18,702.71

9:11 AM

04/04/19

Cash Basis

Ferndale Elementary School Student Accounts

Custom Summary Report

July 2004 through February 2019

	ASSETS	Equity	TOTAL LIABILITIES & EQUITY
3rd Grade	0.00	841.81	841.81
4th Grade	0.00	477.37	477.37
Boynton	0.00	464.79	464.79
Brazil	0.00	354.18	354.18
Bugenig	0.00	290.85	290.85
Busick	0.00	290.55	290.55
Cinco de Mayo	0.00	313.85	313.85
Collenberg	0.00	163.95	163.95
Currier	0.00	204.28	204.28
Donation			
Brazil Donation	0.00	100.00	100.00
Busick Donation	0.00	90.79	90.79
Cinco de Mayo Donation	0.00	701.54	701.54
Collenberg Donation	0.00	200.19	200.19
Fisk-Becker Donation	0.00	33.30	33.30
Griffith, J. Donation	0.00	100.00	100.00
Jr. High Donation	0.00	520.35	520.35
Rigney Donation	0.00	100.00	100.00
Totten Donation Income	0.00	150.00	150.00
Utroske Donation	0.00	100.00	100.00
Donation - Other	0.00	8,217.28	8,217.28
Total Donation	0.00	10,313.45	10,313.45
Duggan	0.00	307.09	307.09
Fisk-Becker	0.00	69.60	69.60
Griffith, A.	0.00	255.10	255.10
J. Griffith	0.00	3.50	3.50
Jr. High	0.00	1,170.05	1,170.05
McWhorter	0.00	265.67	265.67
Meyer	0.00	175.08	175.08
Miranda	0.00	114.50	114.50
Misc.	0.00	5.13	5.13
Music	0.00	44.34	44.34
Rigney	0.00	87.90	87.90
Rodriguez	0.00	4.40	4.40
Soderman	0.00	58.42	58.42
Student Council	0.00	220.88	220.88
Totten	0.00	44.70	44.70
Utroske	0.00	27.71	27.71
Wilson	0.00	8.90	8.90
Yearbook	0.00	1,854.82	1,854.82
TOTAL	0.00	18,432.87	18,432.87



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Return Service Requested



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BY: _____

YOUR STATEMENT

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

Page: 1 of 1
Statement Date: 02-28-19
Primary Account: XXXXXXXX6492

004162 0.4500 AV 0.383 TR00017

TCBK

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

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Small Business Interest Chkg**Account: XXXXXXXX6492**

Account #	XXXXXXXX6492
Beginning Balance	18,432.59
0 Deposits/Credits	0.00
0 Checks/Debits	0.00
Service Charge	0.00
Interest Paid	0.28
Ending Balance	18,432.87

Statement Dates 02-01-19 thru 02-28-19

Transactions

Date	Description	Amount
2-28	Int Pmt Sys-Gen	0.28

Interest Summary

Interest Earned	2/01/19 thru 2/28/19
Days in Statement Period	28
Interest Earned	0.28
Annual Percentage Yield Earned	.02%
Interest Paid this Year	0.59
Interest Withheld this Year	0.00

End of Statement

no checks

10:45 AM

03/26/19

Ferndale Elementary School Athletic Account
Reconciliation Summary
Checking, Period Ending 02/28/2019

	Feb 28, 19
Beginning Balance	46,968.37
Cleared Transactions	
Checks and Payments - 13 items	-3,707.58
Deposits and Credits - 5 items	5,309.74
Total Cleared Transactions	1,602.16
Cleared Balance	48,570.53
Uncleared Transactions	
Checks and Payments - 1 item	-40.00
Total Uncleared Transactions	-40.00
Register Balance as of 02/28/2019	48,530.53
Ending Balance	48,530.53

3:19 PM

03/26/19

Ferndale Elementary School Athletic Account
Reconciliation Detail
 Checking, Period Ending 02/28/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						46,968.37
Cleared Transactions						
Checks and Payments - 13 items						
Check	11/27/2018	142	Hydesville Element...	X	-125.00	-125.00
Check	11/29/2018	144	Rio Dell Elementary...	X	-125.00	-250.00
Check	12/4/2018	145	Hydesville Element...	X	-125.00	-375.00
Check	1/15/2019	152	Fortuna Middle Sch...	X	-125.00	-500.00
Check	2/4/2019	153	Tri Counties Bank	X	-1,320.00	-1,820.00
General Journal	2/4/2019	154		X	-238.06	-2,058.06
Check	2/8/2019	154	Kent Willis	X	-117.48	-2,175.54
General Journal	2/8/2019	155		X	-30.00	-2,205.54
General Journal	2/9/2019	156		X	-84.92	-2,290.46
General Journal	2/11/2019	157		X	-566.91	-2,857.37
Check	2/12/2019	156	Tri Counties Bank	X	-60.00	-2,917.37
General Journal	2/19/2019	159		X	-480.21	-3,397.58
General Journal	2/19/2019	158		X	-310.00	-3,707.58
Total Checks and Payments					-3,707.58	-3,707.58
Deposits and Credits - 5 items						
Deposit	2/8/2019			X	1,332.00	1,332.00
Deposit	2/12/2019			X	3,402.00	4,734.00
Deposit	2/15/2019			X	125.00	4,859.00
Deposit	2/15/2019			X	450.00	5,309.00
Deposit	2/28/2019			X	0.74	5,309.74
Total Deposits and Credits					5,309.74	5,309.74
Total Cleared Transactions					1,602.16	1,602.16
Cleared Balance					1,602.16	48,570.53
Uncleared Transactions						
Checks and Payments - 1 item						
Check	2/11/2019	155	Dean Petersen		-40.00	-40.00
Total Checks and Payments					-40.00	-40.00
Total Uncleared Transactions					-40.00	-40.00
Register Balance as of 02/28/2019					1,562.16	48,530.53
Ending Balance					1,562.16	48,530.53

10:50 AM
03/26/19
Accrual Basis

Ferndale Elementary School Athletic Account
Profit & Loss
July 2018 through February 2019

	Jul '18 - Feb 19
Income	
BLEACHERS INCOME - FUND RAISER	
BLEACHERS DONATION INCOME	34,195.00
Total BLEACHERS INCOME - FUND RAISER	34,195.00
Donation Income	2,850.00
Other Types of Income	
Miscellaneous Revenue	279.98
Other Types of Income - Other	17,510.91
Total Other Types of Income	17,790.89
Total Income	54,835.89
Gross Profit	54,835.89
Expense	
BLEACHERS EXPENSE - FUND RAISER	2,036.97
Donation Expense	3,790.00
Facilities and Equipment	2,151.42
Other Types of Expenses	
Misc. Expense	850.40
Other Types of Expenses - Other	13,151.25
Total Other Types of Expenses	14,001.65
Total Expense	21,980.04
Net Income	32,855.85

10:48 AM

03/26/19

Ferndale Elementary School Athletic Account
Check Detail
 February 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check	153	2/4/2019	Tri Counties Bank	Boys' BB Refs./Assign./...	Checking		-1,320.00
				Boys' 8th BB Tour Refs/...	Donation Expense	-900.00	900.00
				Boys' BB Refs.	Other Types of Expe...	-420.00	420.00
TOTAL						-1,320.00	1,320.00
Check	154	2/8/2019	Kent Willis	Reim. BB Snack Bar Wa...	Checking		-117.48
				Reim. BB Snack Bar Wat...	Other Types of Expe...	-117.48	117.48
TOTAL						-117.48	117.48
Check	155	2/11/2019	Dean Petersen	Scoreboard Repair	Checking		-40.00
				Scoreboard Repair	Facilities and Equip...	-40.00	40.00
TOTAL						-40.00	40.00
Check	156	2/12/2019	Tri Counties Bank		Checking		-60.00
				Boys' BB Refs.	Other Types of Expe...	-60.00	60.00
TOTAL						-60.00	60.00



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Return Service Requested



PAID
MAR 12 2019
BY:

YOUR STATEMENT

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

Page: 1 of 2
Statement Date: 02-28-19
Primary Account: XXXXXXXX6467

004161 0.6500 AV 0.383 TR00017

TCBK

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

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VISA Checkout

Small Business Interest Chkg

Account: XXXXXXXX6467

Account #	XXXXXXXX6467	Statement Dates	02-01-19 thru 02-28-19
Beginning Balance	46,968.37		
4 Deposits/Credits	5,309.00		
13 Checks/Debits	3,707.58		
Service Charge	0.00		
Interest Paid	0.74		
Ending Balance	48,570.53		

Transactions

Date	Description	Amount
2-04	POS Pur 7474 Sport And Sport And Cycle 707-7259405 CA	238.06-
2-08	Deposit	1,332.00
2-08	POS Pur 7474 Safeway S Safeway Store 097 Fortuna CA	30.00-
2-11	POS Pur 7474 Safeway S Safeway Store 097 Fortuna CA	84.92-
2-12	Deposit	3,402.00
2-12	POS Pur 7474 Ferndale J Ferndale Jewelers 707-7254577 CA	566.91-
2-15	Deposit	450.00
2-15	Deposit	125.00
2-19	POS Pur 7474 Paypal *Cr Paypal *Crescentcity 402-935-7733 CA	310.00-
2-19	POS Pur 7474 Paypal *Cr Paypal *Crescentcity 402-935-7733 CA	480.21-
2-28	Int Pmt Sys-Gen	0.74

Checks

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
142	2-25	125.00	152*	2-04	125.00	156*	2-12	60.00
144*	2-06	125.00	153	2-05	1,320.00			
145	2-25	125.00	154	2-13	117.48			

* Indicates a Gap in Check Number Sequence

Continued on Next Page

Interest Summary

Interest Earned	2/01/19 thru 2/28/19
Days in Statement Period	28
Interest Earned	0.74
Annual Percentage Yield Earned	.02%
Interest Paid this Year	1.54
Interest Withheld this Year	0.00

End of Statement



TCBK-002-004161-001-001-190302 004161 X04

3:35 PM

04/01/19

Ferndale Elementary School 8th Grade
Reconciliation Summary
Checking, Period Ending 02/28/2019

	Feb 28, 19
Beginning Balance	49,057.76
Cleared Transactions	
Deposits and Credits - 2 items	306.75
Total Cleared Transactions	306.75
Cleared Balance	49,364.51
Uncleared Transactions	
Checks and Payments - 1 item	-14.98
Total Uncleared Transactions	-14.98
Register Balance as of 02/28/2019	49,349.53
Ending Balance	49,349.53

3:31 PM

04/01/19

Ferndale Elementary School 8th Grade
Reconciliation Detail
 Checking, Period Ending 02/28/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						49,057.76
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	2/15/2019			X	306.00	306.00
Deposit	2/28/2019			X	0.75	306.75
Total Deposits and Credits					306.75	306.75
Total Cleared Transactions					306.75	306.75
Cleared Balance					306.75	49,364.51
Uncleared Transactions						
Checks and Payments - 1 item						
Check	10/8/2018	1421	Heidi Taylor		-14.98	-14.98
Total Checks and Payments					-14.98	-14.98
Total Uncleared Transactions					-14.98	-14.98
Register Balance as of 02/28/2019					291.77	49,349.53
Ending Balance					291.77	49,349.53

3:36 PM
04/01/19
Cash Basis

Ferndale Elementary School 8th Grade
Profit & Loss
July 2018 through February 2019

	<u>Jul '18 - Feb 19</u>
Income	
Chili Feed/Carnival	30,646.11
Donations	
Donation In.Chili Feed/Carnival	990.00
Total Donations	<u>990.00</u>
Misc. Income	6.51
Pretzel Sale Income	3,140.85
Total Income	<u>34,783.47</u>
Expense	
Chili Feed/Carnival Ex.	6,644.00
Facility Exp.	1,075.44
Graduation Ex.	250.97
Misc. Ex.	1,265.74
Pretzel Exp.	4,132.21
Trip Expense	
Baseball Game	100.00
Bus Ex.	6,337.65
Motel Ex.	8,111.15
Total Trip Expense	<u>14,548.80</u>
Total Expense	<u>27,917.16</u>
Net Income	<u><u>6,866.31</u></u>

004160



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MAR 12 2019

BY:

YOUR STATEMENT

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

Page: 1 of 1
Statement Date: 02-28-19
Primary Account: XXXXXXXX6261

004160 0.4500 AV 0.383 TR00017

TCBK

COUNTY OF HUMBOLDT
FERNDALÉ UNIFIED SCHOOL DISTRICT
FERNDALÉ 8TH GRADE ACCT
164 SHAW AVE
FERNDALÉ, CA 95536-9781

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VISA Checkout

Small Business Interest Chkg

Account: XXXXXXXX6261

Account #	XXXXXXXX6261	Statement Dates	02-01-19 thru 02-28-19
Beginning Balance	49,057.76		
1 Deposits/Credits	306.00		
0 Checks/Debits	0.00		
Service Charge	0.00		
Interest Paid	0.75		
Ending Balance	49,364.51		

Transactions

Date	Description	Amount
2-15	Deposit	306.00
2-28	Int Pmt Sys-Gen	0.75

Interest Summary

Interest Earned	2/01/19 thru 2/28/19
Days in Statement Period	28
Interest Earned	0.75
Annual Percentage Yield Earned	.02%
Interest Paid this Year	1.58
Interest Withheld this Year	0.00

End of Statement

no chgs.

X04

TCBK-001-004160-001-000-190302 004160 95536978164

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 10.1

DATE: April 10, 2019

SUBJECT:

Receive/Discuss BP/AR/E 5131.61 – Voluntary Drug Testing Program

DEPARTMENT/PROGRAM:

Administration

ACTION REQUESTED:

None. The board requested we review/revisit the policy currently in place for the drug testing of students involved in athletics and other extracurricular activities.

PREVIOUS STAFF/BOARD ACTION:

The Board previously reviewed/adopted on February 11, 2015.

FISCAL IMPLICATIONS:

None.

CONTACT PERSON(S):

Beth Anderson, Superintendent/Principal

Ferndale Unified School District

Board Policy

Students

BP 5131.61

VOLUNTARY DRUG TESTING PROGRAM

The Governing Board is committed to maximizing the health and safety of district students and recognizes the district's role in helping to protect students from the dangers associated with illegal drug use and drug abuse. To support the district's substance abuse prevention efforts, the Board desires to establish a drug testing program in the district's high schools that will provide a deterrent from drug use and help refer drug users to appropriate counseling and rehabilitative services.

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.63 - Anabolic Steroids)

Drug Testing of Students Participating in Extracurricular Activities

Definitions:

Drug: Any substance considered illegal by California Statute or which is controlled by the Food and Drug Administration.

Extracurricular Activities: Are those programs defined in Board Policy 6145 (a) that have the following characteristics:

1. The program is supervised or financed by the school district.
2. Students participating in the program represent the school district.
3. Students exercise some degree of freedom in the selection, planning or control of the program.
4. The program includes both preparation for performance and performance before an audience or spectators.

Student Athlete: Any student participating in interscholastic athletic programs sponsored by the Ferndale Unified School District.

Sport Season: Fall, Winter, and Spring seasons begin on the first day of practice allowed by the California Interscholastic Federation and end the day prior to the beginning date of practice of the next season.

Policy Statement

The Ferndale Unified School District is conducting a Mandatory Drug Testing Program for Students Participating in Extracurricular Activities. Its purpose is threefold:

1. To provide for the health and safety of all students participating in extracurricular activities,

BP 5131.6 VOLUNTARY DRUG TESTING PROGRAM (cont'd.)

2. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs, and

3. To encourage students who use drugs to participate in drug treatment programs.

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

(cf. 5131.63 - *Anabolic Steroids*)

(cf. 6145.2 - *Athletic Competition*)

Legal Reference:

EDUCATION CODE

35160.5 *District policy rules and regulations; requirements; matters subject to regulation*

44049 *Known or suspected alcohol or controlled substance abuse by student*

51262 *Use of anabolic steroids; legislative finding and declaration*

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 *Fees not permitted*

COURT DECISIONS

Brown v. Shasta Union High School District, No. C061972, 2010 WL 3442147 (Cal. App. 3d Sept. 2, 2010)

Board of Education of Independent School District No. 92 of Pottawatomie County v. Earls, (2002) 122 S.Ct. 2559

Vernonia School District v. Acton, (1995) 115 S.Ct. 2385

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources:

OFFICE OF NATIONAL DRUG CONTROL POLICY PUBLICATIONS

What You Need To Know About Drug Testing in Schools, August 2002

WEB SITES

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

National Institute on Drug Abuse: <http://www.nida.nih.gov>

Office of National Drug Control Policy: <http://www.whitehousedrugpolicy.gov>

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

Board Policy FERNDALÉ UNIFIED SCHOOL DISTRICT

adopted: February 11, 2015 Ferndale, California

Ferndale Unified School District

Administrative Regulation

Students

AR 5131.61

VOLUNTARY DRUG TESTING PROGRAM

For each testing session, students shall be selected at random from among those who have provided their own and their parent/guardian's consent for the program.

Test results shall be available only to the student and the student's parent/guardian. Parents/guardians of students who test negative shall be notified by mail. Parents/guardians of students who test positive shall be notified and referred to a counselor. After two weeks, a student who has had a positive test may be tested again.

If a student fails to appear for a test, the parent/guardian shall be notified and a test rescheduled for the following week.

Parents/guardians of student who volunteer for this program shall submit a registration fee with their consent form. If a student or parent/guardian is unable financially to pay for testing, the cost may be paid out of district funds. Criteria for eligibility for financial assistance will be the same as for the Free and Reduced Lunch Program.

Drug Testing of Students Participating in Extracurricular Activities

Consent: Each student wishing to participate in any extracurricular program and the student's custodial parent or legal guardian shall consent in writing to drug testing pursuant to the district's Drug Testing Program. Written consent shall be in the form attached to this policy as Exhibit A. No student shall be allowed to participate in any extracurricular program absent such consent.

Student Selection: At the option of the district, all extracurricular participants may be drug tested at the beginning of any athletic season or grading period during which an extracurricular activity begins. In addition, random drug testing will be conducted periodically during the athletic season or grading period. Selection for random testing will be by computer generated random selection program of all student athletes and extracurricular participants participating in extracurricular programs in the district at the time of the drawing. The superintendent shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process, including but not necessarily limited to, assuring that numbers assigned to participating students are in the computer, assuring that the third party person drawing numbers has no way to knowingly choosing or failing to choose particular students to be tested, and assuring that the identity of students drawn for testing is not known to those involved in the selection process.

Sample Collection: Samples will be collected at a mutually convenient time on the same day the student is selected for testing. A list of students to be tested, determined by random number

AR 5131.61 VOLUNTARY DRUG TESTING PROGRAM (cont'd.)

selection, will include alternates to be tested in the event students whose numbers are drawn are absent from school that day. If a student is unable to produce a sample at any particular time, the student will be expected to stay in the testing area until he/she is able to provide the sample. All students providing samples will be given the option of doing so alone in an individual stall with the door closed. Samples collected will be split in the event a second test is necessary.

Prescription Medication: Students who are taking prescription medication will be asked to provide the name of the prescription medication being taken, the name of the prescribing physician, and the pharmacy from which the prescription was obtained on the Chain of Custody Form completed at the time a sample is collected. This information on the Chain of Custody Form will be forwarded to the testing laboratory with the sample, with instructions for the laboratory to consider the student's use of such medication to assure the accuracy of the result. Such information provided by the student will not be disclosed to any school official. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests."

Scope of Tests: The testing laboratory will be instructed to test for seven illegal drugs plus alcohol. Student samples will not be screened for the presence of any substances other than an illegal drug or the existence of any physical condition other than drug intoxication.

Limited Access to Results: The testing laboratory will be authorized to report results only to the superintendent or to such person as the superintendent may designate in the event the superintendent is absent.

Procedures in the Event of a Positive Result

Whenever a student's test results indicate the presence of illegal drugs ("positive test"), the following will occur:

1. The second half of the split sample will be sent to the laboratory for testing. The expense of the second test will be borne by the district if the test results are negative, and by the parent if the test results are again positive.
2. If the second sample tests negative, the student will be notified and no further action will be taken. If the second sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the superintendent, the student, and the custodial parent or legal guardian. At this meeting the parent/guardian, the student and the superintendent/principal will review the options available under this policy, and the requirements and consequences associated with each option.

First Positive Result

For the first positive result, the student will be given the option of: participation in a Drug Counseling Program and submission to weekly drug testing for six weeks, at parent/guardian.

AR 5131.61 VOLUNTARY DRUG TESTING PROGRAM (cont'd.)

expense; or suspension from participation in extracurricular activities, including interscholastic athletic for the remainder of the current quarter (or athletic season) and the next quarter (or athletic season) as well. Parents/guardians, at their expense, will have to seek drug counseling through the Humboldt County Alcohol and Other Drugs Program. Proof will have to be provided to document enrollment and completion of counseling.

Students receiving a first positive result and who choose to participate in drug testing and counseling shall be ineligible for extracurricular participation until such time as the school is informed in writing by drug testing and counseling providers that the student has been enrolled in and is attending weekly drug testing and drug counseling. Parents/guardians must consent in writing to have this enrollment information released to the school.

The parents/guardians of a student receiving a first positive result and who chooses to participate in drug testing and counseling and remain a member of the team or club shall consent in writing to having the coach/advisor of the program informed of the results of the drug test so this coach/advisor may maintain vigilance over this student for his/her safety and the safety of others. The coach/advisor shall maintain the confidentiality of the student during this process.

Second Positive Result

For the second positive result in any two consecutive calendar years, the student will be suspended from participating in extracurricular activities, including athletics, for the remainder of the current grading period or season and the next grading period or athletic season for which the student would be eligible. The student will have to submit proof of completion of a program of drug counseling before being allowed to return to athletics or participation in extracurricular activities.

Third Positive Result

For the third positive result in any two consecutive calendar years, the student will be suspended from participating in extracurricular activities or athletics for the remainder of his/her high school years.

Non-Punitive Nature of Policy

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified at least seventy-two hours before response is made by the district.

Administrative Regulation FERNDALÉ UNIFIED SCHOOL DISTRICT
Adopted: February 11, 2015 Ferndale, California

Ferndale Unified School District

Exhibit

Students

E 5131.61

VOLUNTARY DRUG TESTING PROGRAM

GENERAL AUTHORIZATION FORM

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Ferndale Unified School District Governing Board and the sponsors for the activity in which I participate.

I also authorize Ferndale Unified School District to conduct a test on a urine specimen, which I will provide to test for drug and/or alcohol use. I also authorize the release of information concerning the results of such a test to the Ferndale Unified School District and to my parents and/or guardians.

I understand that if I am taking prescription medication when tested for drugs, I will be given an opportunity to provide information regarding the medication, the prescribing physician, and the pharmacy from which the prescription was purchased. This information will be taken and kept confidentially.

This shall be deemed consent pursuant to the Family Educational Right to Privacy Act for the release of the above information to the parties named above.

Student's name (please print)

Student's signature Date

Parent/guardian's name (please print)

Parent/guardian's signature Date

Exhibit FERNDAL Unified School District

version: February 11, 2015 Ferndale, California

E 5131.61 VOLUNTARY DRUG TESTING PROGRAM (cont'd.)

Exhibit 2

5131.61

DRUG TESTING

SPECIFIC AUTHORIZATION FORM

As the parent/guardian of student , I/We give our permission to have enrollment information released to the school by our student's drug testing and counseling program providers.

I also give my permission to the Superintendent/Principal to inform the coach/advisor of the program I which my student is participating of the results of the drug test so this coach/advisor may maintain vigilance over this student for his/her safety and the safety of others. The coach/advisor shall maintain the confidentiality of the student during this process.

This shall be deemed consent pursuant to the Family Educational Right to Privacy Act for the release of the above information to the parties named above.

Student's name (please print)

Student's signature Date

Parent/guardian's name (please print)

Parent/guardian's signature Date

Exhibit FERNDAL E UNIFIED SCHOOL DISTRICT
Adopted: February 11, 2015 Ferndale, California

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 10.2

DATE: April 10, 2019

SUBJECT:

Receive/Discuss BP 3300 and BP/AR 3311 Expenditures and Purchases/Bids

DEPARTMENT/PROGRAM:

Administration

ACTION REQUESTED:

None. The board requested we review the board policy currently in place for the bid process.

PREVIOUS STAFF/BOARD ACTION:

The Board previously reviewed/adopted on February 11, 2015, September 9, 2016 and December 13, 2016.

FISCAL IMPLICATIONS:

None.

CONTACT PERSON(S):

Beth Anderson, Superintendent/Principal

Ferndale Unified School District

Board Policy

BP3300

Expenditures and Purchases

The Governing Board recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds. In order to best serve district interests, the Superintendent/Principal or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the district receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

(cf. 3000 - Concepts and Roles)
(cf. 3100 - Budget)
(cf. 3350 - Travel Expenses)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 3460 - Financial Reports and Accountability)
(cf. 9270 - Conflict of Interest)

Expending Authority

The Superintendent/Principal or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required. The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

(cf. 3311 - Bids)
(cf. 3312 - Contracts)

The Board shall review all transactions entered into by the Superintendent/Principal or designee on behalf of the Board every 60 days. (Education Code 17605)

The Superintendent/Principal or designee may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the Board.

(cf. 3110 - Transfer of Funds)

District funds shall not be expended for the purchase of alcoholic beverages. (Education Code 32435)

Purchasing Procedures

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings.

(cf. 3314.2 - Revolving Funds)
(cf. 3440 - Inventories)
(cf. 3511.1 - Integrated Waste Management)

BP 3300 Expenditures and Purchases (Continued)

All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent/Principal or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents; approval or ratification of contracts by governing board
17605 Delegation of authority to purchase supplies and equipment
32370-32376 Recycling paper
32435 Prohibited use of public funds, alcoholic beverages
35010 Control of district; prescription and enforcement of rules
35035 Powers and duties of superintendent
35160 Authority of governing boards
35250 Duty to keep certain records and reports
38083 Purchase of perishable foodstuffs and seasonal commodities
41010 Accounting system
41014 Requirement of budgetary accounting

GOVERNMENT CODE

4330-4334 California made materials

PUBLIC CONTRACT CODE

3410 U.S. produce and processed foods
20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2006

WEB SITES

CSBA, Financial Services: <http://www.csba.org/fs>
California Association of School Business Officials: <http://www.casbo.org>
California Department of Education: <http://www.cde.ca.gov>
Policy FERNDALÉ UNIFIED SCHOOL DISTRICT

Adopted: February 11, 2015 Ferndale, California

Ferndale Unified School District

Board Policy

BP3311

Bids

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the district, including when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such contracts shall be made using competitive bidding.

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

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements regarding contracting after competitive bidding. (Public Contract Code 20116, 22033)

The Superintendent/Principal or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.

(cf. 9270 - Conflict of Interest)

When calling for bids, the Superintendent/Principal or designee shall ensure that the bid specification clearly describes in appropriate detail the quality, delivery, and service required, and includes all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

Except as authorized by law and specified in the administrative regulation, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

For use in contracting for public works projects, the Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the required cost accounting procedures and the informal bidding procedures when allowed by law. The Board delegates to the Superintendent/Principal or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

BP 3311 Bids (continued)

Legal Reference:

EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities Act
17250.10-17250.55 Design-build contracts
17406 Lease-leaseback contract
17595 Purchase of supplies through Department of General Services
17602 Purchase of surplus property from federal agencies
38083 Purchase of perishable foodstuffs and seasonable commodities
38110-38120 Apparatus and supplies
39802 Transportation services

CODE OF CIVIL PROCEDURE

446 Verification of pleadings

GOVERNMENT CODE

4217.10-4217.18 Energy conservation contracts
4330-4334 Preference for California-made materials
6252 Definition of public record
53060 Special services and advice
54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

1102 Emergencies
2000-2002 Responsive bidders
3000-3010 Roofing projects
3400 Bids, specifications by brand or trade name not permitted
3410 United States produce and processed foods
6610 Bid visits
12200 Definitions, recycled goods, materials and supplies
20101-20103.7 Public construction projects, requirements for bidding
20103.8 Award of contracts
20107 Bidder's security
20110-20118.4 Contracting by school districts
20189 Bidder's security, earthquake relief
22002 Definition of public project
22030-22045 Alternative procedures for public projects (UPCCAA)
22050 Alternative emergency procedures
22152 Recycled product procurement

BP 3311 Bids (continued)

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)
Davis v. Fresno Unified School District, (2015) 237 Cal.App.4th 261
Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739
Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425
Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241
Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)
Management Resources:

CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION PUBLICATIONS

Cost Accounting Policies and Procedures Manual
Frequently Asked Questions

WEB SITES

CSBA: [http:// www.csba.org](http://www.csba.org)
California Association of School Business Officials: <http://www.casbo.org>
California Uniform Construction Cost Accounting Commission: http://www.sco.ca.gov/ard_cuccac.html

Policy FERNDALÉ UNIFIED SCHOOL DISTRICT

Adopted: September 14, 2016 Ferndale, California

Ferndale Unified School District

Administrative Regulation

AR 3311

Advertised/Competitive Bids

The district shall advertise for competitive bids when any public project contract involves an expenditure of \$15,000 or more. Public project means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned, leased, or operated facility. (Public Contract Code 20111, 22002)

The district shall also advertise for competitive bids when a contract exceeds the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code 20111)

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
2. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
3. Repairs that are not a public project, including maintenance

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. Maintenance does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces. (Public Contract Code 20115)

Instructions and Procedures for Advertised Bids

The Superintendent/Principal or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation that is circulated in the county. The Superintendent/Principal or designee also may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)

(cf. 1113 - District and School Web Sites)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting and details regarding when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

AR 3311 Advertised/Competitive Bids (continued)

1. All bidders shall certify the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)

(cf. 3510 - Green School Operations)

2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)

a. Cash

b. A cashier's check made payable to the district

c. A certified check made payable to the district

d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)

5. When two or more identical lowest or highest bids are received, the Governing Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)

6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #6a below shall be used. (Public Contract Code 20103.8)

a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.

b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.

c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

AR 3311 Advertised/Competitive Bids (continued)

7. The district shall consider only responsive bids from responsible bidders in determining the lowest bid.
8. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.
9. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)
10. When a bid is disqualified as nonresponsive based on district investigation or other information not obtained from the submitted bid, the Superintendent/Principal or designee shall notify the bidder and give him/her an opportunity to respond to the information.

Prequalification Procedure

When required by law or the Board, the Superintendent/Principal or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent/Principal or designee shall furnish prospective bidders a standardized proposal form which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

When any public project involves an expenditure of \$1,000,000 or more and is funded or reimbursed wholly or partly by the School Facilities Program funds or other future state school bond, the district shall prequalify prospective bidders either quarterly or annually. The prequalification shall be valid for one year and the following requirements shall apply: (Education Code 17406, 17407; Public Contract Code 20111.6)

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in the Business and Professions Code 4113, 7056, or 7057, as applicable, shall submit a standardized questionnaire and financial statement 10 or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.
2. Prospective bidders shall be prequalified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent/Principal or designee shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

For all other contracts requiring competitive bidding, the district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

AR 3311 Advertised/Competitive Bids (continued)

Award of Contract

The district shall award each contract to the lowest responsible bidder except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. When the contract is for any transportation service which involves an expenditure of more than \$10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)
3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)

(cf. 9270 - Conflict of Interest)

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award is not in compliance with law, Board policy, or the bid specification. A protest must be filed in writing with the Superintendent/Principal or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent/Principal or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent/Principal or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent/Principal or designee's decision to the Board. The Superintendent/Principal or designee shall provide notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.

Alternative Bid Procedures for Technological Supplies and Equipment

Rather than seek competitive bids, the Board may use competitive negotiation when it makes a finding that a district procurement is for computers, software, telecommunications equipment, microwave equipment, or other related electronic equipment and apparatus.

Competitive negotiation shall not be used to contract for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation process shall include, but not be limited to, the following requirements: (Public Contract Code 20118.2)

AR 3311 Advertised/Competitive Bids (continued)

1. The Superintendent/Principal or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
3. The Superintendent/Principal or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The Superintendent/Principal or designee shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.
6. The Board shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.
7. If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the Board shall make a finding setting forth the basis for the award to another bidder.
8. The Board, at its discretion, may reject all proposals and request new RFPs.
9. Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP shall not be subject to negotiation with the successful proposer.

Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent/Principal or designee shall ensure that the bid specification: (Public Contract Code 3400)

1. Does not directly or indirectly limit bidding to any one specific concern
2. Does not call for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

In any such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to that designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code 3002)

However, the Superintendent/Principal or designee may designate a specific material, product, thing, or service by brand or trade name (sole sourcing) if the Board has made a finding, described in the invitation for bids or **AR 3311 Advertised/Competitive Bids (continued)**

RFP, that a particular material, product, thing, or service is designated for any of the following purposes:
(Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion
3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

(cf. 9323.2 - Actions by the Board)

Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize another public corporation or agency, by contract, lease, requisition, or purchase order, to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

(cf. 3300 - Expenditures and Purchases)

(cf. 3512 - Equipment)

In addition, upon a determination that it is in the best interest of the district and without advertising for bids, the Board may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long as the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). Prior to entering into a lease-leaseback agreement, the Superintendent/Principal or designee shall have on file the contractor's enforceable commitment that the contractor and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. (Education Code 17406, 17407.5)

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

Any lease-leaseback agreement shall include a lease term that specifies the district's occupancy of the building or improved property and a financing component as may be determined on a case-by-case basis.

Regardless of the funding source, when any lease-leaseback agreement is for a public project, involves an expenditure of \$1,000,000 or more, and meets other criteria in Public Contract Code 20111.6, the

prequalification requirements specified in the "Prequalification Procedure" section above shall be followed. (Education Code 17406)

AR 3311 Advertised/Competitive Bids (continued)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

(cf. 3511 - Energy and Water Management)
(cf. 9320 - Meetings and Notices)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

Perishable foodstuffs and seasonal commodities needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

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

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 1102, 20113)

(cf. 3517 - Facilities Inspection)

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its school without taking estimates or advertising for bids. (Education Code 17602)

Regulation FERNDALÉ UNIFIED SCHOOL DISTRICT

Approved: January 13, 2016 Ferndale, California

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 10.3

DATE: April 10, 2019

SUBJECT:

Receive/Discuss BP 5131.2 - Bullying

DEPARTMENT/PROGRAM:

Administration

ACTION REQUESTED:

BP 5131.2 - Bullying

(BP revised)

Policy updated to reflect **NEW LAW (AB 699)** which requires districts to educate students about the negative impact of bullying based on actual or perceived immigration status or religious beliefs and customs. Policy also reflects the California Attorney General's model policy developed pursuant to **AB 699**, which requires staff training with specified components related to bullying prevention and response.

PREVIOUS STAFF/BOARD ACTION:

The Board previously reviewed/adopted on December 9, 2015.

FISCAL IMPLICATIONS:

None.

CONTACT PERSON(S):

Beth Anderson, Superintendent/Principal

Ferndale Unified School District

Board Policy

Students

BP 5131.2

BULLYING

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environments that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the **electronic** creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images **as defined in Education Code 48900.** ~~on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device.~~ Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6163.4 - Student Use of Technology)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 6020 - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. 1020 - Youth Services)

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall

be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(cf. 5137 - Positive School Climate)

BP 5131.2 Bullying (continued)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes **social-emotional learning**, effective communication and conflict resolution skills, ~~social skills~~, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

~~*(cf. 6163.4 - Student Use of Technology)*~~

~~Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.~~

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

- 1. Discuss the diversity of the student body and school community, including their varying immigration experiences**
- 2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims**
- 3. Identify the signs of bullying or harassing behavior**
- 4. Take immediate corrective action when bullying is observed**
- 5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior**

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

BP 5131.2 Bullying (continued)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

BP 5131.2 Bullying (continued)

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

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

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

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities,

Legal Guidance, March 2014

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

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

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

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California's Social and Emotional Learning: Guiding Principles, 2018

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

Bullying at School, 2003

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018

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

Guidance to Schools: Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

BP 5131.2 Bullying (continued)

Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex, Race, Color and National Origin, and Disability, October 26, 2010

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>

California Office of the Attorney General: <http://oag.ca.gov>

Center on Great Teachers and Leaders: <https://gtlcenter.org/>

Collaborative for Academic Social and Emotional Learning: <https://casel.org>

Common Sense Media: <http://www.commonsensemedia.org>

National School Safety Center: <http://www.schoolsafety.us>

~~ON[the]LINE, digital citizenship resources: <http://www.onthelineea.org>~~

Partnership for Children and Youth: <https://www.partnerforchildren.org>

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

Board Policy Adopted December 9, 2015. Ferndale, CA.

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 10.4

DATE: April 10, 2019

SUBJECT:

Receive/Discuss BP/AR 5145.3 Nondiscrimination/Harassment

DEPARTMENT/PROGRAM:

Administration

ACTION REQUESTED:

BP/AR 5145.3 - Nondiscrimination/Harassment

(BP/AR revised)

Minor revisions made in policy and regulation to reflect **NEW LAW (AB 699)** which prohibits discrimination based on immigration status.

PREVIOUS STAFF/BOARD ACTION:

The Board previously reviewed/adopted BP/AR 5145.3 on February 11, 2015.

FISCAL IMPLICATIONS:

None.

CONTACT PERSON(S):

Beth Anderson, Superintendent/Principal

Ferndale Unified School District

Board Policy

Students

BP 5145.3

NONDISCRIMINATION/HARASSMENT

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, **nationality**, national origin, **nationality**, **immigration status**, **ethnicity**, ethnic group identification, **ethnicity**, age, religion, marital **status**, **pregnancy**, ~~or~~ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, ~~or~~ gender expression, **or genetic information**, or association with a person or group with one or more of these actual or perceived characteristics.

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

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

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

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to

BP 5145.3 NONDISCRIMINATION/HARASSMENT (continued)

remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1330 - Use of Facilities)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

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

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

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

(cf. 5144 - Discipline)

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

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

(cf. 5145.2 - Freedom of Speech/Expression)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

BP 5145.3 NONDISCRIMINATION/HARASSMENT (continued)

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4687 ~~4670~~ Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Prohibition of discrimination based on age

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

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

Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014

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

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

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

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999 Fact Sheet, August 2010

WEB SITES

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

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

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

California Office of the Attorney General: <http://oag.ca.gov>

First Amendment Center: <http://www.firstamendmentcenter.org>

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

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

Ferndale Unified School District

Administrative Regulation

Students

AR 5145.3

NONDISCRIMINATION/HARASSMENT

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, ~~nationality~~, **immigration status**, ~~ethnicity~~, ethnic group identification, **ethnicity**, age, religion, marital **status**, pregnancy, ~~or~~ parental status, ~~pregnancy~~, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, **genetic information**, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

(title or position)

(address)

(telephone number)

(email)

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them on the district's web site and other prominent locations and providing easy access to them through district-supported social media, when available.
2. Post in a prominent and conspicuous location on the district and school web sites information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.61)
 - a. The name and contact information of the district's Title IX coordinator, including the phone number and email address

AR 5145.3 NONDISCRIMINATION/HARASSMENT (continued)

- b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
- c. A description of how to file a complaint of noncompliance with Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:
 - (1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
 - (2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site
 - (3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

- 3. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)
- 4. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.
- 5. The Superintendent or designee shall ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

- 6. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include

AR 5145.3 NONDISCRIMINATION/HARASSMENT (continued)

details of guidelines the district may use to provide a discrimination-free environment for all district students, including transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

7. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)
8. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to ~~protect students' privacy rights and ensure their safety~~ **protect students** from threatened or potentially discriminatory behavior **and ensure their privacy rights**.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
(cf. 5131.5 - Vandalism and Graffiti)
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with ~~the laws~~ regarding the confidentiality of student and personnel records, communicating ~~the school's response~~ to students, parents/guardians, and the community **the school's response plan to unlawful discrimination or harassment**
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that he/she knew was not true
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Process for Initiating and Responding to Complaints

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

AR 5145.3 NONDISCRIMINATION/HARASSMENT (continued)

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Transgender and Gender-Nonconforming Students

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense of his/her gender, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity is different from the gender he/she was assigned at birth.

Regardless of whether they are sexual in nature, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity
2. Disciplining or disparaging a student or excluding him/her from participating in activities for behavior or appearance that is consistent with his/her gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable

AR 5145.3 NONDISCRIMINATION/HARASSMENT (continued)

3. Blocking a student's entry to the ~~bathroom~~restroom that corresponds to his/her gender identity
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's transgender or gender-nonconforming status is his/her private information and the district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

AR 5145.3 NONDISCRIMINATION/HARASSMENT (continued)

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of his/her gender identity and begin to treat the student consistent with his/her gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify and develop strategies for ensuring that the student's access to education programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action ~~could~~ **can** be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting his/her educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.
4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

(cf. 7110 - Facilities Master Plan)

5. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed ~~pursuant to a court order with proper documentation.~~ However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents. Such preferred name may be added to the student's record and official documents as permitted by law.

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district

AR 5145.3 NONDISCRIMINATION/HARASSMENT (continued)

personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.

7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

(cf. 5132 - Dress Code)

BP Adopted February 11, 2015. Ferndale, CA.

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 10.5

DATE: April 10, 2019

SUBJECT:

Receive/Discuss BP/AR5145.9 Hate Motivated Behavior

DEPARTMENT/PROGRAM:

Administration

ACTION REQUESTED:

BP 5145.9 - Hate-Motivated Behavior

(BP revised)

Policy updated to define hate-motivated behavior and expand material related to collaboration, staff training, and enforcement of rules regarding student conduct. Policy also provides for the use of uniform complaint procedures when the behavior is determined to be based on unlawful discrimination.

PREVIOUS STAFF/BOARD ACTION:

The Board previously reviewed/adopted BP/AR 5145.9 on February 11, 2015.

FISCAL IMPLICATIONS:

None.

CONTACT PERSON(S):

Beth Anderson, Superintendent/Principal

Ferndale Unified School District

Board Policy

Students

BP 5145.9

HATE-MOTIVATED BEHAVIOR

In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices. **The Governing Board is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.**

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

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5131.5 - Vandalism and Graffiti)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5141.52 - Suicide Prevention)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5147 - Dropout Prevention)

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. **These Such collaborative efforts shall be focused focus on providing ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.**

(cf. 1020 - Youth Services)

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

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

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6020 - Parent Involvement)

The district shall provide **students with** age-appropriate instruction **that includes the development of social-emotional learning, promotes their to help promote an** understanding of and respect for human rights, diversity, and **tolerance acceptance** in a multicultural society, and **to provides** strategies to manage conflicts constructively.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6142.94 - History-Social Science Instruction)

The Superintendent or designee shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior.

BP 5145.9 HATE-MOTIVATED BEHAVIOR (continued)

~~(cf. 4131 - Staff Development)~~
~~(cf. 4231 - Staff Development)~~
~~(cf. 4331 - Staff Development)~~

As necessary, the district shall also provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

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

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

~~The Superintendent or designee shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior.~~ **provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.**

~~(cf. 4131 - Staff Development)~~
~~(cf. 4231 - Staff Development)~~
~~(cf. 4331 - Staff Development)~~

Grievance Procedures-Complaint Process

~~Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Coordinator for Nondiscrimination/Principal. A student or parent/guardian who believes the student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the principal, or other staff member.~~

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.

~~(cf. 3515.3 - District Police/Security Department)~~
~~(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)~~

~~Upon receiving such a complaint, the Coordinator/Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment.~~ **Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.**

~~(cf. 1312.1 - Complaints Concerning District Employees)~~
~~(cf. 1312.3 - Uniform Complaint Procedures)~~
~~(cf. 5144 - Discipline)~~
~~(cf. 5144.1 - Suspension and Expulsion/Due Process)~~
~~(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))~~

~~Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Coordinator/Principal, Superintendent or designee, and/or law enforcement, as appropriate.~~

BP 5145.9 HATE-MOTIVATED BEHAVIOR (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 School safety plans

48900.3 Suspension for hate violence

48900.4 Suspension or expulsion for threats or harassment

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

4600-4687 ~~4670~~ Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Prohibition of discrimination based on age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES PUBLICATIONS

Bullying at School, 2003

California Student Safety and Violence Prevention—Laws and Regulations, April 2004

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12

Schools in Responding to Immigration Issues, April 2018

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL ASSOCIATION OF ATTORNEYS

GENERAL PUBLICATIONS

Protecting Students from Harassment and Hate Crime: A Guide for Schools, 1999

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Preventing Youth Hate Crimes: A Guide for Schools and Communities, 1997

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

Dear Colleague Letter: Harassment and Bullying, October 2010

Dear Colleague Letter: Prohibited Disability Harassment, July 2000

WEB SITES

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

California Association of Human Relations Organizations: <http://www.cahro.org>

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

California Office of the Attorney General: <http://oag.ca.gov>

National Youth Violence Prevention Resource Center: <http://www.safeyouth.org>

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

U.S. Department of Justice, Community Relations Service: <http://www.usdoj.gov/ers> <https://www.justice.gov>

Adopted February 11, 2015. Ferndale, CA.

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 10.6

DATE: April 10, 2019

SUBJECT:

Receive/Discuss/Delete BP 6161.3 – Toxic Art Supplies

DEPARTMENT/PROGRAM:

Administration

ACTION REQUESTED:

BP 6161.3 - Toxic Art Supplies

(BP deleted)

Policy deleted and key concepts incorporated into BP 3514.1 - Hazardous Substances.

PREVIOUS STAFF/BOARD ACTION:

The Board previously reviewed/adopted BP 6161.3 on February 11, 2015.

FISCAL IMPLICATIONS:

None.

CONTACT PERSON(S):

Beth Anderson, Superintendent/Principal

Ferndale Unified School District

Board Policy

Instruction

BP 6161.3

TOXIC ART SUPPLIES

The Governing Board recognizes its responsibility to protect the health and safety of students in the selection of materials used for instruction in arts and crafts activities.

The Superintendent/Principal or designee shall develop procedures for the purchase, use and proper disposal of arts and crafts materials which ensure that the health and safety of students is protected from harmful exposure to toxic substances in accordance with Education Code 32064 and established health standards.

The Superintendent/Principal or designee shall ensure that arts and crafts material purchased for use by students in grades K-6 will not contain toxic substances or cause chronic illness as determined by the State Department of Health Services.

Students in grades 7-12 are considered able to read and understand product labels and to take adequate precautions to use products which are prohibited for use in grades K-6. The Superintendent/Principal or designee shall ensure that arts and crafts materials purchased for use in grades 7-12 meet the requirements of Education Code 32065. The products must be properly labeled to identify toxic ingredients, warn of potential adverse health effects and describe procedures for safe use and storage. (cf. 3514—Environmental Safety)

(cf. 3514.1—Hazardous Substances)

(cf. 5142—Safety)

Legal Reference:

EDUCATION CODE

32060 Legislative findings and declarations

32061 Art or craft material; definition

32062 Human carcinogen; definition

32063 Toxic substance causing chronic illness; definition

32064 Restrictions on purchases of arts and crafts materials

32065 Warning labels

32066 List of toxic art supplies; preparation and distribution

HEALTH AND SAFETY CODE

108500-108515 Labeling of arts and crafts materials

PENAL CODE

594.1 Aerosol containers of paint

Management Resources:

CDE PROGRAM ADVISORIES:

0712.94 Toxic Art Supplies List of Approved Products CHL:94/95-01

Policy FERNDAL-UNIFIED SCHOOL DISTRICT

Adopted: February 11, 2015 Ferndale, California

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 10.7

DATE: April 10, 2019

SUBJECT:

The Superintendent will report on articulation efforts and district enrollment related to middle school and high school.

DEPARTMENT/PROGRAM:

Administration

ACTION REQUESTED:

None.

PREVIOUS STAFF/BOARD ACTION:

The public brought up this concern at the last meeting.

FISCAL IMPLICATIONS:

None.

CONTACT PERSON(S):

Beth Anderson, Superintendent/Principal

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 11.1

DATE: April 10, 2019

SUBJECT:

Backpacking Club Overnight Trip

DEPARTMENT/PROGRAM:

Ferndale High School Backpacking Club

ACTION REQUESTED:

Approval of Backpacking Club Spring Overnight Trip

PREVIOUS STAFF/BOARD ACTION:

The board is asked to approve all overnight board trips per board policy.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

The Ferndale High School Backpacking Club fundraises for and plans trips in order to allow students access to outdoor education, environmental education and personal growth. The advisors will complete all necessary paper work prior to each of the club trips.

FISCAL IMPLICATIONS:

Cost is based on each individual trip. Funds for these trips are coming from Backpacking Club donations and fundraising efforts.

CONTACT PERSON(S):

Yohei Shiraishi and Trevor Christiansen, Club Advisors
Beth Anderson, Superintendent/Principal



Beth Anderson <banderson@ferndalek12.org>

Backpacking Trip Info

1 message

Yohei Shiraishi <yshiraishi@ferndalek12.org>

Thu, Apr 4, 2019 at 4:36 PM

To: Beth Anderson <banderson@ferndalek12.org>

Hi Beth,

Dates:

5/16(Th) after school - 5/19(Sun)

The students will miss one day of school (Friday).

Location:

Lost Coast Trail (Petrolia to Shelter Cove)

Chaperones:

Mr Christiansen, Ms Frisk, and me

So far, 22 students are interested in going. They will be disqualified if they have a D or below.

Please let me know if you need more info. Thanks!

Yohei Shiraishi

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 11.2

DATE: April 10, 2019

SUBJECT:

Confirmation of Selection of Auditor Services for 2018-2019 audit

DEPARTMENT/PROGRAM:

Administration/Business

ACTION REQUESTED:

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

PREVIOUS STAFF/BOARD ACTION:

The Board previously entered into a three-year agreement with David L. Moonie & Co. to conduct District audits for fiscal years 2015-16, 2016-17, and 2017-18.

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

NOTIFICATION OF AUDITOR SELECTION

DISTRICT NAME Ferndale Unified SD

Our district has selected David L. Mooney & Co., LLP to audit our 2018-2019 fiscal year records.

Please complete the information below to assist us in accommodating the State Controller's annual request for information:

Audit Fee
\$14,000

Fiscal Year Covered
2018-2019
_____ if applicable
_____ if applicable

Beth AD

Authorized Representative

3/27/19

Date

Please **return this notification, regardless of whether or not you select the same auditor as previous years, to SueAne Novack in the HCOE Administration Office, no later than March 27th.** This will assist us in an efficient notification to the State Controller.

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM: 11.3

DATE: April 10, 2019

SUBJECT:

2019-2020 Instructional School Calendar

DEPARTMENT/PROGRAM:

Administration/Business

ACTION REQUESTED:

Adopt the 2019-2020 Instructional School Calendar

PREVIOUS STAFF/BOARD ACTION:

The Board of Trustees annually adopts the instructional school calendar.

BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:

Humboldt County Office of Education prepares sample school calendars with differing start and end dates. Article 1300 in the Ferndale Unified Teacher's Association (FUTA) Master Agreement provides language as to the process of negotiating the subsequent school calendar. FUTA members voted to observe Spring Break (April 13-17) which aligns with most other schools in the county. The first and last instructional days are August 26th and June 11th.

FISCAL IMPLICATIONS:

None

CONTACT PERSON(S):

Beth Anderson, Superintendent and Principal

FERNDALD USD

2019-2020 SCHOOL CALENDAR

SCHOOL MONTH	Mon	Tues	Wed	Thurs	Fri	Days Taught	Holidays
August	(19)	(20)	(21)	(22)	(23)		Certificated Staff Duty Days
Aug. 26 - Sept. 20 FIRST MONTH	★26 [2] 9 16	27 3 10 17	{28} {4} {11} {18}	29 5 12 19	30 6 13 20	19	★First Day of School – Aug. 26 Labor Day – Sept. 2 FHS 1 st Progress Report Period: Sept. 20
Sept. 23 - Oct. 18 SECOND MONTH	23 30 7 14	24 1 8 15	{25} {2} {9} {16}	26 3 10 17	27 4 11 18	20	FES 1 st Trimester Midterm: Oct. 4 FES Midterms Go Home: Oct. 9 FES Parent Conferences: Oct. 14-19
Oct. 21- Nov. 15 THIRD MONTH	21 28 4 [11]	22 29 5 12	{23} {30} {6} 13	24 31 7 14	25 1 8 15	19	FHS 1 st Quarter Ends: Oct. 25 Veterans' Day – Nov. 11 FES 1 st Trimester Ends: Nov. 15
Nov. 18 - Dec. 13 FOURTH MONTH	18 [25] 2 9	19 [26] 3 10	{20} [27] {4} {11}	21 [28] 5 12	22 [29] 6 13	15	FES 1 st T Report Cards Go Home: Nov. 21 FHS 2 nd Progress Report Period: Nov. 22 Thanksgiving Week Nov. 25-Nov. 29
Dec. 16- Jan. 24 FIFTH MONTH	16 6 13 [20]	17 7 14 21	{18} {8} {15} 22	19 9 16 23	20 10 17 24	19	Winter Break Dec. 23- Jan. 3 School Resumes Monday, Jan. 6th FHS 1 st Semester Ends: Jan. 17 FES 2 nd Trimester Midterm: Jan. 17 Martin Luther King, Jr. Day – Jan. 20
Jan. 27 - Feb. 21 SIXTH MONTH	27 3 10 [17]	28 4 11 [18]	{29} {5} {12} [19]	30 6 13 [20]	31 7 14 [21]	15	FES Midterms Go Home: Jan. 22 FHS 3 rd Progress Report Period: Feb. 14 Presidents' Week Feb. 17- Feb. 21
Feb. 24 - March 20 SEVENTH MONTH	24 2 9 16	25 3 10 17	{26} {4} {11} {18}	27 5 12 19	28 6 13 20	20	FES 2 nd Trimester Ends: March 6 FES 2 nd T Report Cards Go Home: March 11 FES Parent Conferences: March 16-20
March 23 - April 17 EIGHTH MONTH	23 30 6 [13]	24 31 7 [14]	{25} {1} {8} [15]	26 2 9 [16]	27 3 10 [17]	15	FHS 3 rd Quarter Ends: March 27 Spring Break April 13-April 17
April 20- May 15 NINTH MONTH	20 27 4 11	21 28 5 12	{22} {29} {6} {13}	23 30 7 14	24 1 8 15	20	FES 3 rd Trimester Midterm: April 24 FES Midterms Go Home: April 29 FHS 3 rd Progress Report Period: May 1
May 18 - June 12 TENTH MONTH	18 [25] 1 8	19 26 2 9	{20} {27} {3} {10}	21 28 4 ★{11}*	22 29 5 (12)	18	Memorial Day – May 25 ★Last Day of School – June 11 FES 3 rd Trimester/FHS 2 nd Semester Ends: June 11 Certificated Staff Duty Day – June 12th

FHS: 1st Trimester: 58 days
 2nd Trimester: 59 days
 3rd Trimester: 63 days
 Total: 180 days

FES: 1st Quarter: 44 days
 2nd Quarter: 44 days
 3rd Quarter: 44 days
 4th Quarter: 48 days
 Total: 180 days

[] Holidays/ Local Recess
 { } Early Release
 () Certificated Duty Days

Board Approved April 10, 2019

Ferndale Unified School District

SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION

AGENDA ITEM # 11.4

DATE: April 10, 2019

SUBJECT:

Williams Uniform Complaint First (1st) 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 Anderson
(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